



MBOS Applications

A Step-By-Step Guide

How to Run a Purchase of Service Estimate

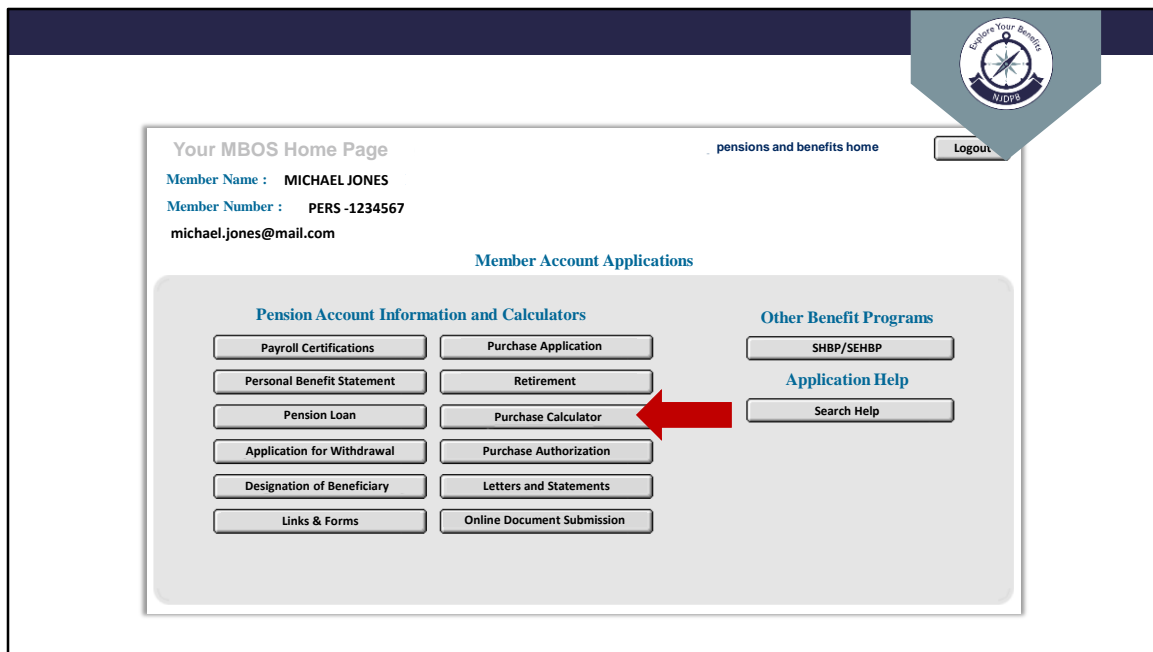
For Active PERS, TPAF, and PFRS Members

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 running a purchase of service estimate.

Active pension members must use the Member Benefits Online System (MBOS) to run the purchase of service estimate. 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 Calculator” button to begin.

To exit the purchase calculator anytime, click the “Home” button located at the top of your MBOS screen.

Member Information

Member Name: MICHAEL JONES Member Number: 2 - 1234567

1) Choose the type of service for which you wish to receive an estimate:

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

2) Please enter the number of months that you wish to receive an estimate:

Number of Month(s)

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

In section number one, identify the type of purchase for which you would like an estimate, then enter the number of months you’d like to purchase in section number two. For example, if wanted to purchase one year of service, you would enter 12 months in this box.

When ready, click the “Submit” button at the bottom.

Member Information

Member Name: MICHAEL JONES Member Number: 2 - 1234567

TYPE OF SERVICE: **UNCREDITED SERVICE**

AMOUNT OF SERVICE REQUESTED: **6 MONTH(S)**

ESTIMATED LUMP SUM COST: **\$1,177**

THIS IS ONLY AN ESTIMATE. PLEASE DO NOT REMIT A CHECK TO THE DIVISION OF PENSIONS AND BENEFITS BASED UPON THE ABOVE CALCULATION.

- To purchase any of the above service credit, complete the online *Application to Purchase Service Credit* by clicking on the "Apply to Purchase Service" button below.
- Once your application is received, the Division of Pensions and Benefits will begin the process of determining your eligibility as defined by the New Jersey Statutes and New Jersey Administrative Code.

A lump sum estimate will be produced.

Take note of the text written in red: "This is just an estimate and you should not remit a check to the Division of Pensions and Benefits based upon the above calculation."

If you would like to submit an application to purchase this service, click "Apply to Purchase Service."

If you would to run another purchase estimate, select the "Calculate Another Estimate" button.



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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

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