

State of New Jersey
Department of the Treasury
Division of Pensions and Benefits

MEMBER BENEFITS ONLINE SYSTEM (MBOS) ONLINE PURCHASE APPLICATION REQUIREMENT

ATTENTION: The Division of Pensions and Benefits is implementing a significant change to the purchase of service application process.

Effective April 1, 2011, all requests to purchase service credit must be submitted online using the *Purchase Application* program of the **Member Benefits Online System (MBOS)**. This requirement applies to all eligible members of the Public Employees' Retirement System (PERS), Teachers' Pension and Annuity Fund (TPAF), Police and Firemen's Retirement System (PFRS), and State Police Retirement System (PFRS) who wish to purchase service credit to their pension account.

MBOS is a set of Internet applications that allow registered members access to their pension account information.

- **MBOS provides you with the fastest, most efficient method for requesting a purchase of service credit.**
- **With MBOS you receive immediate confirmation** on screen and by follow-up e-mail that your *Purchase Application* has been received.
- **If you are already a registered MBOS user**, you currently have access to the online *Purchase Application* through your MBOS account.
- **If you are new to MBOS** you can access MBOS after you register with both the *MyNewJersey* Web site and MBOS. Registration is free at: www.state.nj.us/treasury/pensions/mbosregister.shtml. Registration requires several steps — new users should read and carefully follow the MBOS *Registration Instructions*.

In addition, as of April 1, 2011:

- The *Application to Purchase Service Credit* will no longer be available as a printed form or on the Division's Web site.
- Paper *Applications to Purchase Service Credit* received by mail as of April 1, 2011, will be returned to members with instructions on submitting the purchase request using MBOS.

If, after following the MBOS *Registration Instructions*, you still need assistance registering for or using MBOS, call the MBOS Help Desk at (609) 777-0534 or send an e-mail with the subject line "MBOS E-mail" to: pensions.nj@treas.state.nj.us