



## Request for DROP Distribution and Rollover Election

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

Read the enclosed  
SPECIAL TAX NOTICE  
REGARDING YOUR  
ROLLOVER OPTIONS  
before completing the  
remainder of this form.

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

### Distribution Information

Any person who  
makes a false  
statement or falsifies  
a record in an attempt  
to defraud the RSA  
shall be guilty of  
a misdemeanor,  
punishable by a fine  
up to \$500 and/or  
imprisonment not to  
exceed one year.

Select **only one** distribution option:

☐ **Lump Sum Payment**

I elect to receive (at the above address) my full DROP distribution. Submit form W-4R WITHHOLDING CERTIFICATE FOR NONPERIODIC PAYMENTS AND ELIGIBLE ROLLOVER DISTRIBUTIONS to designate your federal tax withholding rate. If you do not submit this form, we are required by the IRS to withhold federal tax on taxable funds at the minimum rate of 20%. Sign and have your signature notarized. **Do not complete the Trustee Information Section.**

☐ I elect to have the **entire DROP distribution rolled over** to an eligible retirement account listed under the Trustee Information Section.

☐ I elect to have \_\_\_\_\_% of the taxable funds rolled over to an eligible retirement account listed under the Trustee Information Section. Submit form W-4R WITHHOLDING CERTIFICATE FOR NONPERIODIC PAYMENTS AND ELIGIBLE ROLLOVER DISTRIBUTIONS to designate your federal tax withholding rate for funds that are paid directly to you. If you do not submit this form, we are required to withhold federal tax at the minimum rate of 20%. Any non-taxable funds will be paid directly to you with no federal withholding.

**List the eligible retirement plan you have elected to have your funds rolled into:** ☐ RSA-1 ☐ Other \_\_\_\_\_  
Note: If you have all or a portion of your DROP distribution rolled over into an eligible retirement account, you must sign and have your signature notarized before sending this form to your Trustee to complete the Trustee Information Section.

### Signature Certification

I certify that I have received the printed explanation entitled SPECIAL TAX NOTICE REGARDING YOUR ROLLOVER OPTIONS prior to signing this certification.

**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 \_\_\_\_\_

### Trustee Information

To be completed by  
Trustee receiving the  
rollover.

Trustee Name \_\_\_\_\_ Account Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or P.O. Box City State ZIP Code

Type of account into which money will be transferred: (An Education IRA is **not** an eligible plan)

☐ 401 Qualified Retirement Plan ☐ 403(a) Annuity Contracts ☐ 403(b) Tax Sheltered Annuity ☐ Roth IRA

☐ 408(a) Individual Retirement Account ☐ 408(b) Individual Retirement Annuity ☐ Governmental Deferred Compensation Plans (Traditional IRA) (IRC 457)

Plan accepts non-taxable funds? ☐ Yes ☐ No

**Signature of Trustee Official** \_\_\_\_\_ **Date** \_\_\_\_\_

Signature by Trustee Official affirms acceptance of transfer



**Deferred Retirement Option Plan (DROP)**  
**Termination of Employment of Continued Service - Post DROP**

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



**Your SSN** \_\_\_\_\_

Please submit this completed form to TRS to initiate your monthly retirement benefit.

**Your  
Information**

Name \_\_\_\_\_  
First Middle/Maiden Last

Mailing Address \_\_\_\_\_  
Street or P.O. Box City State ZIP Code

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

Employing School System or Agency \_\_\_\_\_  
Please Print

Date of Termination of Employment \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Important  
Information**

Be advised that all or a portion of your monthly benefit is subject to federal income tax. We will automatically withhold federal taxes from your monthly retirement payment at the rate of single with no adjustments. If you want to withhold at a different rate, please complete the enclosed W-4P WITHHOLDING CERTIFICATE FOR PERIODIC PENSION OR ANNUITY PAYMENTS and return it to our office. You are required to complete Steps 1 and 5 of the form but you should complete Steps 2-4 if they apply to you. If you are unsure whether they apply to you, please consult a tax professional. The RSA does not provide tax advice.

Submit the completed RSA DIRECT DEPOSIT AUTHORIZATION form to our office. All joint account holders must sign the Account Holder Certification, the retiree must sign at the bottom of the first page, and your financial institution must complete the second page of the form. The account holders listed on the first page must match the account holders listed on the second page.

If applicable, you should complete the TRS APPLICATION FOR SERVICE RETIREMENT PEEHIP INSURANCE AUTHORIZATION.

Upon receipt of this completed form, TRS will contact your employer through the Employer Self Service Portal for certification of your final wages and any unused sick leave. Upon completion of the calculations, TRS will mail you a receipt verifying the amount and date of your first check.

