



Requesting a Termination of Employment Refund

I. Summary

This notice is provided to you by the Arkansas Public Employees' Retirement System (the "System") because you were a member who was covered under the contributory provisions and have terminated your employment that was covered under this System. As a terminated contributory member, you are eligible to receive a refund of the contributions that you made to the System. You are not eligible to receive the contributions that your employer made to the System. Non-contributory members are not eligible for a refund because they do not contribute to the System.

You are not required to receive a refund of your contributions. Before you decide to request a refund of your contributions, you should carefully read all of the information in this publication which explains the implications and restrictions for requesting and receiving a refund.

II. Service Credit

During your employment that was covered under the System, you accrued service credit towards retirement. Members accrue one month of service credit for each month in which they work at least 80 hours. For example, if you worked one (1) year for your employer and you worked at least 80 hours per month, you accrued 1 year of service credit towards retirement. Retirement service credit is important because members are vested for (or entitled to) retirement benefits once they have accrued five (5) years of service credit and because their retirement benefit is based, in a large part, on the total amount of service credit that they accrue.

When you receive a termination refund, you will forfeit (lose) the contributory service that you accrued. To restore the lost service credit, you must become re-employed by an APERS-participating employer and repay the refunded contributions and any refunded interest. In addition to the contributions and interest, you must also pay interest from the date that you

received the refund until the date that you repay the refund. The current annual rate of interest to repay a refund is 8%.

III. Processing Times and Re-Employment

We will process your refund after we receive and post your final contributions to your retirement record. Contributions post to your account at the end of a month for the previous month in which your employer withheld contributions. For example, if you received your last pay in June, your contributions will post to your retirement record at the end of July. At the end of July, we can then process your refund. Based on this time frame, it may take up to three months from when we receive your refund request for us to process your payment.

To qualify to receive your refund, you must not be an active member of this system, so you cannot be employed under this system again until after you receive your refund.

IV. Completing the Request Form

To request a refund of your employee contributions, you must complete the *Termination of Employment Refund Request* form and submit it to our office. The form must be completed by you, your most recent employer, a notary public, and if you elect a direct rollover, a rollover trustee representative.

The following information explains how to complete sections II through IV of the *Termination of Employment Refund Request* form.

II. Member Election - You must indicate the distribution method for your payment. You must also sign to acknowledge that you have read this notice and the accompanying special tax notice. You should not sign this section unless you have read and understand both publications.

III. Employer Certification - A representative from your employer's central payroll department must complete this section to verify that your employment has ended and to provide other termination-related information.

IV. Rollover Trustee Information - If you elect to have your payment paid in a direct rollover, the trustee of the rollover plan must complete this section to verify that the plan accepts rollovers and to provide the trustee information for us to issue the payment.

How to Obtain Additional Information

Your employee contributions will be taxable to you when we issue your refund. Therefore, you must carefully read the information included in the *Special Tax Notice Regarding Plan Payments* which you should have received along with this publication.

If you have any questions about requesting a refund, please contact a call center representative toll free at 800-682-7377.



Arkansas Public Employees' Retirement System
Termination of Employment Refund Request

I. Member Information

SSN: _____ Member Name: _____
 Date of Birth: _____ Mailing Address: _____
 Daytime Phone: _____ City, State, Zip Code: _____

II. Member Election

Member: Please elect a distribution method for your payment. Then sign below to request your refund and to acknowledge that you received and read the Requesting a Termination of Employment Refund and Special Tax Notice Regarding Plan Payments publications which explain the service credit, re-employment and tax implications of receiving a refund.

- 1) Paid to Me
- 2) Paid in a Direct Rollover (Section IV must be completed)

Member Signature: _____ Date: _____

Notary Information: State of _____, County of _____
 (affix seal or stamp) Subscribed and sworn to before me a Notary Public in and for the County and State aforesaid, this the _____ day of _____, 20 _____.
 Notary Signature: _____ Date Commission Expires: _____

III. Employer Verification

Employer Central Payroll Representative: Please provide the termination of employment information requested below. Then sign to certify that the above named employee has terminated employment with your agency and that the information that you provided is accurate based on your knowledge or the information provided to you.

- 1) Termination date (mm/dd/yyyy): _____
- 2) Final monthly report (mm/yyyy): _____
- 3) Hours worked in (calendar) month of termination: _____

Employer Representative Signature: _____ Date: _____
 Employer Name: _____ APERS Employer No: _____

IV. Rollover Trustee Information

Authorized Trustee Representative: Please provide the trustee information for the rollover payment. Then sign to verify that the plan accepts rollovers and that in accordance with the member's election in section II above, as the trustee, you agree to deposit the forthcoming rollover in the account listed below.

