
Loss of Membership Refund Application Packet

Please read all the enclosed instructions carefully.

This packet contains:

- Loss of Membership Refund Application form,
- Instructions for Loss of Membership Refund Application form,
- Loss of Membership Refund Direct Transfer Rollover Acceptance form,
- Instructions for Loss of Membership Refund Direct Transfer Rollover Acceptance form,
- W-4R Withdrawal Lump Sum Withholding form,
- Information Change Request form, and
- Federal Tax Information Disclosure.
- Verification of Age or Identity Fact Sheet

Return the forms to:

PERS
PO Box 23700
Tigard, OR 97281-3700
Fax: 503-598-0561

How to avoid common errors

1. Sign and date all forms.
2. If your name has changed from the name PERS has on record, you must submit a copy of the legal document authorizing your name change (e.g., divorce decree, marriage license, etc.) and an Information Change Request. This form is available on the PERS website. Write “Refund Pending” on the form, and submit it with the refund application. Complete the application and all other forms using your new name as shown on your legal documentation.

Loss of Membership (LOM) Refund Application Packet

Important: Read instructions before you complete and submit forms.

Which forms do I need?

You must complete and submit the Loss of Membership Refund Application.

Complete and submit the W-4R Withdrawal Lump Sum Withholding form unless you are requesting a 100% rollover.

If you are rolling over any portion of your refund, you **must also** submit the Loss of Membership Refund Direct Transfer Rollover Acceptance form.

General instructions

- Type or print clearly in dark ink. Illegible forms may be returned, which could delay your request.
- Do not cross out, modify, or alter the application in any way—this could void your application.
- Deliver, fax (503-598-0561), or mail the Loss of Membership Refund Application and W-4R Withdrawal Lump Sum Withholding form to PERS. Include the Loss of Membership Refund Direct Transfer Rollover Acceptance form, if applicable.
- PERS cannot process the Loss of Membership Refund Direct Transfer Rollover Acceptance form until we receive the Loss of Membership Refund Application. We recommend submitting all documents together.

Note: Please notify PERS if your address changes after receiving your distribution. We will mail your IRS Form 1099-R (tax form) by January 31 of the year following your distribution, to the address you supply in Section A on the application unless you submit an address change using the Information Change Request form.

Section A: Member information

Fill in the personal information block completely. If you do not know your PERS ID, leave it blank.

Providing your Social Security number (SSN) is mandatory, and PERS is authorized to request it under provisions of the Internal Revenue Code. It will be used primarily to comply with mandatory IRS reporting. It may also be used for confirmation purposes or recovery of overpaid funds.

You must enter your Social Security number (SSN) or Individual Tax Payer Identification Number (ITIN) even if you are a nonresident noncitizen.

Section B: Refund options

You have three options.

1. You can elect a cash option.
2. You can elect a direct transfer rollover.
3. You can combine the cash option and the direct transfer rollover.

Check **Cash Option** if you want PERS to pay you directly.

Check **Direct Transfer Rollover** if you want PERS to roll over all or any portion of your refund amount.

- The rollover amount from all accounts must total at least \$200.
- If you checked this box, you must fill out the Loss of Membership Refund Direct Transfer Rollover Acceptance form.

If you are splitting the refund amount between the cash option and the direct transfer rollover:

- Clearly indicate the percentage or dollar amount you want to roll over. We will mail the remaining balance to you after withholding 20% federal tax and, if appropriate, Oregon state tax from the taxable portion of your refund.
- If you do not specify a percentage or dollar amount to be rolled over, PERS will roll over 100% of your refund.

Section C: Tax and citizenship (PERS must withhold 20% federal income tax if you select a cash option.)

Please read the Federal Tax Information Disclosure included in this package.

Check the box indicating you have completed and are submitting the W-4R Withdrawal Lump Sum Withholding form with your Loss of Membership Refund Application.

