

**PROPORTIONATE SERVICE  
DECLARATION**



First Name	Middle Name	Last Name	Social Security Number-Last 4 #'s ***_**_	
Mailing Address		City	State	Zip Code
Date of Birth	Phone	Email Address		

If you have participated in certain other public retirement systems in Texas, you may be able to combine your service credit from those retirement systems to help you meet eligibility requirements for COAERS benefits. However, you must notify COAERS of this time as you accrue it. COAERS currently recognizes service credit in the following systems:

- Austin Police Retirement System
- El Paso Firemen and Policemen's Pension Fund
- The El Paso City Employees' Pension Fund
- Employees Retirement System of Texas (ERS)
- Judicial Retirement System of Texas (I and II)
- Teacher Retirement System of Texas (TRS)
- Texas County and District Retirement System (TCDRS)
- Texas Municipal Retirement System (TMRS)
- A limited proportionate service arrangement is available for individuals who have membership in a retirement system with the Travis County Healthcare District (Central Health).

Combining service credit using the Proportionate Retirement Program may advance your retirement eligibility date but it does not increase the amount of your COAERS monthly benefit. For example, if you have five years of service credit with the Employees Retirement System of Texas and eighteen years with COAERS, your combined service credit for retirement eligibility would be twenty-three years. However, your COAERS monthly benefit payment will be calculated using only your eighteen years of COAERS service credit. If you purchased military service time under another retirement system, that time is counted only once when combining service credit under the Proportionate Retirement Program. Before relying on service credit from another system, contact that system to verify that your service credit is eligible to be combined with COAERS service credit under the Proportionate Retirement Program and discuss any benefit to which you may be entitled. Notify COAERS of your proportionate service frequently. We do not receive proportionate service information from other Texas retirement systems regularly. We rely on members to keep their proportionate service up to date with COAERS through regular communication with COAERS. If you believe your proportionate service combined with your other COAERS creditable service makes you eligible for benefits and you wish to begin receiving benefits, make sure you apply for benefits. COAERS does not pay retroactive benefits back to the date you were first eligible. So, know when you are eligible for benefits and contact COAERS before that time to properly apply for benefits.

**PROVIDE YOUR PROPORTIONATE RETIREMENT SYSTEM INFORMATION BELOW.**

Name of Retirement System(s) for which you want Proportionate Service Credit

After you sign, date, and submit this document to COAERS, we will contact the retirement system(s) you have listed above to confirm your proportionate service and provide you with the credit provided by that system(s) through that date. You will then need to continue to update your proportionate service from that point forward, by contacting COAERS or completing and submitting this form again. You will need to keep track of your proportionate service and your COAERS service in order to know when to claim benefits. See our website for more information or contact us and ask to speak with a Member Services Specialist about your proportionate service and your eligibility for benefits.

**SIGN, DATE, AND SUBMIT.**

Signature	Date
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