



MWRA

EMPLOYEES' RETIREMENT SYSTEM

Since July 1, 1985

INSTRUCTIONS FOR COMPLETING YOUR REFUND APPLICATION

- ^ Please complete Section A on pages 2-6.
- ^ If applying in person, please provide a Government-issued photo ID.
- ^ If applying by mail, please have your signature notarized, and return a copy of your Government-issued photo ID with the enclosed forms.
- ^ If you request a rollover, have your financial institution submit a "Request for Transfer of Funds" form signed by a representative of the company which will include your identification number.
- ^ Please be advised that this process may take from thirty (30) to ninety (90) days for completion. Any changes in your governmental employment status (rehire) must be reported to this retirement office. Any changes in your present address must be reported to this office for IRS requirements.
- ^ Please be certain to read the "Special Tax Notice Regarding Distributions." It contains important information about options for receiving your refund and potential tax consequences.



MWRA

Employees' Retirement System

Since July 1, 1985

ACKNOWLEDGEMENTS AND AFFIDAVIT REGARDING ELECTION TO WITHDRAW RETIREMENT CONTRIBUTIONS

MEMBER'S ACKNOWLEDGEMENTS

By signing below, I am acknowledging to the MWRA Employees' Retirement Board that I have been counseled by Board staff regarding my current or potential right to receive a retirement allowance under the Massachusetts public employee retirement law. I acknowledge that by withdrawing my accumulated deductions, I will be terminating my membership in the MWRA Employees' Retirement System.

- **I acknowledge that if I were to later return to public service which is subject to the Massachusetts public employee retirement law, I will be considered a new enrollee in the public retirement system. As such, I will be subject to the retirement laws which are in effect as of the date of my subsequent membership, and that my retirement benefits will be calculated in accordance with such laws.**
- I acknowledge that if I later return to public service which is subject to the Massachusetts public employee retirement law, I will be required to work for at least two years prior to being eligible for a retirement allowance, and that this two-year requirement is applicable even if I were to leave my accumulated deductions on account.
- I acknowledge that I will not be entitled to the creditable service I previously accumulated unless I choose to redeposit some or all of my prior retirement contributions, plus statutory interest.

MEMBER'S ATTESTATIONS

- I am not receiving workers' compensation benefits from my employer, nor do I have a pending claim for workers' compensation benefits, nor am I disabled by a work related injury.
- I am not terminating my employment in order to accept a position that requires membership in a Massachusetts contributory retirement system.
- I am not contesting a termination of my employment by my employer.
- I have not been convicted of a criminal offense involving my Massachusetts public employment and that there are not such charges pending.
- I have not been charged with nor investigated for misappropriation of public funds or property, nor am I indebted to my employer under the terms of an employee benefit plan.

Signed under the pains and penalties of perjury, this _____ day of _____, 20____.

Member's Signature

Witness Signature (Spouse Preferred)

MEMORANDUM #18, 2012

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission
Five Middlesex Avenue, Suite 304, Somerville, MA 02145

Ph 617 666 4446 | Fax 617 628 4002 | TTY 617 591 8917 | www.mass.gov/perac

Domenic J. F. Russo, *Chairman*

Auditor Suzanne M. Bump | Alan Macdonald | James M. Machado | Donald R. Marquis | Robert B. McCarthy | Gregory R. Mennis

Joseph E. Connarton, *Executive Director*

MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Special Counseling for Members Seeking to Withdraw Their Funds

DATE: January 27, 2012

As noted in PERAC Memo #36/2011, several provisions of Chapter 176 of the Acts make significant changes in the retirement laws for those who become members of a Retirement System on or after April 2, 2012. If a member withdraws his or her funds from the Retirement System and later is employed in the public sector and again becomes a member of a Retirement System, the rights and responsibilities in effect when the individual again becomes a member will be applicable.

If a member of the System seeks to withdraw his or her contributions, the member should be fully advised that in the event he or she again becomes a member, **there will be a number of changes affecting their retirement plan benefits and rights in the retirement system.** These most prominently include:

- The increased minimum retirement age;
- The new age factors for calculating retirement allowances;
- The unavailability of the G.L. c. 32, § 10 termination allowance;
- The applicability of G.L. c. 32, § 105 to elected officials;
- Five Year *Average Annual Rate of Regular Compensation for calculating allowances rather than a three year average*;
- Proration of benefits earned for service in different Group classifications;
- New contribution rates;

We urge the Boards to review all of the provisions discussed in PERAC Memo #36/2011 with any member considering taking a withdrawal of his or her funds. If you have questions, please contact this office.



