



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. Applications for reimbursement must be submitted within one (1) year of the exam date.

Complete the information listed below and DO NOT STAPLE applications.

Applicant Name: _____ Membership ID # (MIN): _____

Street Address: _____

City: _____ State: _____ Zip: _____

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

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

Please email the form, along with proof of passing grade, to mbinsurance@pef.org or, mail your form to the PEF Membership Benefits Program, Civil Service Exam Fee Reimbursement, 10 Airline Drive, Suite 101, Albany, NY 12205

PLEASE ALLOW SIX TO EIGHT WEEKS FOR PROCESSING.

For questions, please call (800) 767-1840, opt. 2.

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

Office Use Only

Date Received: _____ Insurance Executive: _____ Date: _____

Date Processed: _____ Accounting Executive: _____ Date: _____

Administrator: _____ Date: _____