- **PERS is required by federal law to withhold 20% federal income tax from any taxable ‘cash option’ amount paid directly to you. PERS will also withhold 8% for Oregon state tax withholding.**
- If you want to add additional amounts to the federal withholding and/or to the Oregon withholding or if you want to be exempt from Oregon state taxes, complete the W-4R Withdrawal Lump Sum Withholding form.
- **Note: For non-Oregon residents who do not want Oregon taxes withheld, you must complete the W-4R Withdrawal Lump Sum Withholding form requesting no Oregon tax be withheld.**

PERS must know your citizenship for tax purposes. Check the appropriate box.

- Check **I am a U.S. citizen or resident noncitizen** if you are a U.S. citizen or a resident noncitizen.
 - If you are a United States citizen living outside of the United States, you will be required to complete form W-9 and are not allowed to claim exempt from United States federal income tax withholding. The W-9 is available in the Forms section of the PERS website.
- Check **I am a nonresident noncitizen** if you are a nonresident noncitizen, and complete IRS form W-8BEN: Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding. This form is available in the Forms section of the PERS website.

Section D: Residency certification (required)

If you were a **Tier One member** (hired into a PERS-covered position before January 1, 1996), by law you must declare if your benefit payment(s) will be subject to Oregon state income tax based on your residency.

You must check one of the statements in Section D.

You must sign the form to declare your residency. If you fail to provide a signature in this section, this form will be returned for signature, which may cause a delay processing your benefits.

Section E: Member signature and federal tax 30-day waiver (required)

The IRS requires PERS to notify you of the tax consequences of taking a refund by providing the Federal Tax Information Disclosure.

You have 30 days to review your refund options and the associated tax consequences. PERS will not process your refund payment until the 30-day period has passed unless you check the box to waive your right to this 30-day period. If you check the waiver box, PERS will process your refund as soon as possible.

You must sign and date this section. Deliver, fax, or mail the application to PERS. Keep a copy for your records

If PERS is unable to process your refund within 180 days from the application signature date, the IRS requires us to provide the Federal Tax Information Disclosure again, and you will need to complete a new Acknowledgment of Receipt of Federal Tax Information Disclosure form. We will contact you if this happens.



11410 SW 68th Parkway, Tigard OR 97223
Mailing Address – PO Box 23700, Tigard OR 97281-3700
Toll free – 888-320-7377 Fax – 503-598-0561
Website – <https://oregon.gov/pers>

Instructions for completing Loss of Membership Refund Direct Transfer Rollover Acceptance

Use this form only if you select the Direct Transfer Rollover option in Section B on the Loss of Membership Refund Application.

PERS cannot process the Loss of Membership Refund Direct Transfer Rollover Acceptance form until we receive your Loss of Membership Refund Application.

Section A: Member information

Fill in the personal information block completely. If you do not know your PERS ID, leave it blank.

Providing your Social Security number (SSN) is mandatory, and PERS is authorized to request it under provisions of the Internal Revenue Code. It will be used primarily to comply with mandatory IRS reporting. It may also be used for confirmation purposes or recovery of overpaid funds.

COMPLETE SECTION B OR C, BUT NOT BOTH

Section B: IRA information

- Consult your financial institution if you need help completing this section.
- Provide the IRA account number if available. This is not your Social Security number. Your financial institution can provide this information.
- Indicate whether the IRA is a traditional IRA or a Roth IRA by checking the appropriate box.
- The financial institution name you enter will be the payee on the rollover check.
- Provide the complete mailing address for the financial institution.
- Provide the financial institution's phone number.

Rollover checks will be sent to your financial institution.

Section C: Eligible employer plan information

Make sure your plan administrator or financial institution completes and signs this section.

As the plan administrator or financial institution, you will need to:

- Check the box acknowledging whether the plan will or will not accept and separately account for after-tax contributions.
- Sign and date as the authorized plan representative. We cannot process the rollover without a signature.
- Print your name and title.
- On the lines provided, tell us to whom the check should be made payable, the mailing address, and the phone number of the financial institution where the check should be mailed.

Section D: Authorization and signature

If you wish PERS to release information to your authorized representative, check the box and provide the authorized representative's name.

