



Purchase Transfer Request

Retirement Systems of Alabama
PO Box 302150, Montgomery, Alabama 36130-2150
877.517.0020 • 334.517.7000 • www.rsa-al.gov



Your SSN

Check One: ☐ TRS ☐ ERS

Your Information

Name _____
First Middle/Maiden Last
Address _____
Street or P.O. Box City State ZIP Code
Telephone Number _____ Email Address _____
Date of Birth _____

Plan Information

To be completed by Plan Representative

A copy of the purchase letter must be attached.

The Retirement Systems of Alabama accepts transfers from qualified and tax-deferred plans provided that the amount transferred does not exceed the cost of the purchase. If a Transfer Acceptance Letter is needed, please contact the Retirement Systems of Alabama.

Plan Type:

☐ RSA-1 ☐ IRC 457 ☐ IRC 403(b) ☐ IRA ☐ Conduit IRA ☐ IRC 401

Amount of Transfer Requested \$ _____

Name of Company Transferring Funds _____

Account Number _____

Contact Person _____ Telephone Number _____

Address _____
Street or P.O. Box City State ZIP Code

Qualified Transfer Amount: _____

Sign Here →

Plan Representative

Signature _____ Date _____

Signature Certification

This form must be used if you are electing to transfer funds from a qualified and tax-deferred plan for the purchase of service in the Employees' Retirement Systems or Teachers' Retirement System of Alabama, which qualify as 401(a) Defined Benefit Plans. You must contact your investment company to begin the transfer process.

Sign Here →

Your Signature _____ Date _____

State of _____, County of _____

I, _____, a Notary Public, hereby certify that the above named individual whose name is signed to the foregoing document, personally appeared before me and acknowledged under oath that the statements made are true. Given under my hand this _____ day of _____, 20_____.

Seal

Signature of Notary Public _____

My Commission Expires _____

Purchase Transfer Request

Instructions

Member must complete Part I of the Purchase Transfer Request form.

Member must sign the form, have the signature witnessed by a Notary Public, and submit the form to the plan from which the funds are to be transferred. The member should also include a copy of the service purchase letter with this form.

The plan representative must complete Part II of the Purchase Transfer Request form. The completed form and the transferred funds should be sent to the RSA at the address shown at the top of the previous page.

If the member is making direct payment for the remainder of the cost, the member should remit that payment along with a copy of the purchase letter directly to the RSA at the address shown at the top of the previous page.

This form must be submitted prior to the effective date of your service purchase. Most plans have minimum processing requirements that must be taken into account regarding the remittance of your payment; it generally takes several weeks for a plan to complete a transfer of funds.

Note for RSA-1 Participants

If your payment is being transferred from your RSA-1 Deferred Compensation Account, submit this form to RSA-1 at least fifteen (15) working days prior to the purchase date. You will additionally be required to complete the RSA-1 IN-SERVICE TRANSFER FORM TO PURCHASE PERMISSIVE SERVICE CREDIT (Form RSA-1_PURSVC). You can download the form from the website www.rsa-al.gov or contact RSA-1 at 877.517.0020 or 334.517.7000 to have it mailed to you.

This form is to be used for the purchase of permissive service credit. Permissive service is service that, by law, is eligible to be purchased by a member of the Retirement Systems.

If a member purchases credit for service based on an estimated cost, the member's account will be audited after the end of the fiscal year to ensure compliance with the law.

If the actual cost for the service credit exceeds the estimated remitted payment amount, an additional payment from the member will be required to maintain credit for the service.

If the estimated remitted payment amount exceeds the actual cost for the service credit, the member will be issued a refund.



RSA-1 In-Service Transfer to Purchase Permissive Service Credit

Retirement Systems of Alabama
PO Box 302150, Montgomery, Alabama 36130-2150
877.517.0020 • 334.517.7000 • www.rsa-al.gov



Your SSN

Check One: ☐ TRS ☐ ERS ☐ JRF

Your Information

A copy of the purchase letter must be attached.

Name _____
First Middle/Maiden Last
Mailing Address _____
Street or P.O. Box City State ZIP Code
Telephone Number _____ Email Address _____
Date of Birth _____ PID (optional) _____
Employer _____

Member Authorization

Service Purchase Cost ID _____
I hereby authorize the transfer of a total of \$ _____ from my RSA-1 Deferred Compensation Plan to the retirement system listed above for the purpose of purchasing permissive service credit as follows:

Available Account Types

Regular Contributions Pre-Tax	457(b) Transfer Pre-Tax	DROP Rollover Pre-Tax
PLOP Rollover Pre-Tax	ERIP Rollover Pre-Tax	TSP Rollover Pre-Tax

List the account type(s) from which you wish to transfer funds for the purchase of service credit. Please specify either a dollar amount or "All" in each row. Selecting "All" will deplete the entire fund balance.

Account Type Selection

Choose from the Available Account Types listed above.

List Account Type	Type of Funds	Dollar Amount	All
	Fixed Income		or
	Equity		or
	STIF		or
	Fixed Income		or
	Equity		or
	STIF		or
	Fixed Income		or
	Equity		or
	STIF		or
	Fixed Income		or
	Equity		or
	STIF		or

Signature Certification

I authorize RSA-1 to transfer the funds noted in the Member Authorization section above to the retirement system indicated above for the purpose of purchasing permissive service credit.

Sign Here →

Your Signature _____ Date _____

State of _____, County of _____ Seal

On this _____ day of _____, 20_____, personally appeared before me, the above named individual and acknowledged under oath that the statements made are true.

Signature of Notary Public _____ My Commission Expires _____

This form, the form from your retirement system, and a copy of the eligibility letter specifying the amount and eligibility to purchase permissive service credit must be received by RSA-1 **at least 15 working days** prior to the payment due date in order to provide sufficient processing time.