- 1) Type of Account: Traditional IRA Eligible Employer Plan Roth IRA
- 2) Name of Trustee: _____
- 3) Mailing Address: _____
- 4) City, State, Zip: _____
- 5) Telephone No: () _____

Trustee Representative Signature: _____ Date: _____



Special Tax Notice Regarding Plan Payments

This notice is provided to you by the Arkansas Public Employees' Retirement System (the "Plan" and your "Plan Administrator") because all or part of the payment that you will soon receive from the Plan may be eligible for rollover by you or your Plan Administrator to a traditional IRA, a Roth IRA or an eligible employer plan. A rollover is a payment by you or the Plan Administrator of all or part of your benefit to another plan or IRA that allows you to continue to postpone taxation of that benefit until it is paid to you. Your payment cannot be rolled over to a SIMPLE IRA or a Coverdell Education Savings Account (formerly known as an education IRA). An "eligible employer plan" includes a plan qualified under section 401(a) of the Internal Revenue Code, including a 401(k) plan, profit-sharing plan, defined benefit plan, stock bonus plan, and money purchase plan; a section 403(a) annuity plan; a section 403(b) tax-sheltered annuity; and an eligible section 457(b) plan maintained by a governmental employer (governmental 457 plan).

An eligible employer plan is not legally required to accept a rollover. Before you decide to roll over your payment to another employer plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts as a rollover. You should also find out about any documents that are required to be completed before the receiving plan will accept a rollover. Even if a plan accepts rollovers, it might not accept rollovers of certain types of distributions. If an employer plan accepts your rollover, the plan may restrict subsequent distributions of the rollover amount or may require your spouse's consent for any subsequent distribution. A subsequent distribution from the plan that accepts your rollover may also be subject to different tax treatment than distributions from this Plan. Check with the administrator of the plan that is to receive your rollover prior to making the rollover.

SUMMARY

There are two ways you may be able to receive a Plan payment that is eligible for rollover:

- (1) Certain payments can be made directly to a traditional IRA or Roth IRA that you establish or to an eligible employer plan that will accept it and hold it for your benefit ("DIRECT ROLLOVER"); or
- (2) The payment can be PAID TO YOU.

If you choose a DIRECT ROLLOVER:

- Your payment to a traditional IRA or eligible employer plan will not be taxed in the current year and no income tax will be withheld.
- Your payment to a Roth IRA will be taxed in the current year and you choose whether to withhold income tax.
- You choose whether your payment will be made directly to your traditional IRA, Roth IRA or to an eligible employer plan that accepts your rollover. Your payment cannot be rolled over to a SIMPLE IRA or a Coverdell Education Savings Account because these are not traditional IRAs.
- The taxable portion of your payment to a traditional IRA or eligible employer plan will be taxed later when you take it out of the plan. Depending on the type of plan, the later distribution may be subject to different tax treatment than it would be if you received a taxable distribution from this Plan.

If you choose to have a Plan payment that is eligible for rollover PAID TO YOU:

- You will receive only 80% of the taxable amount of the payment, because the Plan Administrator is required to withhold 20% of that amount and send it to the IRS as income tax withholding to be credited against your taxes.
- The taxable amount of your payment will be taxed in the current year unless you roll it over. Under limited circumstances, you may be able to use special tax rules that could reduce the tax you owe. However, if you receive the payment before age 59½, you may have to pay an additional 10% tax.
- You can roll over all or part of the payment by paying it to your traditional IRA, Roth IRA or to an eligible employer plan that accepts your rollover within 60 days after you receive the payment. The amount rolled over to your traditional IRA or eligible employer plan will not be taxed until you take it out of the plan. The amount rolled over to your Roth IRA is taxed in the current year.
- If you want to roll over 100% of the payment to a traditional IRA or an eligible employer plan, *you must find other money to replace the 20% of the taxable portion that was withheld*. If you roll over only the 80% that you received, you will be taxed on the 20% that was withheld and that is not rolled over.

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I. PAYMENTS THAT CAN AND CANNOT BE ROLLED OVER

Payments from the Plan may be “eligible rollover distributions.” This means that they can be rolled over to a traditional IRA, Roth IRA, or to an eligible employer plan that accepts rollovers. Payments from a plan cannot be rolled over to a SIMPLE IRA or a Coverdell Education Savings Account.

The following type of payment *cannot* be rolled over:

Payments Spread over Long Periods. You cannot roll over a payment if it is part of a series of equal (or almost equal) payments that are made at least once a year and that will last for:

- your lifetime (or a period measured by your life expectancy), or
- your lifetime and your beneficiary’s lifetime (or a period measured by your joint life expectancies), or
- a period of 10 years or more.