Sign and date the form.



2383

Loss of Membership Refund Application

This form is strictly for the Tier One/Tier Two program.

Section A: Member information (Type or print clearly in dark ink. Illegible forms may be returned to you. This could delay your request.)

| | | | | | |
|------------------------------------|-------------------|-------|-------------------|----------------|------------------------------------|
| First name | | MI | Last name | | Social Security number* (required) |
| Mailing address (street or PO box) | | | | | PERS ID (optional) |
| City | | State | ZIP code | Country | Date of birth (mm/dd/yyyy) |
| Home phone number | Work phone number | | Cell phone number | Personal email | |

Section B: Refund options

- Cash Option.** Please issue my refund payment(s) directly to me.
- Direct Transfer Rollover.** Rollover 100% or _____ % or \$ _____ of my rollover-eligible refund amount to my IRA or eligible employer plan. **If you select this option, you must also fill out and submit the Loss of Membership Refund Direct Transfer Rollover Acceptance form.**

Section C: Tax and citizenship (PERS must withhold 20% federal income tax if you select a cash option.)

- I have completed and included my W-4R Withdrawal Lump Sum Withholding form.

Select one citizenship option below:

- I am a U.S. citizen or resident noncitizen.
- I am a nonresident noncitizen, and I have completed and included my IRS Form W-8BEN.

Section D: Residency certification (required)

If you were a **Tier One member** (hired into a PERS-covered position before January 1, 1996), you must check one of the boxes below.

- I am a resident of the state of Oregon; therefore, payments made to me as a result of this application will not be exempt from Oregon personal income tax by reason of non-residency.
- I am not a resident of the state of Oregon; therefore, payments made to me as a result of this application will not be subject to Oregon personal income tax.

I hereby declare that the above statement is true to the best of my knowledge and belief, and I understand it is subject to penalty for perjury.

Member signature (do not print)

Date

Section E: Member signature and federal tax 30-day waiver (required)

By signing below, I acknowledge the following: The information I have provided above is correct, and I have received and read the Federal Tax Information Disclosure. I have terminated my employment with all PERS employers as of the date of this application. I understand I cannot return to work for a PERS-covered employer for the full calendar month following the month in which I left employment. The calendar month must run from the first day of the month through the last day (example: If I terminate any day in February, I cannot return to work until April 1.) PERS will not issue my withdrawal check until I meet these criteria.

- I waive my right to the 30-day period for reviewing the Federal Tax Information Disclosure.

Member signature (do not print)

Date

*Providing your Social Security number (SSN) is mandatory, and PERS is authorized to request it under provisions of the Internal Revenue Code. It will primarily be used to comply with mandatory IRS reporting. It may also be used for confirmation purposes or recovery of overpaid funds.

In compliance with the Americans with Disabilities Act, PERS will provide help filling out this form upon request. You may request help by calling 503-598-7377, toll free 888-320-7377, or TTY 503-603-7766.



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2157C

Loss of Membership Refund Direct Transfer Rollover Acceptance

This form is strictly for the Tier One/Tier Two program.

Section A: Member information (Type or print clearly in dark ink. Illegible forms may be returned to you. This could delay your request.)

| | | | | | |
|------------------------------------|-------------------|-------|-------------------|----------------|-------------------------------|
| First name | | MI | Last name | | Social Security number (SSN)* |
| Mailing address (street or PO box) | | | | | PERS ID (optional) |
| City | | State | ZIP code | Country | Date of birth (mm/dd/yyyy) |
| Home phone number | Work phone number | | Cell phone number | Personal email | |

Complete either Section B or Section C, not both

Section B: IRA Information

Traditional IRA Roth IRA Account number (if available) _____
 Payable to (name of financial institution) _____
 Financial institution mailing address (street or PO box) _____
 City _____ State _____ Zip code _____ Phone number _____

Section C: Eligible employer plan information

As an authorized representative, agent, custodian, trustee, or plan administrator of an eligible employer plan, I hereby accept the direct transfer rollover from the Oregon Public Employees Retirement Systems plan, an eligible employer retirement plan under Internal Revenue Code 401(a), as specified below.

