



# 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 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

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## 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.