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|------------------------|------------|------|----------|--------|---------------|
| Name | | LAST | FIRST | MIDDLE | Date of Birth |
| Social Security Number | | | Email | | |
| Address | | City | | State | Zip |
| Personal Phone | Work Phone | | Employer | | |

Patrol Plan Employer Verification of Service

Per Nebraska statute, service credit is earned for service rendered while a contributing member of the Patrol Plan, rounded to the nearest month. NPERS will grant one year of service credit for each full year that elapses from a Trooper's plan entry date. NPERS will grant partial service credit if a Trooper contributes to the Patrol Plan for only part of a year or terminates employment before the anniversary of the Trooper's plan entry date.

NPERS **CANNOT** grant service credit for periods when a Trooper does not make retirement contributions. Service credit is not granted if a Trooper goes on a leave of absence, takes leave without pay, is placed on unpaid suspension, is paid worker's compensation benefits, or incurs any other periods when they are not contributing to the plan.

A Trooper may make a one-time, written request for a *tentative* verification of service from NPERS up to one year but no less than 180 days prior to retirement or entering DROP. When NPERS receives a verification of service request from a Trooper, the Patrol Business Office must complete this form to assist with the verification process.

Declaration of Non-Contributing Periods

Answer all of the questions below. Failure to fully and completely answer the questions may result in the Trooper's service credit being misstated. This could negatively affect the Trooper's retirement eligibility date and/or the amount of the Trooper's retirement benefit.

1. On what day did the member become a sworn officer with the Nebraska State Patrol? _____
2. Did the member have any periods of leave without pay during their employment with Patrol? Yes No

If "Yes", please check all that apply:

- The member had no available leave time
- The member received worker's compensation benefits
- Qualified Military Service – no leave time used during all or part
- Suspension without pay
- Other periods where the member did not contribute to the Retirement Plan

3. If "Yes" to questions 2, what is the member's total number of leave without pay service hours? _____
4. Please attach an itemization of the Trooper's unpaid leave of absence, leave without pay, unpaid suspension, period(s) of worker's compensation benefits, period(s) of military service, or other periods where the Trooper was not contributing to the Plan. The attached documentation should include dates, total leave without pay hours and type of leave.

Verifications of Service

- I understand this document and its attachments constitute a verification of the Trooper's service through date listed below.
- I understand this document will be used by NPERS to determine the Trooper's creditable service for retirement.
- I understand service and non-contributing periods occurring after this tentative verification of service is prepared will be reviewed and verified by NPERS when the Trooper submits an application for retirement.
- I certify the information submitted on this form is true, correct, accurate, and complete.

Agency Representative's Signature: _____ Date: _____