Choose one: The plan will will not accept and separately account for after tax dollars.

Authorized representative signature _____ Date _____
 Print name and title _____
 Make rollover payable to _____
 Client's account number (if available) _____
 Financial institution mailing address (street or PO box) _____
 City _____ State _____ Zip _____ Phone number _____

Section D: Authorization and signature

I authorize PERS to release account information to _____.

(Authorized representative's name)

By signing below, I acknowledge the above information is correct.

 Member signature (do not print)

PERS cannot process the Loss of Membership Refund Direct Transfer Rollover Acceptance form until we receive your Loss of Membership Refund Application.

*Providing your Social Security number (SSN) is mandatory, and PERS is authorized to request it under provisions of the Internal Revenue Code. It will primarily be used to comply with mandatory IRS reporting. It may also be used for confirmation purposes or recovery of overpaid funds.

In compliance with the Americans with Disabilities Act, PERS will provide help filling out this form upon request. You may request help by calling 503-598-7377, toll free 888-320-7377, or TTY 503-603-7766.

Verification of Age or Identity

Photocopies of birth-date documents and, if applicable, beneficiary birth-date documents are required before benefits are paid. We will not accept documents that are incomplete, appear to be altered, or **are difficult to read**. If we cannot accept your documents, you will need to submit new photocopies. Please include your PERS ID or Social Security number* on all documents submitted, including beneficiary documents.

| | |
|--|--|
| <p>Group 1</p> <p>If one item in this group is furnished showing birth dates, no further evidence of age is needed.</p> <p>Any ONE of these:</p> <ul style="list-style-type: none"> • Copy of Oregon driver’s license or ID card if issued on or after February 4, 2008 (current or expired) • Copy of REAL ID driver’s license, driver’s permit, or ID card issued by any state** (current or expired) • Copy of any other state’s driver’s license or ID card. (must be current) • Birth verification issued by state, county, or country (documents issued by foreign governments in a language other than English need to include a translation in English certified by a notary public, public agency, or other public official) • American Indian Reservation Age Verification • Infant baptism certificate • Hospital birth certificate (if signed by attending physician or issued by state) • Passport (current or expired) • School-age record • Naturalization or citizenship papers • Family Bible record <p>If this record is furnished, include the following information certified by a notary public or other public official: copy of all family record entries in the Bible referring to applicant and parents, brothers, and sisters; Bible publication date or apparent age of Bible; and when birth date was entered and by whom.</p> | <p>Group 2</p> <p>Two items in this group from different sources are sufficient if age or birth date is shown.</p> <p>Any TWO of these:</p> <p>Example: One child’s birth certificate and one military ID</p> <ul style="list-style-type: none"> • A notarized affidavit by an older, immediate family member who is in a position to know the birth date (e.g., father or mother) • Certificate of military record • Marriage record (record must show your age or date of birth at time of marriage) • County voter registration (must show your age or date of birth; do not send your precinct card) • Copy of child’s birth certificate if it shows age of parents • Social Security record (record must be displayed on an estimate of benefits or screen print from the Social Security office; document must be dated within last 12 months) • Military ID (military record DD214) • Concealed weapons permit |
|--|--|

- If it is impossible for you to furnish the proof required in Group 1 or 2, write to PERS with a full explanation.
- We cannot return your documents, so do not send originals. If it is illegal to copy a document, bring it to a PERS office, and PERS will verify the birth information.
- Include the member’s Social Security number or PERS ID on all documents so they are properly recorded.
- Mail, fax, or deliver your documents to PERS.

*Providing your Social Security number (SSN) is voluntary. It will be used for confirmation purposes. Failure to supply your SSN may delay the processing of this form.

**A compliant REAL ID will have a picture of a star, or a star cutout in the upper right-hand corner of the card. In lieu of REAL IDs, some states have “enhanced” driver’s licenses, driver’s permits, or ID cards. Enhanced cards are REAL ID compliant and bear an American flag emblem and the word “enhanced” on the front.

