



Request for Previous Service Credit Search

Date: _____

Name: _____
(Last) (Maiden) (First) (Middle)

Current Address: _____
(Street) (City) (State) (Zip Code)

Telephone: _____
(Daytime) (Home) (Cell) (Work) (Fax)

Social Security Number: _____ Email address: _____

Estimated year/dates of service: _____ Estimated Retirement Date: _____

Department worked in: _____ Position/Type of work: _____

Other names worked under and during which years: _____

Information needs to be sent to: OPERS STRS OTHER
(Check One) (please specify)

Do you want a copy of this information sent to you: YES NO

Contact Preference: Email Telephone Cell Fax
(Check One)

Complete this form and return to: The University of Toledo
Payroll Department, MS #975
2801 W. Bancroft St.
Toledo, OH 43606

We will confirm via e-mail that we have received your request and will provide you with an expected date of completion.

Certifying of previous service credit is a lengthy process. Your request will be completed in the order in which it was received.

Should you have any questions or concerns, feel free to contact us at 419/530-8780.