II. DIRECT ROLLOVER

A DIRECT ROLLOVER is a direct payment of the amount of your Plan benefits to a traditional IRA, a Roth IRA or an eligible employer plan that will accept it. You can choose a DIRECT ROLLOVER of all or any portion of your payment that is an eligible rollover distribution, as described in Part I above. You *are not* taxed on any taxable portion of your payment for which you choose a DIRECT ROLLOVER to a traditional IRA or eligible employer plan until you later take it out of the plan, and no income tax withholding is required for any taxable portion. You *are* taxed on the portion of your payment for which you choose a DIRECT ROLLOVER to a Roth IRA, and you elect whether to withhold income tax.

DIRECT ROLLOVER to a Traditional IRA. You can open a traditional IRA to receive the direct rollover. If you choose to have your payment made directly to a traditional IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to a traditional IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish a traditional IRA to receive the payment. However, in choosing a traditional IRA, you may wish to make sure that the traditional IRA you choose will allow you to move all or a part of your payment to another traditional IRA at a later date, without penalties or other limitations. See IRS Publication 590, *Individual Retirement Arrangements*, for more information on traditional IRAs (including limits on how often you can roll over between IRAs).

DIRECT ROLLOVER to a Roth IRA. You can open a Roth IRA to receive the direct rollover. The rollover is subject to the same rules that apply to rollovers from a traditional IRA into a Roth IRA. For example, the rollover is includible in gross income, and the additional 10% tax does not apply. Similarly, you can not roll over your payment directly into a Roth IRA if your Adjusted Gross Income (AGI) is \$100,000 or more or you are married and file a separate return.

Note: The Plan is not responsible for assuring your eligibility to roll over your payment to a Roth IRA (IRS Notice 2008-30). You should consult your tax advisor if you are interested in rolling over your distribution to a Roth IRA.

DIRECT ROLLOVER to a Plan. If you are employed by a new employer that has an eligible employer plan, and you want a direct rollover to that plan, ask the plan administrator of that

plan whether it will accept your rollover. An eligible employer plan is not legally required to accept a rollover. Even if your new employer’s plan does not accept a rollover, you can choose a DIRECT ROLLOVER to a traditional IRA or Roth IRA. If the employer plan accepts your rollover, the plan may provide restrictions on the circumstances under which you may later receive a distribution of the rollover amount or may require spousal consent to any subsequent distribution. Check with the plan administrator of that plan before making your decision.

Change in Tax Treatment Resulting from a DIRECT ROLLOVER. The tax treatment of any payment from the eligible employer plan or traditional IRA receiving your DIRECT ROLLOVER might be different than if you received your benefit in a taxable distribution directly from the Plan. For example, if you were born before January 1, 1936, you might be entitled to ten-year averaging or capital gain treatment, as explained below. However, if you have your benefit rolled over to a section 403(b) tax-sheltered annuity, a governmental 457 plan, or a traditional IRA in a DIRECT ROLLOVER, your benefit will no longer be eligible for that special treatment. See the sections below entitled “Additional 10% Tax if You Are under Age 59½” and “Special Tax Treatment if You Were Born before January 1, 1936.”

III. PAYMENT PAID TO YOU

If your payment can be rolled over (see Part I above) and the payment is made to you in cash, it is subject to 20% federal income tax withholding on the taxable portion (state tax withholding also applies). The payment is taxed in the year you receive it unless, within 60 days, you roll it over to a traditional IRA or an eligible employer plan that accepts rollovers. If you do not roll it over, special tax rules may apply.

Income Tax Withholding :

Mandatory Withholding. If any portion of your payment can be rolled over under Part I above and you do not elect to make a DIRECT ROLLOVER, the Plan is required by law to withhold 20% of the taxable amount. This amount is sent to the IRS as federal income tax withholding. For example, if you can roll over a taxable payment of \$10,000, only \$8,000 will be paid to you because the Plan must withhold \$2,000 as income tax. However, when you prepare your income tax return for the year, unless you make a rollover within 60 days (see “Sixty-Day Rollover Option” below), you must report the full \$10,000 as a taxable payment from the Plan. You must report the \$2,000 as tax withheld, and it will be credited against any income tax you owe for the year. There will be no income tax withholding if your payments for the year are less than \$200.

Voluntary Withholding. If any portion of your payment is taxable but cannot be rolled over under Part I above, 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 Plan Administrator for the election form and related information.

Sixty-Day Rollover Option. If you receive a payment that can be rolled over under Part I above, you can still decide to roll over all or part of it to a traditional IRA, a Roth IRA or to an eligible employer plan that accepts rollovers. If you decide to roll over, *you must contribute the amount of the payment you received to a traditional IRA, a Roth IRA or eligible employer*

plan within 60 days after you receive the payment. The portion of your payment that is rolled over to a traditional IRA or the eligible employer plan will not be taxed until you take it out of the plan.

