



**ARIZONA STATE RETIREMENT SYSTEM (ASRS)  
PRESIDENTIAL CALL-UP**

PLEASE PRINT  
 COMPLETE AND SEND TO: Phoenix (602) 240-2000  
 Tucson (520) 239-3100  
 ASRS – Member Services Toll-Free (800) 621-3778  
 PO Box 33910 TTY (602) 240-5333  
 Phoenix, AZ 85067-3910

**Description**

As mandated by A.R.S. § 38-745, an employee who is an active member of the ASRS, is a member of the Arizona National Guard, or is a member of the reserves of the United States military, and volunteers or is ordered into active military service as part of a presidential call-up is eligible to receive ASRS credited service time while on active duty. The employee must be honorably separated from active duty; return to the same employer within 90 days of either discharge from active duty or release from service related hospitalization; or died as a result of active military service. The employee can receive a maximum of 48 months of ASRS credited service. The employer must pay both the employee and employer contributions in lump sum upon return to work or receipt of a death certificate without penalty or interest. These contributions are based on the salary received immediately before the member volunteered or was ordered into active service.

Should the employee serve over 48 months in the presidential call-up, the employee can purchase any of the months over the maximum of 48 months by utilizing the standard procedure for purchasing active military service (the employee should contact the ASRS for this information).

**The employee must provide a DD-214 or its equivalent to their employer who will then substantiate military service due to presidential call-up. The employer will provide both the DD-214 or its equivalent and the salary to the ASRS. If the employee died as a result of active duty, a death certificate needs to be provided. Once this document and the employee’s DD-214 or equivalent is received, the ASRS will generate a cost to purchase letter. This letter will be sent to the person entered in “Employer Contact Name.”**

**To be completed by the Employer**

Disclosure of the Social Security Number is mandated by Section 6109 of the Internal Revenue Code\*

1 Member Information	
Social Security Number	Member Name (Last, First, Middle)

2 Military Service Due to Presidential Call-Up	
Start Date of Call-Up Service: (MM/DD/YY)	Salary Prior to Call-Up
End Date of Call-Up Service: (MM/DD/YY)	Returned to Work Date: (MM/DD/YY)

3 Employer Information			
Employer Name			
Employer Address		City	ZIP
Employer Contact Name	Employer Telephone Number ( )	Employer Fax Number ( )	
Employer Contact Signature			Date

\*The ASRS will use Social Security Numbers only to obtain information about an individual’s ASRS account to inform the Internal Revenue Service about distributions and withholdings with respect to the individual’s account.