Special Tax Notice Regarding Your Rollover Options For Distributions From a Retirement System

Form Last Revised: February, 2020

You are receiving this notice because all or a portion of a payment you are receiving from the (insert name of Retirement System) Retirement System is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do such a rollover. ***If you are receiving this electronically, you may request a paper copy of this notice from the plan administrator at no charge to you.***

Rules that apply to most payments from a Retirement System are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

General Information About Rollovers

How Can a Rollover Affect My Taxes?

You will be taxed on a payment from the Retirement System if you do not roll it over. If you are under age 59½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (unless an exception applies).

If you do a rollover to a traditional or SIMPLE IRA or an eligible employer plan, you will not have to pay tax until you receive payments later from the IRA or plan, and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception applies).

You may only do a rollover to a SIMPLE IRA if the account has been established for at least two years. The two-year period begins on the first day on which the employer deposits contributions in the SIMPLE IRA.

If you do a rollover to a Roth IRA, you will be taxed on the amount rolled over (reduced by any after-tax amount). However, if you are under age 59½ at the time of the rollover, the 10% additional income tax will not apply. See the section below titled "If You Roll Over Your Payment To a Roth IRA" for more details.

Where May I Roll Over the Payment?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified section 401(a) plan, section 403(b) plan, or governmental section 457(b) deferred compensation plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment of the rolled over amount in the future. Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

How Do I Do a Rollover?

There are two ways to do a rollover. You can do either a direct rollover or a 60-day rollover.

If you do a direct rollover, the Retirement System will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, the Retirement System is required to withhold 20% of the payment for federal income taxes. If you do not do a direct rollover, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. You will have 60 days after you receive the payment to make the deposit. This means that, in order to roll over the entire payment in a 60-day rollover, you must use other

funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59 ½ (unless an exception applies).

How Much May I Roll Over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Retirement System is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary) (This means that your lifetime monthly benefits are not eligible for rollover.)
- Required minimum distributions after age 70½ (or after death)
- Corrective distributions of contributions that exceed tax law limitations

The Retirement System administrator or the payor can tell you what portion of a payment is eligible for rollover.

If any portion of your payment is taxable but cannot be rolled over, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. If you do nothing, an amount will be taken out of this portion of your payment for federal income tax withholding. To elect out of withholding, ask the Retirement System administrator for the election form and related information.

If I Don't Do a Rollover, Will I Have To Pay the 10% Additional Income Tax On Early Distributions?

If you are under age 59½, you will have to pay the 10% additional income tax on early distributions for any payment from the Retirement System (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from the Retirement System:

- Payments made after you separate from service if you will be at least age 55, in the year of the separation
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Payments from a governmental defined benefit pension plan made after you separate from service if you are a public safety employee and you are at least age 50 in the year of the separation
- Payments made due to disability
- Payments after your death
- Corrective distributions of contributions that exceed tax law limitations
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO) to an alternate payee who is a spouse or former spouse, child, or dependent of the member
- Payments up to the amount of your deductible medical expenses

If I Do a Rollover To An IRA, Will the 10% Additional Income Tax Apply To Early Distributions From the IRA?

If you receive a payment from an IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions from the IRA, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- There is no exception for payments after separation from service that are made after age 55.
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to \$10,000 used in a qualified first-time home purchase, and (3) payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I Owe State Income Taxes?

This notice does not describe any State or local income tax rules (including withholding rules). For individual advice or any questions regarding state and local tax rules, you are encouraged to consult your personal tax professional.

Special Rules and Options**If Your Payment Includes After-Tax Contributions**

After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is included in the payment, so you cannot take a payment of only after-tax contributions. However, if you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment. In addition, special rules apply when you do a rollover, as described below.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Retirement System and at the same time the rest is paid to you, the portion directly rolled over consists first of the amount that would be taxable if not rolled over. For example, assume you are receiving a distribution of \$12,000, of which \$2,000 is after-tax contributions. In this case, if you directly roll over \$10,000 to an IRA that is not a Roth IRA, no amount is taxable because the \$2,000 amount not directly rolled over is treated as being after-tax contributions. If you do a direct rollover of the entire amount paid from the Plan to two or more destinations at the same time, you can choose which destination receives the after-tax contributions.

