

State of Hawaii  
Employees' Retirement System  
201 Merchant Street, Suite 1400  
Honolulu, HI 96813

**MEMBER INFORMATION FORM**

**How to Use This Form**

This form is used to report any **corrections and/or claims for service** to your Employees' Retirement System (ERS) data. Return the completed form to ERS at the above address. After ERS has researched your inquiry, we will notify you of any changes to your information.

Name (PRINT CLEARLY)

First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_ Suffix \_\_\_\_\_ SSN: XXX-XX- \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**NAME CHANGE** (Clearly PRINT your correct name and provide a copy of your marriage certificate, divorce decree, or court order for legal name change.)

First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_ Suffix \_\_\_\_\_

**BIRTHDATE CORRECTION** (Fill in the correct birth date information. You must provide an original birth certificate.)

Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_  
(MM) (DD) (YYYY)

**TOTAL YEARS OF SERVICE** (Please provide the following from the Member Information module on ERS's website at ers.hawaii.gov)

Membership Date: \_\_\_\_\_ Total Creditable Years of Service: \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

1) Service Credit Discrepancy: (Provide details. Attach supporting documentation.) \_\_\_\_\_

2) Check type of service to claim: \_\_\_\_\_ Professional Improvement \_\_\_\_\_ Refunded Contributory Service

\_\_\_\_\_ Noncontributory Forfeited Service \_\_\_\_\_ Worker's Compensation

Note: For claims for previous military service, please use Form 1551 Request to Acquire Previous Military Service Credit. For any active duty military service that is within your current employment period, please contact your personnel office to initiate the Servicemen's Act process.

List below the missing periods of ERS eligible employment and provide any supporting personnel documents for these periods.					
Period(s)		Employer			
From (MM/YYYY)	To (MM/YYYY)	State or County	Department	Position Title	Full Time, or Part Time

To submit any additional information, please attach a separate sheet. You may also contact ERS at (808) 586-1735 or toll free at (888) 659-0708 for further information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_