

## Instructions for Trustee-to-Trustee Transfer to PERS for Purchase(s)

Use this form to fund a purchase of retirement credit with a transfer from a Deferred Compensation (457) or Tax-sheltered annuity (403b) plan.

### Important information: please read

- You are responsible to ensure the **trustee-to-trustee transfer and the transfer form** are received by PERS during the time period permitted for the purchase.
- If PERS receives a trustee-to-trustee transfer and determines that all or a portion of the transfer may not be accepted by PERS and must be returned, PERS will transfer the amount back to the eligible retirement plan from which the transfer was received.
- You must also submit a signed purchase agreement to PERS and remit the remaining balance of the purchase cost (if any) not covered in the trustee-to-trustee transfer. As with the transfer, the purchase agreement and the remainder of the purchase cost, if any, must be received during the time period permitted for that purchase. The purchase agreement was mailed to you with your benefit estimate.

### General instructions

- Type or print clearly in dark ink. Illegible forms may be returned.
- Make a copy of all forms for your records.

### Section A: Applicant information

- Fill out this section completely.
- If you do not know your PERS ID, leave the space provided blank.
- Providing your Social Security number (SSN) is voluntary. It will be used for confirmation purposes. If you choose not to supply your SSN, it may take PERS longer to process your form.

### Section B: Purchase information

- Enter your effective retirement date.
- Enter the retirement purchases you want to make.
- Enter the total dollar amount to be transferred from your 457 or 403(b) plan.

### Section C: Applicant signature

- Sign and date the form.

### Section D: Transfer information (to be completed by the financial institution and mailed to PERS).

- Provide the full name of the institution the transfer is coming from.
- Provide a contact name for the institution as well as the institution's phone number and address.
- Check **either** the IRC 457 or IRC 403b check box.
- Enter the account name and number.
- Confirm the funds being transferred are from a qualified plan and are pre-tax, after-tax, or a combination of pre- and after-tax dollars (put in amounts if the funds are a combination of pre- and after-tax dollars).
- Sign and date the form.

### Notes

- Missing information in Section D may cause the transfer to be rejected.
- Your financial institution may require you to complete additional form(s).
- If your transfer is coming from Oregon Savings Growth Plan (OSGP), you must also complete OSGP's forms. OSGP must also complete section D on this form.

**You are responsible to ensure the funds and this form are received by  
PERS during the time period permitted for the purchase.**

