



ARIZONA STATE RETIREMENT SYSTEM (ASRS)
MILITARY CALL-UP INSTRUCTIONS
EMPLOYER USE ONLY

PLEASE PRINT

COMPLETE AND SEND TO:
ASRS – Member Services
PO Box 33910
Phoenix, AZ 85067-3910

Phoenix (602) 240-2000
Tucson (520) 239-3100
Toll-Free (800) 621-3778
Fax (602) 240-5340
www.azasrs.gov

STEP 1

Employee provides a DD-214 or equivalent to their employer who will substantiate military service due to military call-up.

STEP 2

The Employer completes this form in its entirety. The employer should submit both the completed form **AND** the DD-214 or its equivalent to the ASRS. If the employee died as a result of active duty, a death certificate should be provided. The ASRS will mail an invoice to the Employer listed below.

Restrictions

- An active ASRS member who is also a member of the Arizona National Guard or the United States military reserves and volunteers or is ordered into active military service as part of a federal military call-up is eligible to receive ASRS credited service time while on active duty.
- The employee must be honorably separated from active duty and return to the same employer within 90 days of either discharge from active duty or release from service-related hospitalization, be disabled and unable to return to work (effective 07/01/2007), or have died during active military service.
- The employer must pay both the employee and employer contributions in a lump sum upon the member returning to employment, declaration of disability, or receipt of a death certificate. These contributions are based on the salary the member would have earned if the member had not volunteered or been ordered into active service.
- The employee may receive a maximum of 60 months of military call-up service credit except as provided by the uniformed services employment and reemployment rights act (38 United States Code section 4312(c)).

Filling out the Form

SECTION 1 – Member Information

- Fill in the member's personal information.

SECTION 2 – Military Service Due to Military Call-up

- Fill in the start and end date of call-up service.
- Fill in the date the member returned to work.
- Mark the appropriate check box indicating if member received pay during the call-up period.
- Mark the appropriate check box indicating if the DD-214 or equivalent is attached.

SECTION 3 – Fiscal Year and Pay Period Listing

- Fill in Fiscal Year and Gross Salary for each Fiscal Year of the member's military call-up period.
- List each Pay Period Ending and Gross Salary the member would have earned starting with the military call-up start date to the day prior to returning to work.
- Make additional copies of page two if the military call-up period is longer than three years.

SECTION- 4 – Employer Information

- List the Employer Name used to report ASRS contributions.
- Fill in the address the ASRS should mail the invoice to.
- Fill in the employer contact the ASRS should contact for questions regarding this member's call-up.
- Employer signature – this should be either the payroll manager or human resources manager or their authorized designee.



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Disclosure of your Social Security number is mandated by Section 6109 of the Internal Revenue Code. The ASRS will use Social Security numbers only to obtain information about an individual's ASRS account to inform the Internal Revenue Service of distributions and withholdings with respect to the individual's account.

SECTION 1 – Member Information			
Social Security Number	Member Name (Last)	(First)	(Middle Initial)

SECTION 2 – Military Service Due to Military Call-Up			
Start Date of Call-Up Service: (MM/DD/YYYY)	Did the member receive paid leave or differential wage payments during this time? <input type="checkbox"/> Yes <input type="checkbox"/> No		
End Date of Call-Up Service: (MM/DD/YYYY)	Returned to Work Date: (MM/DD/YYYY)	DD-214 or equivalent attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 3 – Fiscal Year, Gross Salary and Pay Period Listing					
Fiscal Year (ex. 2002-03)	Gross Salary	Note: Salaries indicated below must include any pay increases that would have been earned during the call up period.			

Pay Period Ending	Gross Salary	Pay Period Ending	Gross Salary	Pay Period Ending	Gross Salary
					Have you listed additional pay periods listed on page two? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 4 – Employer Information			
Employer Name			
Employer Address		City	ZIP
Employer Contact Name		Employer Telephone Number ()	Employer Fax Number ()
Employer Contact Signature			Date

* DD-214 OR EQUIVALENT IS REQUIRED FOR MILITARY CALL-UP TO BE PROCESSED



ARIZONA STATE RETIREMENT SYSTEM (ASRS)

MILITARY CALL-UP

Social Security Number	Member Name (Last)	(First)	(Middle Initial)
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SECTION 3 – Fiscal Year, Gross Salary and Pay Period Listing (Continued)

Fiscal Year (ex.2002-03)	Gross Salary	Note: Salaries indicated below must include any pay increases that would have been earned during the call up period.
_____ - _____		

Pay Period Ending	Gross Salary	Pay Period Ending	Gross Salary	Pay Period Ending	Gross Salary

Fiscal Year (ex.2002-03)	Gross Salary	Note: Salaries indicated below must include any pay increases that would have been earned during the call up period.
_____ - _____		

Pay Period Ending	Gross Salary	Pay Period Ending	Gross Salary	Pay Period Ending	Gross Salary

Additional pay periods listed on separate form?
 Yes No

Employer Name

Employer Contact Signature	Date
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