



MEMBERSHIP
BENEFITS PROGRAM

Open Competitive and Promotional Exam Fee Reimbursement Application

In order to qualify for reimbursement of your Open Competitive and Promotional Exam fee, you must:

1. Be a PS&T unit member at the time you took the exam AND at the time application is received by PEF MBP.*
2. Provide a copy of your exam score or a copy of the exam list to verify a passing mark was received. Please note: if you did not receive a passing mark, you will not be reimbursed.
3. Provide proof of payment through a copy of the cancelled check or a copy of receipt from New York State. If you do not have a receipt, log on to <https://www.cs.ny.gov> for a receipt confirmation.
4. Applications for reimbursement must be submitted within 60 days of your receipt of the exam mark/grade notification from Civil Service.

Complete the information listed below and DO NOT STAPLE applications.

Applicant Name: _____ PEF ID: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone No.: (____) _____ Email Address: _____

Exam Number:	Exam Title:	Exam Date:	Exam Fee:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
Total Reimbursement Requested			\$ _____

Return completed Application to: PEF Membership Benefits Program
Civil Service Exam Fee Reimbursement
10 Airline Drive
Suite 101
Albany, NY 12205

- I have enclosed:** a copy of the exam mark notification (test scores)
AND
 a copy of a cancelled check or receipt from NYS civil service

PLEASE ALLOW SIX TO EIGHT WEEKS FOR PROCESSING.
For questions, please call (800) 342-4306, ext. 243

*Exam must have been taken after June 1, 2010.

Office Use Only

Date Received: _____

Date Processed: _____