



**Service purchase:
process**

Retirement Benefits Training
Fiscal year 2025



Serving those who serve South Carolina

1

Requesting a service purchase invoice

- Members can submit a request online through [Member Access](#).
 - Members may also complete and submit [Request for Service Purchase Cost](#) (Form 2101) or contact PEBA Customer Service.
- Additional forms/documents may be required for certain service types.
 - Indicated in Member Access or on Form 2101.
- All required information must be received within 90 days of submitting the request, or the request expires.

South Carolina Public Employee Benefit Authority

2

Salary verification

- Complete [Service Purchase Salary Verification](#) (Form 2209) and upload in EES.
- Include any additional earnings subject to retirement withholdings, such as:
 - Employer-mandated overtime pay;
 - Summer school;
 - Additional course load;
 - Differentials;
 - Stipends; and
 - Coaching supplements.

South Carolina Public Employee Benefit Authority

3

Service purchase invoices

- Member receives a *Member Service Payment Invoice* within 30 days of PEBA receiving all information.
 - Payment invoices valid for six months.
 - Expiration date provided on invoice.
- Payment accepted if received on or before the expiration date as long as member is actively employed.
- After expiration, all service verification remains on file for later service purchase.
 - If installment payment option not set prior to expiration date, service prorated if partial payment received.
 - Member cannot purchase remaining service or same type of service until the next fiscal year.
- New service purchase requests require new salary verification from employer.

4

Disclaimer

This presentation does not constitute a comprehensive or binding representation of the employee benefit programs PEBA administers. The terms and conditions of the employee benefit programs PEBA administers are set out in the applicable statutes and plan documents and are subject to change. Benefits administrators and others chosen by your employer to assist you with your participation in these employee benefit programs are not agents or employees of PEBA and are not authorized to bind PEBA or make representations on behalf of PEBA. Please contact PEBA for the most current information. The language used in this presentation does not create any contractual rights or entitlements for any person.

5
