



# MBOS Applications

## A Step-By-Step Guide

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### How to Submit a Purchase of Service Application

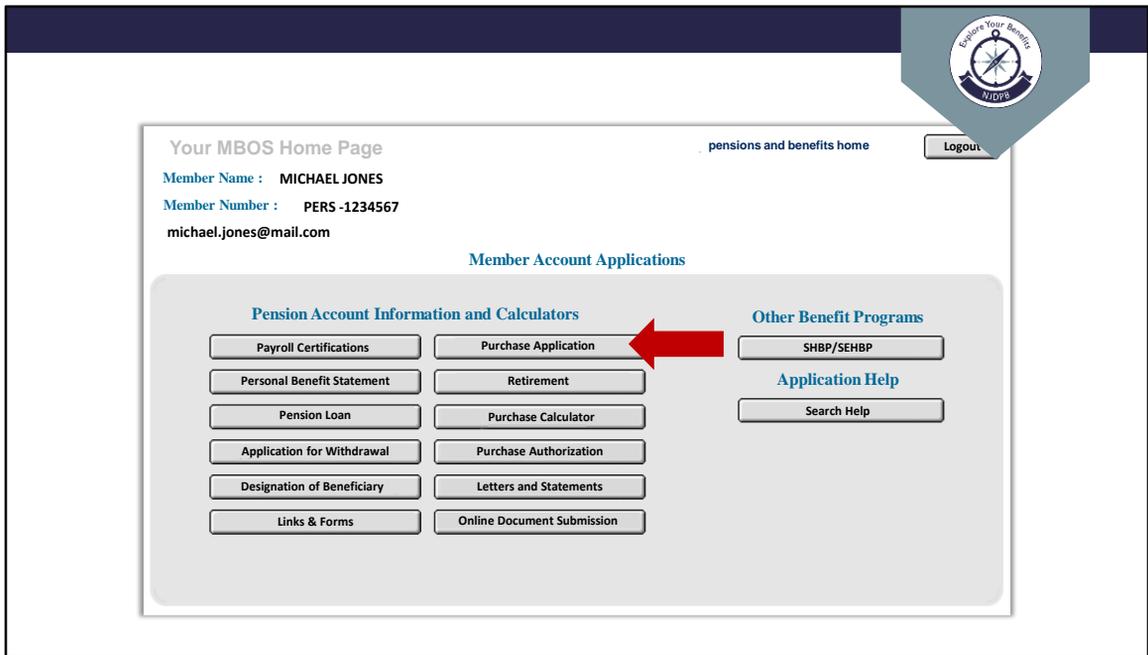
*For Active PERS, TPAF, and PFRS Members*

This step-by-step guide will assist active Public Employees' Retirement System (PERS), Teachers' Pension and Annuity Fund (TPAF), and Police Firemen's Retirement System (PFRS) members with submitting a purchase of service application.

Active pension members must use the Member Benefits Online System (MBOS) to submit the purchase of service application. Authorized users can register for an MBOS account here: <https://www.nj.gov/treasury/pensions/mbos-register.shtml>

For assistance with the registration process, see the *Active MBOS Registration* video in our video gallery: <https://www.nj.gov/treasury/pensions/videos.shtml>

Please note, if you have already registered for MBOS, you will not be able to register again. If you need assistance accessing your existing MBOS account, please see our MBOS Troubleshooting videos in our video gallery.



Once you have accessed your MBOS account, click the “Purchase Application” button to begin the application.

To exit the purchase application anytime before your final submission, click the “Home” button located at the top of your MBOS screen.



Member Name: **MICHAEL JONES**  
 Member ID: **02-1234567**

Date of Birth: **09/02/1959**  
*If your date of birth shown above is incorrect, please provide the Division of Pensions and Benefits with proof-of-age.*

**Previous Purchase Requests on File and Status**

*Purchase Requests already on file under your account are listed below. If you wish to submit an additional Purchase Request, click on the "Submit New Purchase Request" button below.*

Purchase Type	Start Date	End Date	Date Received	Status	Status Date
<i>Former Membership</i>	07/01/2007	06/30/2008	07/07/2014	Authorized	01/26/2015
<i>Temporary/Substitute</i>	10/21/2013	05/02/2014	07/07/2014	Closed	11/24/2014
<i>Temporary/Substitute</i>	10/21/2013	05/02/2014	07/07/2014	Authorized	01/26/2015

Definitions

 [Submit New Purchase Request](#)

If you have ever submitted a purchase request in the past, a list of them, including their status, will appear.

