



ILLINOIS MUNICIPAL RETIREMENT FUND  
100 South Wacker Drive, Chicago, Illinois 60606

OMITTED SERVICE CREDIT AUTHORIZATION  
INSTRUCTIONS FOR USE

1. Omitted service is a period of service rendered by an eligible employee in a position qualified to be reported to IMRF as participating but previously (a) reported by the employer as nonparticipating or (b) not reported at all. If the member was employed in a position that required seasonal employment, the member may receive service credit for the periods without earnings provided: the member had six consecutive months of earnings within a twelve month period within your calendar or fiscal year, the member remained in an employment relationship during the seasonal leave period and the member received earnings after the leave period. A qualified position is one that normally requires performance of duty for 600 hours or more in a twelve month period. An eligible employee is a person hired for such a position before reaching age 60.
2. The authorized agent should complete IMRF Form 6.05 for the service period omitted prior to the month the employee was reported for participation on IMRF Form 3.11, Monthly Participating Employee Report. However, if the entire service period is within one calendar year and can be reported in that year or before February 15 of the following year, do not use IMRF Form 6.05. The adjustment is regarded as a correction to the current year IMRF Form 3.11, and Form 3.20, Employer's Report of Adjustments should be used. When Form 3.20 is filed IMRF will mail a charge advice to the employer for both employer and employee contributions. The employer may collect the employee portion from the employee.
3. Enter in the spaces provided on this form the annual earnings which have not been previously reported for participation on IMRF Form 3.11.  
(a) Please see that the annual totals agree with the earnings you reported on IMRF Form 3.13 if the earnings were previously reported on that form.
4. Have the omitted service resolution adopted by your governing body and certified by the clerk or secretary, and then mail completed Form 6.05 to IMRF.
5. IMRF will mail a Member Remittance Form to the employee. This form shows the amount due from the employee for omitted contributions along with interest added from the end of the omitted service period to the date of the proposed payment. IMRF will credit the employee with the omitted service when a single sum cash payment is received. The Remittance Form provides an immediate payment amount or deferred payment amounts of 6, 12, 18 or 24 months. The employer contribution for omitted service for prior years is made through an increase in the future employer contribution rates. Therefore a separate payment is not required. The actuary will include the service granted when he annually determines the employer contribution rate. This is the rate that appears in the Monthly Participating Employee Report.
6. IMRF will mail a charge advice to the employer in the event that Social Security wages were also omitted. The charge advice will include employer and employee social security contributions on earnings not yet barred by the Statute of Limitations. The employer is entitled to recover the employee portion from the employee. The contributions shown on the charge advice should be paid within 30 days to avoid interest charges which accrue at the rate of ½% a month on the amount charged.
7. Do not enter earnings received by the member prior to the governmental unit's effective date of participation. Service credit for such earnings must be applied for on IMRF Form 6.07. Application for Prior Service Credit.
8. Do not enter earnings received by the member while serving in a probationary position. See instructions on probationary positions in Section 4 of the Manual for Authorized Agents.
9. Do not apply for omitted service credit on behalf of employees who are now in participating positions but now ask for credit for service they previously rendered in nonparticipating positions. If the employee previously worked in a nonparticipating position that was properly classified because it normally required less than 600 hours in a year (actual hours may be more or less than 600 hours) such employee and position should not now be reclassified as participating.