If you do a 60-day rollover to an IRA of only a portion of a payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a distribution of \$12,000, of which \$2,000 is after-tax contributions, and no part of the distribution is directly rolled over. In this case, if you roll over \$10,000 to an IRA that is not a Roth IRA in a 60-day rollover, no amount is taxable because the \$2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan). You can do a 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

If You Miss the 60-Day Rollover Deadline

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. To apply for a waiver, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see *IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs)*.

If You Were Born On or Before January 1, 1936

If you were born on or before January 1, 1936 and receive a lump sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see *IRS Publication 575, Pension and Annuity Income*.

If You Roll Over Your Payment to a Roth IRA

If you roll over a payment from the Retirement System to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. However, the 10% additional income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within 5 years, counting from January 1 of the year of the rollover).

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are age 59½ (or after your death or disability, or as a qualified first-time homebuyer distribution of up to \$10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime.

For more information, see *IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs)*, and *IRS Publication 590-B, Distributions from Individual Retirement Arrangements (IRAs)*. You should consult your tax advisor if you are interested in rolling over your distribution to a Roth IRA.

If You are an Eligible Retired Public Safety Officer and Your Pension Payment is Used to Pay for Health Coverage or Qualified Long-Term Care Insurance.

If you retired as a public safety officer and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income plan payments paid directly as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of \$3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

The Form 1099-R that you receive from the Retirement System administrator will report the deducted insurance premium as taxable. If you want to take advantage of this \$3,000 exclusion, you must report the amount claimed on Form 1040. The instructions to Form 1040 explain that the taxable amount received from the Retirement System, reduced by the amount of qualified premiums deducted and paid by the Retirement System (not to exceed \$3,000), must be entered on line 16b of the Form 1040. Next to the entry, in the margin, you must write the letters "PSO." This is an annual election—you will need to report the exclusion for each year in which you want to claim the exclusion.

If You Are Not a Retirement System Member

Payments after death of the member. If you receive a distribution after the member's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "If You Were Born On or Before January 1, 1936" applies only if the member was born on or before January 1, 1936.

If You Are a Surviving Spouse¹

If you receive a payment from the Retirement System as the surviving spouse of a deceased member, you have the same rollover options that the member would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to an IRA, you may treat the IRA as your own or as an inherited IRA.

An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies) and required minimum distributions from your IRA do not have to start until after you are age 70½.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the member had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the member had not started taking required minimum distributions from the Retirement System, you will not have to start receiving required minimum distributions from the inherited IRA until the year the member would have been age 70½.

If You Are a Surviving Beneficiary Other Than a Spouse¹

If you receive a payment from the Retirement System because of the member's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited IRA. If you do not do a direct rollover to an inherited IRA, the Retirement System must withhold 20% of the payment for federal income tax. Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

Payments Under a Qualified Domestic Relations Order

If you are the spouse or former spouse¹ of the member who receives a payment from the Retirement System under a qualified domestic relations order (QDRO), you generally have the same options the member would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). If you are an alternate payee other than the spouse or former spouse of the member and the member has died, you generally have the same options as a surviving beneficiary other than the spouse, so that the only rollover option you have is to do a direct rollover to an inherited IRA. Payments under the QDRO will not be subject to the 10% additional income tax on early distributions if you are the spouse or former spouse, child, or dependent of the member.

¹ A spouse is an individual recognized under a marriage validly entered into in any state or foreign jurisdiction.

**MEMBER'S AFFIDAVIT AS TO MARITAL STATUS UPON RETIREMENT
OR UPON APPLICATION FOR RETURN OF ACCUMULATED DEDUCTIONS**

I, the undersigned member of the MWRA Employees' Retirement System, under oath, hereby affirm and attest as follows: **(Please initial all that apply, and sign below)**

_____ I am not married.

_____ I am presently married to _____. If I am filing an application for retirement, I attest that my spouse (has____) (has not ____) signed an acknowledgement of my Option Selection. A Marriage Certificate issued by the pertinent government agency has been provided to the MWRA Employees' Retirement System.

_____ I was formerly married to _____.(Please list all former spouses.)

_____ I am not obligated to pay alimony, spousal support, child support or other payments to a spouse, former spouse or children under a Judgment of Divorce, Settlement Agreement, Domestic Relations Order, Support Order or other similar obligation ordered by the Court under Massachusetts General Laws Chapter 208, 209, 209A, 209C or 273, or received, entered, or registered pursuant to Chapter 209D.