To submit a new purchase application, click the "Submit a New Purchase Request" button.

If you have not submitted a purchase request in the past, you will not see this screen and will be directed to the Purchase Application.

Member Name: MICHAEL JONES      Date of Birth: 09/02/1959  
Member ID: 02-1234567      *If your date of birth shown above is incorrect, please provide the Division of Pensions and Benefits with proof-of-age.*

*This information below reflects your personal information currently on file with the Division of Pensions and Benefits. If it is not correct, please update.*

Maiden/Former Last Name[s]:   
Current Mailing Address:   
Address 2:   
City:  State: New Jersey      Zip:  -   
Daytime Phone Number (starting with Area Code):  (Numbers Only)

I plan to Retire  or Terminate  within the next nine months on  N/A

Choose the type of service you wish to purchase.  
*Complete a separate online Purchase Application for each type of service.*

- Temporary/Substitute Service
- Former Membership Service
- U.S. Government Service
- Uncredited Service
- Optional Service
- Unpaid Leave of Absence
- Out-of-State Service
- Military Service
- Local Retirement System Service

*For more information about service credit purchases, including types that may be purchased, please refer to:*

- [Fact Sheet #1, Purchasing Service Credit](#)

On the application, provide your maiden name or former last name, if applicable.

Then your mailing address, and telephone number.

If these fields are prepopulated, check the information for accuracy and update accordingly.

**Member Name:** MICHAEL JONES      **Date of Birth:** 09/02/1959  
**Member ID:** 02-1234567      *If your date of birth shown above is incorrect, please provide the Division of Pensions and Benefits with proof-of-age.*

*This information below reflects your personal information currently on file with the Division of Pensions and Benefits. If it is not correct, please update.*

Maiden/Former Last Name[s]:   
 Current Mailing Address:   
 Address 2:   
 City:       State: New Jersey      Zip:  -   
 Daytime Phone Number (starting with Area Code):  (Numbers Only)

**I plan to Retire**  **or Terminate**  **within the next nine months on**  **N/A**

**Choose the type of service you wish to purchase.**  
*Complete a separate online Purchase Application for each type of service.*

Temporary/Substitute Service       Unpaid Leave of Absence  
 Former Membership Service       Out-of-State Service  
 U.S. Government Service       Military Service  
 Uncredited Service       Local Retirement System Service  
 Optional Service

*For more information about service credit purchases, including types that may be purchased, please refer to:*  
 • [Fact Sheet #1, Purchasing Service Credit](#)

Next, indicate if you plan to retire or terminate employment within the next nine months. If you select either of those bubbles, enter the date you will be retiring or terminating employment in the field provided.

If you will not be retiring or terminating employment within the next nine months, select “N/A.”

**Member Name:** MICHAEL JONES      **Date of Birth:** 09/02/1959  
**Member ID:** 02-1234567      *If your date of birth shown above is incorrect, please provide the Division of Pensions and Benefits with proof-of-age.*

*This information below reflects your personal information currently on file with the Division of Pensions and Benefits. If it is not correct, please update.*

Maiden/Former Last Name[s]:

Current Mailing Address:

Address 2:

City:       State: New Jersey      Zip:  -

Daytime Phone Number (starting with Area Code):  (Numbers Only)

I plan to Retire  or Terminate  within the next nine months on  N/A

**Choose the type of service you wish to purchase.**  
*Complete a separate online Purchase Application for each type of service.*

