



**INSTRUCTIONS FOR  
REQUEST FOR SERVICE CREDIT REVIEW**

State Form 52370 (R4 / 12-21)

**IMPORTANT**

1. Type or print using black ink.
2. The information entered below will be used to verify your service credit; please be as specific as possible.
3. This completed, signed, and dated form may be faxed, mailed, or delivered to the lobby of INPRS or mailed to the address indicated on the form. Lobby hours are 8 a.m. to 5 p.m. ET on weekdays. The agency is closed on weekends and holidays, including all State-designated holidays.
4. Questions or changes? Call customer service, toll-free, at (844) GO-INPRS, Monday through Friday, 8 a.m. to 8 p.m. ET

Entry field	Field description
<b>MEMBER FUND (Choose one)</b>	
Choose one	Select one of the funds listed
<b>MEMBER INFORMATION</b>	
Member's name	Enter the complete member's name.
Social Security number*	Enter the last 4 digits of the member's Social Security number*.
Pension ID (PID) number	Enter the member's Pension ID (PID) number.
Address, City, State, ZIP Code	Enter the member's mailing address.
Telephone number/Other telephone number	Enter telephone numbers including area codes for the member.
E-mail address	Enter the member's e-mail address, if applicable.
Address, City, State, ZIP Code	Enter the custodian's street or mailing address.
Member's signature	The member must sign and date this form.
Date	The member must sign and date this form. Format = mm/dd/yyyy.
Maiden name(s)	Include all previous names, if applicable.
<b>EMPLOYMENT HISTORY</b>	
Employer	Enter the complete employer's name.
Start date	Enter the employment start date. Format = mm/dd/yyyy.
End date	Enter the employment end date. Format = mm/dd/yyyy.

<b>HELPFUL INFORMATION</b>			
	INPRS/1977 FUND	INTERNAL REVENUE SERVICE	INDIANA DEPARTMENT OF REVENUE
<b>Telephone Numbers</b>	(844) GO-INPRS (Toll-free)	(800) 829-1040 (Toll-free)	(317) 233-2240 Indianapolis local
	(866) 591-9441 Fax (Toll-free)	(800) 829-4477 TeleTax (Toll-free)	(317) 232-8729 Tax questions
		(800) 829-4059 TDD (hearing impaired) (Toll-free)	(317) 232-4952 TDD (hearing impaired)
			(317) 233-2329 Fax
<b>Web Site</b>	<a href="http://www.inprs.in.gov">www.inprs.in.gov</a>	<a href="http://www.irs.gov">www.irs.gov</a>	<a href="http://www.in.gov/dor">www.in.gov/dor</a>