_____ I am obligated to pay alimony, spousal support, child support or other payments to a spouse, former spouse, or children under a Judgment of Divorce, Settlement Agreement, Domestic Relations Order, Support Order or other similar obligation ordered by the Court.

_____ I understand that ***prior to the effective date of my retirement or return of my accumulated deductions, I must file with the MWRA Employees' Retirement System an attested copy of any Judgment of Divorce, Settlement Agreement, Domestic Relations Order, and/or Support Order to which I am a party, and further that I must file immediately with the Retirement System any such order which may arise subsequent to the effective date of my retirement..***

I understand that my failure to provide complete and truthful information regarding my marital status and the existence of court ordered payments upon my retirement or return of my accumulated retirement deductions may result in criminal and civil liability.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY

MEMBER'S SIGNATURE

DATE

WITNESS SIGNATURE

DATE



Introduction

Application for Withdrawal of Accumulated Total Deductions (Refund Form) Pursuant to Massachusetts General Laws, Chapter 32, Section 10(4)

Form Last Revised: June, 2021

The *Application for Withdrawal of Accumulated Total Deductions (Member)* allows an eligible member to receive a refund of the accumulated total deductions in his or her annuity savings (retirement) account. An eligible member is a member who:

- Has terminated employment with the governmental employer sponsoring the plan and is not seeking to be restored to his or her position;
- Has no intention to accept a position in the service of the Commonwealth or any political subdivision thereof which would entitle him or her to become a member of any similar contributory retirement system;
- Is not receiving a retirement allowance; or
- Is not receiving Workers' Compensation.

Members are advised to review the following and address any questions or concerns to your retirement board:

- The amount of interest that members receive will vary, depending upon the years of creditable service and the nature of the separation from employment.
- Your employer must certify the termination of your employment, that you owe no obligation to the employer under an employee benefit plan, and sign this application.
- Your retirement board will determine if you are eligible for a refund of your accumulated total deductions.

Important Notice

Be aware that if you take a refund of your retirement contributions you will terminate your membership and your rights in the retirement system. If you later return to Massachusetts public service on or after April 2, 2012 after receiving a refund, **YOU WILL BE CONSIDERED A NEW EMPLOYEE** and will be subject to the law then in effect.

If you became a member prior to April 2, 2012, and you take your money out of the system, you will be subject to changes in the law brought about by Chapter 176 of the Acts of 2011, including, but not limited to, the following:

- A new age factor table that will require you to work longer for the same or a similar benefit that you would receive under the previous law.
- An increase in the salary average period used in the retirement benefit calculation formula from 3 years to 5 years.
- An increase in the minimum retirement age from age 55 to 60 (Group 1 only).

Instructions

- Members must complete pages 2, 3, 4, and 5 and sign on page 6.

Application for Withdrawal of Accumulated Total Deductions (Refund Form)

Pursuant to Massachusetts General Laws, Chapter 32, Section 10(4)

Form Last Revised: June, 2021

2

Retirement Board: Please enter your retirement board information here.

Name of Retirement Board:

Address:

City/Town:

Zip Code:

Telephone:

Fax:

Member's Information:

Member's Last Name

Member's First Name

Social Security # (last four)

Street Address:

City/Town:

State:

Zip Code:

Email:

Phone:

Section A: Preliminary Statements

1. It is my intention to accept a position in the service of the Commonwealth or any political subdivision thereof which would entitle me to become a member of any similar contributory retirement system. ☐ YES ☐ NO
2. I have filed or intend to file a grievance or legal action regarding my separation from service. ☐ YES ☐ NO
3. I am receiving Workers' Compensation Benefits pursuant to the provisions of Massachusetts General Laws, Chapter 152. ☐ YES ☐ NO
4. I have been officially investigated for or charged with misappropriation of funds from my employer or convicted of any crime related to my office or position.
If **YES**, please provide documentation. ☐ YES ☐ NO
5. I am currently on a leave of absence. ☐ YES ☐ NO

Application for Withdrawal of Accumulated Total Deductions (Refund Form)**3**

Member Last Name:

First Name:

SSN:

***-**-____

Section B: To Be Completed By the Member

To the

Retirement Board

Date

	***-**-____	
Name (Print)	Social Security # (last four)	Phone #
Birth/Former Name (if different)	Email	Cell Phone #

I (Check One) ☐ terminated ☐ resigned from position, (job title) with the political subdivision of , effective .