General Instructions

Section references are to the Internal Revenue Code.

Future developments. For the latest information about any future developments related to Form W-4R, such as legislation enacted after it was published, go to www.irs.gov/FormW4R.

Purpose of form. Complete Form W-4R to have payers withhold the correct amount of federal income tax from your nonperiodic payment or eligible rollover distribution from an employer retirement plan, annuity (including a commercial annuity), or individual retirement arrangement (IRA). See page 2 for the rules and options that are available for each type of payment. Don't use Form W-4R for periodic payments (payments made in installments at regular intervals over a period of more than 1 year)

from these plans or arrangements. Instead, use Form W-4P, Withholding Certificate for Periodic Pension or Annuity Payments. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

Caution: If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. Your withholding choice (or an election not to have withholding on a nonperiodic payment) will generally apply to any future payment from the same plan or IRA. Submit a new Form W-4R if you want to change your election.

2024 Marginal Rate Tables

You may use these tables to help you select the appropriate withholding rate for this payment or distribution. Add your income from all sources and use the column that matches your filing status to find the corresponding rate of withholding. See page 2 for more information on how to use this table.

| Single or Married filing separately | | Married filing jointly or Qualifying surviving spouse | | Head of household | |
|---|-----------------------------------|---|-----------------------------------|-----------------------|-----------------------------------|
| Total income over— | Tax rate for every dollar more | Total income over— | Tax rate for every dollar more | Total income over— | Tax rate for every dollar more |
| \$0 | 0% | \$0 | 0% | \$0 | 0% |
| 14,600 | 10% | 29,200 | 10% | 21,900 | 10% |
| 26,200 | 12% | 52,400 | 12% | 38,450 | 12% |
| 61,750 | 22% | 123,500 | 22% | 85,000 | 22% |
| 115,125 | 24% | 230,250 | 24% | 122,400 | 24% |
| 206,550 | 32% | 413,100 | 32% | 213,850 | 32% |
| 258,325 | 35% | 516,650 | 35% | 265,600 | 35% |
| 623,950* | 37% | 760,400 | 37% | 631,250 | 37% |

*If married filing separately, use \$380,200 instead for this 37% rate.

Nonperiodic payments—10% withholding. Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments **unless** you enter a different rate on line 2. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Note that the default rate of withholding may not be appropriate for your tax situation. You may choose to have no federal income tax withheld by entering “-0-” on line 2. See the specific instructions below for more information. Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including “-0-”) on any payments to be delivered outside the United States and its territories.

Note: If you don't give Form W-4R to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can't honor requests to have a lower (or no) amount withheld.

Generally, for payments that began before 2024, your current withholding election (or your default rate) remains in effect unless you submit a Form W-4R.

Eligible rollover distributions—20% withholding. Distributions you receive from qualified retirement plans (for example, 401(k) plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over to an IRA or qualified plan are subject to a 20% default rate of withholding on the taxable amount of the distribution. You can't choose withholding at a rate of less than 20% (including “-0-”). Note that the default rate of withholding may be too low for your tax situation. You may choose to enter a rate higher than 20% on line 2. Don't give Form W-4R to your payer unless you want more than 20% withheld.

Note that the following payments are **not** eligible rollover distributions for purposes of these withholding rules:

- Qualifying “hardship” distributions;
- Distributions required by federal law, such as required minimum distributions;
- Generally, distributions from a pension-linked emergency savings account;
- Eligible distributions to a domestic abuse victim;
- Qualified disaster recovery distributions;
- Qualified birth or adoption distributions; and
- Emergency personal expense distributions.

See Pub. 505 for details. See also *Nonperiodic payments—10% withholding* above.

Payments to nonresident aliens and foreign estates. Do not use Form W-4R. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

Tax relief for victims of terrorist attacks. If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, enter “-0-” on line 2. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

Specific Instructions

Line 1b

For an estate, enter the estate’s employer identification number (EIN) in the area reserved for “Social security number.”

Line 2

More withholding. If you want more than the default rate withheld from your payment, you may enter a higher rate on line 2.

Less withholding (nonperiodic payments only). If permitted, you may enter a lower rate on line 2 (including “-0-”) if you want less than the 10% default rate withheld from your payment. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter “-0-”.

Suggestion for determining withholding. Consider using the Marginal Rate Tables on page 2 to help you select the appropriate withholding rate for this payment or distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on those sources of income has not been paid through other withholding or estimated tax payments, you can pay that tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

The marginal tax rate is the rate of tax on each additional dollar of income you receive above a particular amount of income. You can use the table for

your filing status as a guide to find a rate of withholding for amounts above the total income level in the table.

To determine the appropriate rate of withholding from the table, do the following. Step 1: Find the rate that corresponds with your total income not including the payment. Step 2: Add your total income and the taxable amount of the payment and find the corresponding rate.

If these two rates are the same, enter that rate on line 2. (See Example 1 below.)

If the two rates differ, multiply (a) the amount in the lower rate bracket by the rate for that bracket, and (b) the amount in the higher rate bracket by the rate for that bracket. Add these two numbers; this is the expected tax for this payment. To get the rate to have withheld, divide this amount by the taxable amount of the payment. Round up to the next whole number and enter that rate on line 2. (See Example 2 below.)

If you prefer a simpler approach (but one that may lead to overwithholding), find the rate that corresponds to your total income including the payment and enter that rate on line 2.

Examples. Assume the following facts for Examples 1 and 2. Your filing status is single. You expect the taxable amount of your payment to be \$20,000. Appropriate amounts have been withheld for all other sources of income and any deductions or credits.

Example 1. You expect your total income to be \$62,000 without the payment. Step 1: Because your total income without the payment, \$62,000, is greater than \$61,750 but less than \$115,125, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$82,000, is greater than \$61,750 but less than \$115,125, the corresponding rate is 22%. Because these two rates are the same, enter “22” on line 2.

Example 2. You expect your total income to be \$43,700 without the payment. Step 1: Because your total income without the payment, \$43,700, is greater than \$26,200 but less than \$61,750, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$63,700, is greater than \$61,750 but less than \$115,125, the corresponding rate is 22%. The two rates differ. \$18,050 of the \$20,000 payment is in the lower bracket (\$61,750 less your total income of \$43,700 without the payment), and \$1,950 is in the higher bracket (\$20,000 less the \$18,050 that is in the lower bracket). Multiply \$18,050 by 12% to get \$2,166. Multiply \$1,950 by 22% to get \$429. The sum of these two amounts is \$2,595. This is the estimated tax on your payment. This amount corresponds to 13% of the \$20,000 payment (\$2,595 divided by \$20,000). Enter “13” on line 2.

Privacy Act and Paperwork Reduction Act Notice.

We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request additional federal income tax withholding from your nonperiodic payment(s) or eligible rollover distribution(s); (b) choose not to have federal income tax withheld from your nonperiodic payment(s), when permitted; or (c) change a previous Form W-4R (or a previous Form W-4P that you completed with respect to your nonperiodic payments or eligible rollover distributions). To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s).

Failure to provide a properly completed form will result in your payment(s) being subject to the default rate; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering

their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.



11410 SW 68th Parkway, Tigard OR 97223
 Mailing Address – PO Box 23700, Tigard OR 97281-3700
 Toll free – 888-320-7377 Fax – 503-598-0561
 Website – <https://oregon.gov/pers>



2246

Information Change Request

This form is for all PERS programs. Call or visit our website if this is not the form you need.

Section A: Applicant information

| | | | |
|---|-------------------|-------------------|-------------------------------|
| First name | MI | Last name | PERS ID |
| Enter your current phone numbers and personal email address in the fields below. If not already on record, PERS will add or update your records based on the information you provide. | | | Social Security number (SSN)* |
| Home phone number | Work phone number | Cell phone number | Personal email |

Check applicable boxes in Sections B and C and provide any requested information. Attach the requested proof as needed.

Section B: Information change

If you are working for a PERS-participating employer, you must submit Section B changes to your employer(s).

- Change my Social Security number from _____ to _____.
Attach a copy of your Social Security number (e.g., Social Security card, Social Security statement, etc).
- Change my name from _____ to _____.
Attach a copy of a legal document showing your current legal name (e.g., drivers license, divorce decree, court order, etc).
- As of this date _____, my address will be:

| | | |
|------------------------|-------------------------|----------|
| Street/post office box | Apartment no./space no. | |
| City | State | ZIP code |

Note: Address will be edited to conform with U.S. Postal Service (USPS) standards. Changing your address will **not automatically change your Oregon state tax withholding information or residency status**. To change your Oregon tax withholding information — especially if you have moved out of state and need to declare you are exempt from Oregon taxes — submit a new **W-4P** tax form. If you are a Tier One member and need to update your residency status, submit a new [Residency Status Certification](#) form.

Section C: Benefit recipient only

If you are currently receiving your benefit by check and are changing your address, your next benefit check after your address change has been processed will be mailed to your new address. If you are currently receiving your benefit by an electronic funds transfer (EFT), your direct deposit will continue unless you request to stop your EFT below.

- Stop my EFT that direct deposits benefits to my bank account. I want benefits paid to me as a paper check mailed to the above address via U.S. Postal Service.
- I am a member of PERS Health Insurance Program (PHIP) and want my contact information updated on my PHIP account. If permanently moving outside your PHIP plan’s service area, contact PHIP at (800) 768-7377 or visit <https://www.pershealth.com/> for plan availability.
- Send a duplicate copy of my 1099-R for year _____ PERS/OPSRP IAP.

Section D: Applicant signature (Required)

Signature (do not print)

Date

*Providing your Social Security number is voluntary. It will be used for confirmation purposes. If you choose not to supply your SSN, it may take PERS staff longer to process your form.

In compliance with the Americans with Disabilities Act, PERS will provide help filling out this form upon request. You may request help by calling toll-free 888-320-7377 or TTY 503-603-7766.



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Federal Tax Information Disclosure

You are receiving this notice because all or a portion of a distribution you are receiving from your PERS Chapter 238 Program (Tier One/Tier Two) or Oregon Public Service Retirement Plan (OPSRP) Pension Program or Individual Account Program benefit 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.

Rules that apply to most distributions from PERS 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 your distribution from PERS 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). However, if you do a rollover, you will not have to pay tax until you receive distributions later and the 10% additional income tax will not apply if those distributions are made after you are age 59½ (or if an exception applies).

Where may I roll over the distribution?

You may roll over the distribution 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 distribution from the IRA or employer plan (for example, no spousal consent rules apply to IRAs and IRAs may not provide loans). 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, PERS will make the distribution 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 distribution to make the deposit. If you do not do a direct rollover, PERS is required to withhold 20% of the distribution for federal income taxes. This means that, in order to roll over the entire distribution 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 distribution, 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 59½ (unless an exception applies).

Federal Tax Information Disclosure

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 distribution from PERS is eligible for rollover, except:

- Certain distributions 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 age 70½ (if born before July 1, 1949), age 72 (if born after June 30, 1949), or age 73 (if born after December 31, 1950).
- Hardship distributions
- Corrective distributions of contributions that exceed tax law limitations
- Cost of life insurance paid by PERS
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment

The PERS administrator or the payer can tell you what portion of a distribution 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 59½, you will have to pay the 10% additional income tax on early distributions for any distribution from PERS (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 distribution not rolled over.

The 10% additional income tax does not apply to the following distributions from PERS:

- Distributions made after you separate from service if you will be at least age 55 in the year of the separation
- Distributions 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)
- Distributions 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
- Distributions made due to disability
- Distributions after your death
- Corrective distributions of contributions that exceed tax law limitations
- Cost of life insurance paid by PERS
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment
- Distributions made directly to the government to satisfy a federal tax levy
- Distributions made under a qualified domestic relations order (QDRO)
- Distributions up to the amount of your deductible medical expenses
- Certain distributions 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
- Distributions of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution.

Federal Tax Information Disclosure

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 distribution 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 distributions from an IRA, including:

- There is no exception for distributions 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 distributions 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) distributions for qualified higher education expenses, (2) distributions up to \$10,000 used in a qualified first-time home purchase, and (3) distributions 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

Will I owe state income taxes?

This notice does not describe any state or local income tax rules (including withholding rules).

If your distribution includes after-tax contributions

After-tax contributions included in a distribution are not taxed. If a distribution is only part of your benefit, an allocable portion of your after-tax contributions is generally included in the distribution. 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 distribution.

You may roll over to an IRA a distribution 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 distributions from the IRAs). If you do a direct rollover of only a portion of the amount paid from PERS and a portion is paid to you, each of the distributions 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 distribution 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 distribution 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 distribution that includes after-tax contributions, but only up to the amount of the distribution that would be taxable if not rolled over.

Federal Tax Information Disclosure

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 distribution of a nonrefundable 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 distribution might apply to you. For more information, see IRS Publication 575, *Pension and Annuity Income*.

If you are an eligible retired public safety officer and your pension distribution 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 distribution 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.

If you roll over your distribution to a Roth IRA

You can roll over a distribution made before January 1, 2010, to a Roth IRA only if your modified adjusted gross income is not more than \$100,000 for the year the distribution is made to you and, if married, you file a joint return. These limitations do not apply to distributions made to you from PERS after 2009. If you wish to roll over the distribution to a Roth IRA, but you are not eligible to do a rollover to a Roth IRA until after 2009, you can do a rollover to a traditional IRA and then, after 2009, elect to convert the traditional IRA into a Roth IRA.

If you roll over the distribution to a Roth IRA, a special rule applies under which the amount of the distribution 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 five years, counting from January 1 of the year of the rollover). For PERS distributions during 2010 that are rolled over to a Roth IRA, the taxable amount can be spread over a two-year period starting in 2011.

If you roll over the distribution to a Roth IRA, later distributions 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 distribution 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 five years. In applying this five-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Distributions 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 distribution from PERS to a designated Roth account in an employer plan.

Federal Tax Information Disclosure

If you are not a plan participant

Distributions 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.

If you are a surviving spouse

If you receive a distribution from PERS 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 distributions 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 age 70½ (if born before July 1, 1949), age 72 (if born after June 30, 1949), or age 73 (if born after December 31, 1950). If you treat the IRA as an inherited IRA, distributions 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 PERS, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70½ (if born before July 1, 1949), age 72 (if born after June 30, 1949), or age 73 (if born after December 31, 1950).

If you are a surviving beneficiary other than a spouse

If you receive a distribution from PERS 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. Distributions 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.

Distributions under a qualified domestic relations order. If you are the spouse or former spouse of the participant who receives a distribution from PERS under a qualified domestic relations order (QDRO), you generally have the same options the participant would have (for example, you may roll over the distribution to your own IRA or an eligible employer plan that will accept it). Distributions under the QDRO will not be subject to the 10% additional income tax on early distributions.

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%, PERS is generally required to withhold 30% of the distribution 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 1040NR 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*.

Federal Tax Information Disclosure

Other special rules

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

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

Unless you elect otherwise, a mandatory cashout of more than \$1,000 will be directly rolled over to an IRA chosen by PERS or the payer. A mandatory cashout is a distribution from PERS to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed \$5,000 (not including any amounts held under the plan as a result of a prior rollover made to the plan). 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*.

For more information

You may wish to consult with a professional tax advisor before taking a distribution from PERS. Also, you can find more detailed information on the federal tax treatment of distributions from employer plans in

- IRS Publication 575, *Pension and Annuity Income*
- IRS Publication 590, *Individual Retirement Arrangements (IRAs)*
- 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, or by calling 800-TAX-FORM.