For a traditional IRA or eligible employer plan - You can roll over up to 100% of your payment that can be rolled over under Part I above, including an amount equal to the 20% of the taxable portion that was withheld. If you choose to roll over 100%, you must find other money within the 60-day period to contribute to the traditional IRA or the eligible employer plan, to replace the 20% that was withheld. On the other hand, if you roll over only the 80% of the taxable portion that you received, you will be taxed on the 20% that was withheld.

Additional 10% Tax If You Are under Age 59½. If you receive a payment before you reach age 59½ and you do not roll it over, then, in addition to the regular income tax, you may have to pay an extra tax equal to 10% of the taxable portion of the payment. The additional 10% tax generally does not apply to (1) payments that are paid after you separate from service with your employer during or after the year you reach age 55, (2) payments that are paid because you retire due to disability, (3) payments that are paid directly to the government to satisfy a federal tax levy, (4) payments that are paid to an alternate payee under a qualified domestic relations order, (5) payments that do not exceed the amount of your deductible medical expenses, (6) payments that are paid to a qualified public safety employee (an employee of a State or political subdivision of a State if the employee provides police protection or firefighting services within the jurisdiction) who separates from service after age 50, or (7) payments that are rolled over to a Roth IRA. See IRS Form 5329 for more information on the additional 10% tax.

Special Tax Treatment If You Were Born before January 1, 1936. If you receive a payment from the Plan that can be rolled over under Part I and you do not roll it over to a traditional IRA or an eligible employer plan, the payment will be taxed in the year you receive it. However, if the payment qualifies as a "lump sum distribution," it may be eligible for special tax treatment. A lump sum distribution is a payment, within one year, of your entire balance under the Plan that is payable to you after you have reached age 59½ or because you have separated from service with your employer. For a payment to be treated as a lump sum distribution, you must have been a participant in the plan for at least five years before the year in which you received the distribution. The special tax treatment for lump sum distributions that may be available to you is described below.

Ten-Year Averaging. If you receive a lump sum distribution and you were born before January 1, 1936, you can make a one-time election to figure the tax on the payment by using "10-year averaging" (using 1986 tax rates). Ten-year averaging often reduces the tax you owe.

Capital Gain Treatment. If you receive a lump sum distribution and you were born before January 1, 1936, and you were a participant in the Plan before 1974, you may elect to have the part of your payment that is attributable to your pre-1974 participation in the Plan taxed as long-term capital gain at a rate of 20%.

There are other limits on the special tax treatment for lump sum distributions. For example, you can generally elect this special tax treatment only once in your lifetime, and the election applies to all lump sum distributions that you receive

in that same year. If you roll over your payment to a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, you will not be able to use special tax treatment for later payments from that IRA, plan, or annuity. Also, if you roll over only a portion of your payment to a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, this special tax treatment is not available for the rest of the payment. See IRS Form 4972 for additional information on lump sum distributions and how you elect the special tax treatment.

IV. SURVIVING SPOUSES, ALTERNATE PAYEES, AND OTHER BENEFICIARIES

In general, the rules summarized above that apply to payments to employees also apply to payments to surviving spouses of employees and to spouses or former spouses who are "alternate payees." You are an alternate payee if your interest in the Plan results from a "qualified domestic relations order," which is an order issued by a court, usually in connection with a divorce or legal separation.

If you are a surviving spouse or an alternate payee, you may choose to have a payment that can be rolled over, as described in Part I above, paid in a DIRECT ROLLOVER to a traditional IRA, a Roth IRA or to an eligible employer plan or paid to you. If you have the payment paid to you, you can keep it or roll it over yourself to a traditional IRA, a Roth IRA or to an eligible employer plan. Thus, you have the same choices as the employee.

If you are a beneficiary other than a surviving spouse or an alternate payee, you cannot choose a DIRECT ROLLOVER because the Plan does not permit rollovers for beneficiaries.

If you are a surviving spouse, an alternate payee, or another beneficiary, your payment is generally not subject to the additional 10% tax described in Part III above, even if you are younger than age 59½.

If you are a surviving spouse, an alternate payee, or another beneficiary, you may be able to use the special tax treatment for lump sum distributions as described in Part III above. If you receive a payment because of the employee's death, you may be able to treat the payment as a lump sum distribution if the employee met the appropriate age requirements, whether or not the employee had 5 years of participation in the Plan.

HOW TO OBTAIN ADDITIONAL INFORMATION

This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. Therefore, you may want to consult with the Plan Administrator or a professional tax advisor before you take a payment of your benefits from your Plan. Also, you can find more specific information on the tax treatment of payments from qualified employer plans in IRS Publication 575, *Pension and Annuity Income*, and IRS Publication 590, *Individual Retirement Arrangements*. These publications are available from your local IRS office, on the IRS's Internet Web Site at www.irs.gov, or by calling 1-800-TAX-FORMS