I, the undersigned, hereby request that the amount in my Annuity Savings Fund account be paid to me as directed herein. I understand each statement set out below, and I have placed my initials in the box next to each statement below to indicate my understanding and my acceptance of the same:

- In consideration of the return of my accumulated total deductions, my membership in the Retirement System shall terminate.
- In consideration of the return of my accumulated total deductions, I hereby surrender all rights and privileges to which I was entitled as a member of the Retirement System.
- I am electing to receive a return of my accumulated total deductions as provided herein instead of any retirement allowance to which I may be, or to which I may become entitled.
- In electing to receive this return of my accumulated total deductions I am also giving up any rights any beneficiary may have on my account in the Retirement System.
- If I return to employment which renders me eligible to become a member of a Retirement System, I will do so with the status of a new member. This means my rights and privileges will be those in effect the day I become a member of the system.
- If I return to employment which renders me eligible to become a member of a Retirement System, I will need to repay the amounts withdrawn by me, with interest, if I wish to be credited with the service associated with this withdrawal.
- The Retirement Board shall provide my name and my intent to withdraw my money from the Retirement System to the Massachusetts Department of Revenue to be certain I have no child support obligations owed to that Department.

Member Last Name:

First Name:

SSN:

-**-*

Section C: Method of Payment**Statements Regarding Tax Consequences**

I have initialed the statements below to indicate that I agree with them:

- I understand that my accumulated total deductions may have both a taxable and non-taxable component, due to changes in the law which took effect in 1988.
- If I began service in 1988 or after, it is unlikely that any portion of my accumulated total deductions will not be subject to federal tax withholding.
- I have read the Special Tax Notice Regarding Plan Payments provided to me by the Retirement Board.
- I understand that if I choose to directly receive the return of my accumulated total deductions, 20% of the taxable portion of such return will be withheld and paid to the Internal Revenue Service.
- If I choose to directly received the return of my accumulated total deductions and I am under age 59½, I may be subject to a further tax penalty.

Select one box for the "Taxable Portion" and, if it applies to you, one box for the "Non-Taxable Portion" on the next page.

TAXABLE PORTION

- ☐ 1. Direct Rollover.
- ☐ 2. Paid directly to me. 20% will be withheld for federal taxes and remitted to the Internal Revenue Service.
- ☐ 3. Partial Direct Rollover in the amount of % of the balance or \$
The remaining balance will be paid directly to me, less 20% federal tax withholding, which will be remitted to the Internal Revenue Service.

Account Information for Rollover:

Name of eligible 401(a) Plan, 401(k) Plan, 403(b) Plan, Governmental 457(b) Retirement Plan, IRA, Roth IRA, or SIMPLE IRA*

Address of above-listed entity

City

State

Zip Code

Member's Account Number with above-listed entity

Member's Address

City

State

Zip Code

Is this Account a SIMPLE IRA?

☐ Yes☐ No

If YES, has the account been established for at least two years?

☐ Yes☐ No

* After a two-year waiting period, SIMPLE IRA accounts can receive rollover eligible funds from other types of retirement plans, including 401(a) governmental plans. The two-year period begins on the first day on which the employer deposits contributions in the SIMPLE IRA.

Member Last Name:

First Name:

SSN:

***-**-

Section C: Method of Payment *(Continued):***NON-TAXABLE PORTION**☐

1. Direct Rollover.

☐

2. Paid directly to me.

☐3. Partial Direct Rollover in the amount of % of the balance or \$ **Account Information for Rollover:**
Name of eligible 401(a) Plan, 401(k) Plan, 403(b) Plan, IRA, or Roth IRA*
Address of above-listed entity
City
State
Zip Code
Member's Account Number with above-listed entity
Member's Address
City
State
Zip Code

* You may roll over a payment that includes after-tax contributions to an eligible 401(a) or 403(b) plan, but only if the receiving plan separately accounts for after-tax contributions. Governmental section 457(b) plans and SIMPLE IRAs are not eligible.

Application for Withdrawal of Accumulated Total Deductions (Refund Form)

6

Member Last Name:

First Name:

SSN:

***-**-

I sign this application under the penalties of perjury. I affirm that the information presented in this application is correct, complete and accurately presented. I understand that giving false or incomplete information may subject me to the loss of my benefits as well as civil and criminal penalties.