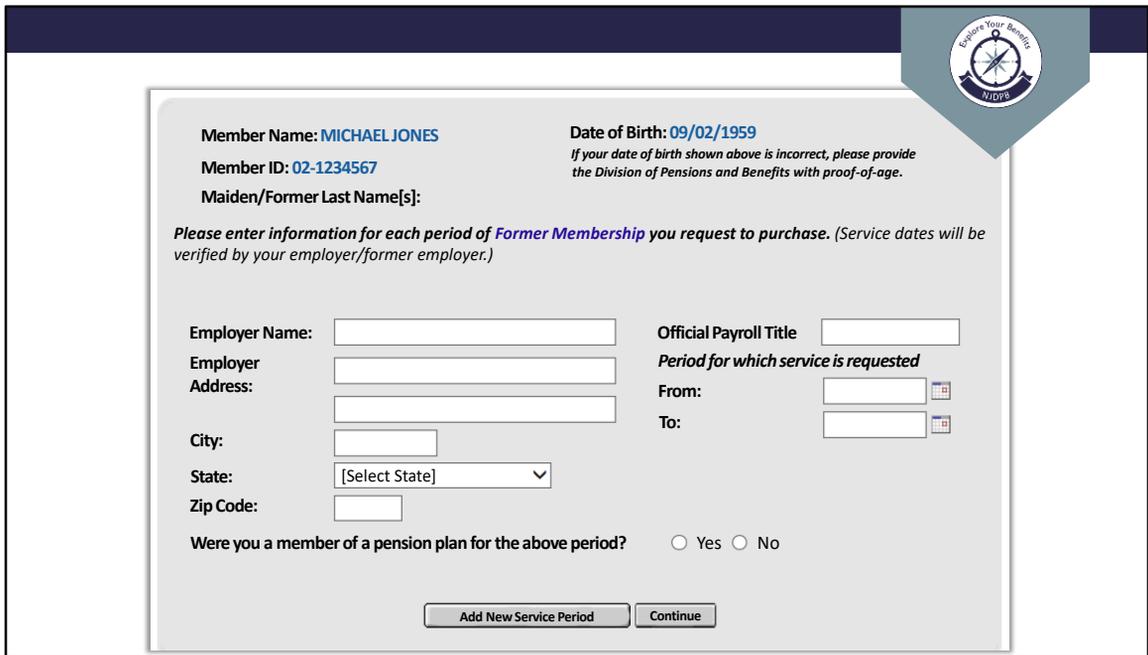
- Temporary/Substitute Service
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- Local Retirement System Service

*For more information about service credit purchases, including types that may be purchased, please refer to:*

- [Fact Sheet #1, Purchasing Service Credit](#)

From the list, choose the type of service you wish to purchase and then click “Continue.”

If you need more information, please read the *Purchasing Service Credit* fact sheet linked for you at the bottom of the application.



The screenshot shows a web form for purchasing service. At the top right is a logo for 'Explore Your Benefits' with 'NJPS' below it. The form displays the following information:

- Member Name:** MICHAEL JONES
- Member ID:** 02-1234567
- Date of Birth:** 09/02/1959
- Maiden/Former Last Name[s]:** (empty field)

Below this information is a note: "If your date of birth shown above is incorrect, please provide the Division of Pensions and Benefits with proof-of-age." A larger instruction reads: "Please enter information for each period of **Former Membership** you request to purchase. (Service dates will be verified by your employer/former employer.)"

The form contains two columns of input fields:

- Left Column:** Employer Name, Employer Address, City, State (dropdown menu with "[Select State]"), and Zip Code.
- Right Column:** Official Payroll Title, and "Period for which service is requested" with "From:" and "To:" date pickers.

At the bottom, there is a question: "Were you a member of a pension plan for the above period?" with radio buttons for "Yes" and "No". Below the question are two buttons: "Add New Service Period" and "Continue".

For Public Employment with a governmental or educational employer, enter the name of the employer, the address, your title while employed there, and the dates of employment.

Then answer the question: "Were you a member of a pension plan for the above period?"

**Member Name:** MICHAEL JONES **Date of Birth:** 09/02/1959  
*If your date of birth shown above is incorrect, please provide the Division of Pensions and Benefits with proof-of-age.*

**Member ID:** 02-1234567

**Maiden/Former Last Name[s]:**

*Please enter information for each period of Former Membership you request to purchase. (Service dates will be verified by your employer/former employer.)*

**Employer Name:**  **Official Payroll Title:**

**Employer Address:**  **Period for which service is requested:**

**City:**  **From:**

**State:** [Select State] **To:**

**Zip Code:**

**Were you a member of a pension plan for the above period?**  Yes  No

**State:** [Select State] **Pension Plan:** [Select Pension Plan]

If you answer “Yes,” you will need to indicate with which state that pension plan was governed and the name of the pension plan.

To list additional titles, employers, or periods of service, for the same type of service click the "Add New Service Period" button.

When you have entered all the information about the employer, click "Continue."

The screenshot shows a web form for purchasing military service. At the top right, there is a logo for 'Explore Your Benefits' with 'NDPS' below it. The form contains the following text and fields:

- Member Name:** MICHAEL JONES
- Member ID:** 02-1234567
- Date of Birth:** 09/02/1959
- Maiden/Former Last Name[s]:** (empty field)
- If your date of birth shown above is incorrect, please provide the Division of Pensions and Benefits with proof-of-age.*
- Please enter information for each period of Military Service you request to purchase.*
- [Click here for more information about Veteran Status](#)
- [To obtain your Military Discharge Papers \(DD214\), click here.](#)
- Branch of Service:** [Select Branch] (dropdown menu)
- Period for which service is requested:** From: [ ] To: [ ] (date pickers)
- Buttons:** Add New Service Period, Continue

For a purchase of Military Service, indicate the branch of military service and your dates of active service.

To learn more about Veteran Status or to obtain a copy of your Military Discharge papers, use the links provided at the top of the page.

To list periods of service, click the "Add New Service Period" button.

When you have entered all the information about the military service, click "Continue."



## Purchase Application

Member Name: **MICHAEL JONES**

Member ID: **02-1234567**

Maiden/Former Last Name[s]:

Date of Birth: **09/02/1959**

*If your date of birth shown above is incorrect, please provide the Division of Pensions and Benefits with proof-of-age.*

*The Purchase Request information you have entered is shown below:*

Employer Name and Address	Official Payroll Title	Period for which service is requested		
Anytown Township 321 Broad St., Anytown, NJ 08555	Laborer 3	01/02/2012 to 04/30/2012	Modify	Delete
Garden City Township 7 Main St., Garden City, NJ 08789	Machine Operator	02/01/2015 to 03/31/2017	Modify	Delete

Submit

A summary page will appear.

Review the summary information carefully as this is what will be submitted to the Division of Pensions & Benefits to begin processing your purchase request.

If you need to make a change, click "Modify."

To remove a service period, click "Delete."

If all of the information displayed on the summary page is correct, click the "Submit" button to submit the purchase request.



[printable version](#)

### Purchase Application

Member Name: **MICHAEL JONES**      Date of Birth: **09/02/1959**  
 Member ID: **02-1234567**      *If your date of birth shown above is incorrect, please provide the Division of Pensions and Benefits with proof-of-age.*  
 Maiden/Former Last Name[s]:  
 Current Mailing Address: **987 CENTER AVE, ANYTOWN, NJ 08555**  
 Daytime Phone Number: **6095551234**  
 Tentative Retirement/Termination Date: **N/A**

**Your Request to Purchase Service Credit has been submitted successfully.**

Employer verification and Division approval of purchase request must occur before a purchase quotation can be generated.  
 Please print a copy of this *Purchase Request* for your records.

**PURCHASE TYPE: Former Membership Service**

Employer Name and Address	Official Payroll Title	Period for which service is requested	Pension Plan and address
Anytown Township 321 Broad St., Anytown, NJ 08555	Laborer 3	01/02/2012 to 04/30/2012	Public Employees' Retirement System
Garden City Township 7 Main St., Garden City, NJ 08789	Machine Operator	02/01/2015 to 03/31/2017	Public Employees' Retirement System

A confirmation page will appear indicating that the purchase request has been submitted successfully. At the top of the Confirmation Page, there will be a link to a printable version of the Summary Page information. You should click this link and print a copy of the summary information for your records.

You will also receive a separate email confirmation that the purchase request has been submitted successfully.



**Phone:** (609) 292-7524

**Email:** [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov)

**Mail:** P.O. Box 295  
Trenton, NJ 08625-0295

**For more information about this topic, please see the *Purchasing Service Credit* fact sheet and the *Purchasing Service Credit for PERS, TPAF and PFRS Members* video. Both are located on our website at [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)**

If you have any questions regarding purchasing service, you can reach out to the Division of Pensions & Benefits by telephone, email, or postal mail.

For additional information about this topic, see the *Purchasing Service Credit* fact sheet and the *Purchasing Service Credit for PERS, TPAF and PFRS Members* video. Both are located on our website at [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)