**Signature  
Certification**

**Sign Here →**  
Member

**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 \_\_\_\_\_

Please have your signature  
acknowledged before a  
Notary Public.



Your SSN \_\_\_\_\_

PID \_\_\_\_\_

Name \_\_\_\_\_

**Hospital Medical  
Information**

Members currently enrolled in PEEHIP Hospital Medical coverage, check the box which applies:  
I wish to ☐ continue or ☐ cancel my PEEHIP Hospital Medical coverage.  
Requested Date of Cancellation ☐ Date of Retirement ☐ End of Extra Coverage Months  
I agree to have premiums deducted from my retirement check for any months that are due but were not deducted.

**Sign Here →**  
Member

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

**Street Address  
Information**

The Center for Medicare and Medicaid Services (CMS) requires PEEHIP to maintain physical street addresses for all Medicare-eligible members and dependents. If you have a P.O. Box number as your mailing address on page 1 of the TRS APPLICATION FOR SERVICE RETIREMENT form, please provide us with your street address below. **Receipt of this information is critical to ensure there are no delays in processing your medical or prescription drug claims.** Your street address will not be used as a permanent mailing address, but will be maintained in our system for informational purposes to cooperate with CMS regulations. This update will not change the address used to mail or deposit your retirement check.

Current Street Address \_\_\_\_\_

**Optional Coverage  
Plans**

*Complete if enrolled  
in Dental, Vision,  
Indemnity, and/or  
Cancer coverages  
only.*

Persons who are not insured on a PEEHIP Hospital Medical plan and are only enrolled in the Optional Coverage Plans (Dental, Vision, Indemnity, and Cancer) can continue all four coverages or drop **two** Optionals at the time of your retirement. The retired state contributions will pay the premium for **two** of the Optionals without a payroll deduction for those retirement members enrolled in only the Optional Coverage Plans. If you are not currently enrolled in Optional Coverage Plans, you can only enroll during Open Enrollment.

If you are only enrolled in the Optional Coverage Plans and wish to drop down to two plans, please indicate which two plans you wish to **keep** on your date of retirement. To keep all four Optionals, mark "All." You cannot drop only one and keep three except during Open Enrollment.

☐ Dental ☐ Vision ☐ Indemnity ☐ Cancer ☐ All

I agree to have premiums deducted from my retirement check for any months that are due but were not deducted.

**Sign Here →**  
Member

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

**Non-Participating  
Universities  
and  
Vested Members  
Not Currently  
Enrolled**

**Members from non-PEEHIP-participating universities and vested members applying for retirement:**  
You are eligible to enroll in hospital medical insurance through PEEHIP at the time of your retirement.

PEEHIP will send you an information packet about PEEHIP and an enrollment form after the RSA receives your TRS APPLICATION FOR SERVICE RETIREMENT or your TRS APPLICATION FOR DISABILITY RETIREMENT.

Please note that you cannot enroll in PEEHIP Optional Coverage plans (dental, vision, indemnity, cancer) at the time of your retirement, and you cannot enroll dependents who are not currently covered under PEEHIP (with the exception of active university employees, who may keep their covered dependents enrolled). Optional and dependent enrollments must be completed during annual Open Enrollment.



## RSA Direct Deposit Authorization

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



### Your SSN

\_\_\_\_\_

**Direct Deposit from System(s):** ☐ TRS ☐ ERS ☐ JRF ☐ MRS ☐ SNU ☐ PEIRAF ☐ RSA-1 (Annual or Monthly Distribution Only)

### Your Information

No initials please

Indicate below  
**Your SSN** the  
system(s) from  
which you  
would like your  
benefit(s) direct  
deposited.

Name \_\_\_\_\_  
First Middle/Maiden Last

Mailing Address \_\_\_\_\_  
Street or P.O. Box Apt.# City State ZIP Code

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ PID (optional) \_\_\_\_\_

**Check One:** ☐ Retiree ☐ Beneficiary of Deceased Retiree or Member

If you are a beneficiary, please provide the following for the deceased retiree or member.

Name \_\_\_\_\_ SSN \_\_\_\_\_

### Account Holder Certification

I agree to notify the Retirement Systems of Alabama (RSA) immediately of the death of the recipient of the retirement benefits being deposited to this joint financial institution account, and to return all payments to the RSA that are deposited to this account after said death. The RSA will determine and pay any survivor benefits. The RSA is authorized to make necessary debit entries to this joint account for any credits that were made in error.

Joint Financial Institution Account Holder(s) Name(s)

Joint Financial Institution Account Holder(s) Signature(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

### Signature Certification

Each benefit payment is to be credited to my account at the financial institution specified on the reverse side of this form and such payment will be in full payment, satisfaction, and discharge of the amount then falling due and payable to me on account of such payments.

If my death occurs prior to the due date of any payment made by the RSA in compliance with this request or if adjustments are required for any credit entries to my account, I authorize the RSA to make the necessary debit entries to my account. I hereby reserve the right to revoke or cancel this request, such revocation or cancellation to take effect within 30 days of receipt of written notice by the RSA.

I authorize my payment to be sent to the financial institution named on the reverse side of this form to be deposited to the designated account.

**Sign Here →**

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

The retiree or beneficiary of a deceased retiree or member must complete this page.  
Then take or mail both pages to your financial institution to verify your information.  
Your financial institution must complete the second page and agree to the Master Agreement.

# RSA Direct Deposit Authorization



*This page to be completed by a representative of the financial institution.*

Name \_\_\_\_\_ SSN \_\_\_\_\_

## Financial Institution Information

Depositor Account No \_\_\_\_\_ Bank Routing No \_\_\_\_\_

Financial Institution Name \_\_\_\_\_ Type of Account ☐ Checking ☐ Savings

Mailing Address \_\_\_\_\_  
Street or P.O. Box City State ZIP Code

Name(s) of Person(s) on this Account

## Financial Institution Certification

### MASTER AGREEMENT

In accordance with the provisions of Section 3.6.4 of the National Automated Clearing House Association Operating Rules and Guidelines, as amended (the "NACHA Rules"), both the Retirement Systems of Alabama (RSA), as the Originator, and the above-named Financial Institution consider the following to be the Master Agreement, as defined by the NACHA Rules, and agree that it is to be applicable to all payments subject to Section 3.6 of the NACHA Rules, including but not limited to all payments sent by the RSA to the Financial Institution for the benefit of all benefit recipients having accounts with the Financial Institution, notwithstanding any other provision of the NACHA Rules.

In consideration of the RSA making benefit payments in accordance with this Direct Deposit Authorization without requiring proof that the retiree/beneficiary identified on this form is alive on the date on which such benefits are paid and are credited to his or her account, the Financial Institution agrees to repay and refund to the RSA, on demand, the full amount of any payments made to and received by the Financial Institution after the date of death of the benefit recipient, regardless of whether the account listed on this Direct Deposit Authorization contains sufficient funds for the refund. The Financial Institution further agrees to accept the certification of the RSA as to the date of death of such payee as sufficient evidence in accordance with Section 2.11 and any other provision(s) of the NACHA Rules that may be applicable.

I, the undersigned, confirm that the identity of the above-named retiree/beneficiary, account number, and type are true and accurate.

As an authorized signatory and representative of the above-named Financial Institution, I certify that the Financial Institution agrees to receive and deposit the identified payments in accordance with the Master Agreement and pursuant to Section 3.6.4 of the NACHA Rules, and that the Master Agreement is applicable to all payments sent by the RSA to the Financial Institution for the benefit of the retiree/beneficiary.

By affixing my signature below, I represent and warrant that I have full authority to execute this Master Agreement on behalf of the above-named Financial Institution.

Representative Name \_\_\_\_\_

**Sign Here →**  
*Financial Institution*

**Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Telephone Number \_\_\_\_\_

### Please return completed form to:

The Retirement Systems of Alabama  
P.O. Box 302150  
Montgomery, AL 36130-2150  
Fax: 334.517.7001

Properly completed Direct Deposit Authorization forms received by the RSA  
before the 13th of each month will be effective for the current month.



## Special Tax Notice Regarding Your Rollover Options

Retirement Systems of Alabama  
PO Box 302150, Montgomery, Alabama 36130-2150  
877.517.0020 • 334.517.7000 • [www.rsa-al.gov](http://www.rsa-al.gov)



### For Payments Not From a Designated Roth Account

You are receiving this notice because all or a portion of a payment you are receiving from the Retirement Systems of Alabama (the Plan) may be 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.

This notice describes the rollover rules that apply to payments for the Plan that are not from a designated Roth account (which is subject to special tax rules). If you also receive a payment from a designated Roth account in the Plan, you will be provided a different notice for that payment, and the Plan administrator will tell you the amount that is being paid from each account.

Rules that apply to most payments from a plan 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 Plan if you do not roll it over. If you are under age 59 ½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (unless an exception applies). However, if you do a rollover, you will not have to pay tax until you receive payments later and the 10% additional income tax will not apply if those payments are made after you are age 59 ½ (or if an exception applies).

### 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 plan, section 403(b) plan, or governmental section 457(b) 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 from the IRA or employer plan. 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 Plan 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**, 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. If you do not do a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes. 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 Plan 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)
- Required minimum distributions after age 70 ½ (if you were born before July 1, 1949), after age 72 (if you were born after June 30, 1949, and before January 1, 1951), or after age 73 (if you were born after December 31, 1950), or after death
- Hardship distributions
- Corrective distributions of contributions that exceed tax law limitations
- The Plan administrator can tell you what portion of a payment is eligible for rollover

### 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 59 ½, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll over, **unless one of the exceptions listed on page 2 applies**. This tax is in addition to the regular income tax on the payment not rolled over.