I request payment according to the method selected on pages 4-5.

Applicant's Signature:

Print Name:

Signature:

Date:

To Be Completed By Witness (should be disinterested party):

Name (Print):

Street Address:

City/Town:

State:

Zip Code:

Signature:

Date:

Member Last Name:

First Name:

SSN:

***-**-_____

Section D: To Be Completed By the Department Head

This is to notify the Retirement Board that was
 (job title) in the department in the political subdivision
of who (check one) ☐ resigned ☐ terminated on and that
the above named employee will appear on the payroll for the last time on the pay period ending .

1. To the best of my knowledge the above named employee is not leaving to accept a position in the service of the Commonwealth or any political subdivision thereof which would entitle the above to become a member of any similar contributory retirement system. ☐ YES ☐ NO
2. To the best of my knowledge, the above named employee is not seeking to be restored to the position such employee previously held. ☐ YES ☐ NO
3. Is the above employee receiving Workers' Compensation benefits? ☐ YES ☐ NO
4. Does the above employee owe any money to the employer under an employee benefit plan, including a cafeteria plan established pursuant to 26 U.S.C. section 125? (If YES, please provide documentation.) ☐ YES ☐ NO
5. Has this employee been officially investigated for or charged with misappropriation of funds from his/her employer or convicted of any crime related to his/her office or position? (If YES, please provide documentation.) ☐ YES ☐ NO

Department Head (Print Name):

Signature/Department Head:

Date:

Member Last Name:

First Name:

SSN:

***-**-____

Section E: To Be Completed By the Retirement Board**Determination of Eligibility for Return of Accumulated Total Deductions**

Members are eligible for a refund of accumulated total deductions under the following conditions.

Check the condition that applies to this member:

☐

1. The member is leaving service and does not intend to take a position in the service of the Commonwealth or any political subdivision thereof to the provisions of Massachusetts General Laws, Chapter 32, Sections 1-28 and does not intend to seek to be restored to the position from which he/she left.

☐

2. This member is also a member of another retirement system. However, no transfer of funds to the other system is taking place because he/she has a lesser amount in the Annuity Savings Fund of this system, and has elected to withdraw these funds in accordance with the law..

NOTE: The right to receive a retirement allowance or a return of accumulated total deductions is subject to the provisions of Massachusetts General Laws, including, but not limited to, Chapter 32, Section 15 pertaining to dereliction of duty by members and Massachusetts General Laws, Chapter 32, Section 19C pertaining to child support obligations.

Years of Creditable Service:

Months of Creditable Service:

Interest Provisions*

Members who entered into service **on or after January 1, 1984** are subject to the following provisions with respect to the refund of interest credited to their annuity accounts. Check the provision which applies to this member:

☐

1. The member has less than 120 months (10 years) of creditable service and has voluntarily withdrawn from service. The member will receive 3% interest on accumulated total deductions.

☐

2. The member has more than 120 months (10 years) of creditable service and has voluntarily withdrawn from service. The member will receive full regular interest on accumulated total deductions as set out in the statute.

☐

3. The member was involuntarily terminated from service. The member will receive full regular interest on accumulated total deductions as set out in the statute, regardless of his or her amount of creditable service.

***NOTE:** In general, two years after leaving service, a member stops accruing interest on any money in their account.

Application for Withdrawal of Accumulated Total Deductions (Refund Form)**9**

Member Last Name:

First Name:

SSN:

***-**-____

Section E: To Be Completed By the Retirement Board *(Continued)***Refund**

Date of withdrawal:

Total in annuity savings account as of date of withdrawal:

\$

Minus interest not eligible for refund:

\$

TOTAL REFUND TO BE ISSUED:

Federal taxable portion

\$

Federal non-taxable portion

\$

AMOUNT REFUNDED *(Fill in those that apply)*

To Member	\$
To Dept. Revenue/Child Support Enforcement Unit	\$
To Designated Plan (IRA, 401(k), 401(a), 403(b), 457)	\$
To Internal Revenue Service	\$
To Pension Reserve Fund (Veterans Only)	\$

Type of Plan:

Date of Retirement Board Vote Authorizing Refund:

Date Refund Issued:

Signature (Board Member or Administrator):

Print Name:

Date Signed: