



Verification of Salary

FOR OFFICE USE ONLY

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SECTION I. PERSONAL DATA

EMPLOYEE NAME (LAST / FIRST / M.I.)		RIN OR LAST FOUR OF SSN
EMPLOYER/DEPARTMENT	EMPLOYER NUMBER	TERMINATION DATE

SECTION II. SALARY VERIFICATION

- For PERS Tier I and Tier II members, please report the three (3) highest consecutive salaries.
- For PERS Peace Officers or Firefighters, please report the three (3) highest consecutive salaries, regardless of tier.
- For all other PERS Tier III members, please report the five (5) highest consecutive salaries.
- For State of Alaska employees, please report the geographic differential salary separately from the base salary.

YEAR	BASE SALARY	GEOGRAPHIC DIFFERENTIAL	TOTAL SALARY

SIGNATURE OF PAYROLL OR HUMAN RESOURCES MANAGER		DATE
PRINTED NAME	TITLE	TELEPHONE NUMBER

SIGNATURE OF DRB REQUESTOR		DATE
PRINTED NAME		TELEPHONE NUMBER

PERS USE ONLY

Instructions

SECTION I: PERSONAL DATA

(Self-explanatory)

SECTION II: SALARY VERIFICATION

1. YEAR

Verify the payroll year in which the salary is earned, not paid.

2. SALARY VERIFICATION

When verifying the employee's highest salaries, be sure that non-taxed contributions for the following are included:

- Public Employees' Retirement System (PERS) if the salary verified is for 1987 or later
- Contributions to other qualified retirement or 457 plans

Do **not** include payments for:

- Unused sick leave or annual leave (including lump sum payments, donations or cash-ins)
- Retroactive wages that were earned in another year
- Severance pay or other separation bonuses
- Per diem or expense allowances
- Workers' compensation
- Retirement or welfare benefits
- Cost-of-living differentials

3. GEOGRAPHIC DIFFERENTIAL (State of Alaska Employees only)

Verify geographic differential if the employee was first hired under the PERS after December 31, 1986.

Geographic Differential is defined under AS 39.35.675 – *Inclusion of Cost-of-Living Differentials in Compensation and Benefits* as:

An employee shall make contributions to the plan based on compensation including a cost-of-living differential. (b) The amount of a cost-of-living differential may not be included in the employee's compensation for purposes of calculating benefits paid under AS 39.35.095 - 39.35.680 unless the employee has received a cost-of-living differential for at least 50 percent of the employee's credited service. (c) When an employee receives a benefit, and if the employee's compensation for purposes of calculating the benefit does not include a cost-of-living differential, then the administrator shall refund to the employee the amount of contributions the employee made based on the differential. (d) In this section, "cost-of-living differential" means an adjustment to salary based on the cost of living in the geographic region where the employee works and includes a geographic pay differential under AS 39.27.020.

4. SIGNATURE OF PAYROLL OR HUMAN RESOURCES MANAGER

Signature of the payroll or human resources employee completing verification.

5. TELEPHONE NUMBER

Direct phone number of payroll or human resources employee completing verification.

6. DATE

The date verification is completed.

7. PRINTED NAME/TITLE

Printed name and title of payroll or human resources employee completing verification.