## Special Tax Notice Regarding Your Rollover Options



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

- 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 up to the amount of your deductible medical expenses
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001, for more than 179 days

### **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 the IRA when you are under age 59 ½, 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 few differences for payments from an IRA, including:

- There is no exception for payments after separation from service that is 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 after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

## 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 generally included in the payment. 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.

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 IRA's (in order to determine your taxable income for later payments from the IRA's). If you do a direct rollover of only a portion of the amount paid from the Plan and a portion is paid to you, each of the payments will include an allocable portion of the after-tax contributions. If you do a 60-day rollover to an IRA of only a portion of the payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a complete distribution of your benefit which totals \$12,000, of which \$2,000 is after-tax contributions. In this case, if you roll over \$10,000 to an 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.





## Special Tax Notice Regarding Your Rollover Options



### **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 non-refundable user fee. For more information, see IRS Publication 590, 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 YOUR PAYMENT IS FROM A GOVERNMENTAL SECTION 457(b) PLAN (RSA-1)**

If the Plan is a governmental section 457(b) plan, the same rules described elsewhere in this notice generally apply, allowing you to roll over the payment to an IRA or an employer plan that accepts rollovers. One difference is that if you do not do a rollover, you will not have to pay the 10% additional income tax on early distributions from the Plan even if you are under age 59 ½ (unless the payment is from a separate account holding rollover contributions that were made to the Plan from a tax-qualified plan, a section 403(b) plan, or an IRA). However, if you do a rollover to an IRA or to an employer plan that is not a governmental section 457(b) plan, a later distribution made before age 59 ½ will be subject to the 10% additional income tax on early distributions (unless an exception applies). Other differences are that you cannot do a rollover if the payment is due to an "unforeseeable emergency," and "if you were born on or before January 1, 1936" do not apply.

### **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 the Plan is a governmental plan, 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 qualified long-term 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 or ambulance crew.

### **IF YOU ROLL OVER YOUR PAYMENT TO A ROTH IRA**

You can roll over a payment from the Plan to a Roth IRA. If you rollover the payment 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). For payments from the Plan during 2010 that are rolled over to a Roth IRA, the taxable amount can be spread over a 2-year period starting in 2011.

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 59 ½ (or after your death or disability, or as a qualified first-time home buyer 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, Individual Retirement Arrangements (IRAs).

You cannot roll over a payment from the Plan to a designated Roth account in an employer plan.

### **IF YOU ARE NOT A PLAN PARTICIPANT**

**PAYMENTS AFTER DEATH OF THE PARTICIPANT:** If you receive a distribution after the participant'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 participant was born on or before January 1, 1936.





## Special Tax Notice Regarding Your Rollover Options



**IF YOU ARE A SURVIVING SPOUSE:** If you receive a payment from the Plan as the surviving spouse of a deceased participant, you have the same rollover options that the participant 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 59 ½ 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 73 if you were born after December 31, 1950 (or age 72 if you were born after June 30, 1949, and before January 1, 1951, or age 70 ½ if you were born before July 1, 1949).

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 participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 73 if you were born after December 31, 1950 (or age 72 if you were born after June 30, 1949, and before January 1, 1951, or age 70 ½ if you were born before July 1, 1949).

**IF YOU ARE A SURVIVING BENEFICIARY OTHER THAN A SPOUSE:** If you receive a payment from the Plan because of the participant'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. 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.

### **IF YOU ARE A NONRESIDENT ALIEN**

If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040-NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, U.S. Tax Guide for Aliens, and IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

### **OTHER SPECIAL RULES**

If your payments for the year are less than \$200, the Plan is not required to allow you to do a direct rollover and is not required to withhold for federal income taxes. However, you may do a 60-day rollover.

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, Armed Forces' Tax Guide.

### **Notice Period**

Generally, payment cannot be made from the Plan until at least 30 days after you receive this notice. Thus, you have at least 30 days to consider whether or not to have your payment rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice by making an affirmative election indicating whether or not you wish to make a direct rollover. Your payment will then be processed in accordance with your election as soon as practical after it is received by the Plan.

### **For More Information**

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, Pension and Annuity Income; IRS Publication 590, Individual Retirement Arrangements (IRAs); and IRS Publication 571, Tax-Sheltered Annuity Plans (403(b) Plans). These publications are available from a local IRS office, on the web at [www.irs.gov](http://www.irs.gov), or by calling 800.TAX.FORM.