



Request for Review to Establish Free Military Service Credit

In order to request a review of your records to establish military service credit with the Arkansas Teacher Retirement System, please complete the bottom portion of this form and attach copies of the requested military discharge documents. The Arkansas Teacher Retirement System will contact you via written correspondence about the status of the requested military service credit.

A.C.A. Section 24-7-602 of the Arkansas Teacher Retirement System law provides that a member is eligible, by filing copies of official military documents, to establish free credit for his/her **active** military service, provided:

1. He/she has 5 or more years of Arkansas credited service in the Arkansas Teacher Retirement System exclusive of any credit for military service.
2. He/she received an honorable discharge from the Armed Forces.
3. He/she entered the United States Armed Forces between July 1, 1937, and June 30, 1973, or during any period that a federal military draft was in effect. Reenlistment or voluntary extension of the initial enlistment is not eligible.
4. His/her military service for credit in the Arkansas Teacher Retirement System shall not exceed 5 years.
5. The period of military service credit shall be determined by policies of the Board of Trustees of the Arkansas Teacher Retirement System.

To: **The ATRS Board of Trustees**
Arkansas Teacher Retirement System
Benefits and Counseling Department
1400 West Third
Little Rock, AR 72201

Name (Last, First, Initial) _____

SSN _____ Birthdate ____/____/____

Address _____

City _____ State _____ Zip _____

Telephone Number (____) _____ Alternate Number (____) _____

Member's Signature

Date