



## Utah Retirement Systems

PO Box 1590

Salt Lake City, UT 84110-1590

801-366-7720 | 800-688-4015

[www.urs.org](http://www.urs.org)

**Submit Online:** [www.urs.org/us/messagecenter](http://www.urs.org/us/messagecenter)

# Request for Direct Rollover Between URS Savings Plans

### Instructions:

1. Use this form to request a direct rollover from your URS 401(k), 457(b), or Traditional IRA Savings Plan to a different URS Savings Plan (401(k), 457(b), Traditional IRA, Roth IRA).
2. Carefully review the *401(k) and 457(b) Summary Plan Descriptions*, *Roth and Traditional IRAs Guidebook*, and the *Roth and Traditional IRAs Disclosure Statement* available at [www.urs.org](http://www.urs.org) or by contacting the URS office. They contain important information you should know before participating in a URS Savings Plan.
3. The *401(k) and 457(b) Plan Documents* are available by contacting the URS office.
4. You will need to designate beneficiaries for the plan(s) you participate in. You can designate beneficiaries by logging into your account online at [www.urs.org](http://www.urs.org) or by submitting a *Beneficiary Designation Form (MECF-1B)*. If URS does not have a beneficiary designation on file for a plan you are participating in prior to your death, the proceeds may be paid according to Title 49 of the Utah Code.
5. The amounts you rollover to the plan selected will be invested according to your future investment allocation. If you have not elected a future investment allocation, your funds will be placed in the Target Date Fund that corresponds to your date of birth (default investment option), as shown on the chart on page 4 of the form. You may change your future investment allocation by logging into your account online at [www.urs.org](http://www.urs.org) or by submitting a *Contribution and Investment Change Agreement* form.
6. You may revoke your URS IRA by notifying URS within seven (7) days of establishing your IRA (account open date). See the *Roth and Traditional IRAs Disclosure Statement* for additional information.
7. Review all pages of this form and the enclosed *Special Tax Notice Regarding Plan Payments* before completing.
8. Original form is required unless sending through the myURS Message Center.

### SECTION A » MEMBER INFORMATION

Name (First, Middle, Last)

Social Security # or Account #

### SECTION B » PLAN SELECTION

The funds for this direct rollover should be drawn from my URS (select only one):

- ☐ 401(k) (vested funds only)      ☐ 457(b)      ☐ Traditional IRA

### SECTION C » 401(k) AND 457(b) ELIGIBILITY FOR DIRECT ROLLOVER

**Please note:** Do not complete this section if you are requesting a direct rollover from your URS Traditional IRA.

Indicate the reason for direct rollover from your URS 401(k) or 457(b) plan (select only one):

- ☐ **Separation from Service\*** – Enter last day of employment: \_\_\_\_\_  
(subject to verification) mm/dd/yyyy
- ☐ **Over Age 59 ½**
- ☐ **Disability** – 401(k) plans only (documentation required, see page 3)

\*Distributions due to separation from service are subject to a 30-day waiting period from separation date. See page 3 for additional details.

### SECTION D » RECEIVING PLAN TYPE

Select the URS Plan your direct rollover should be deposited to:

By checking a box below, I confirm that I currently participate in the URS plan selected or I elect to open an account in the URS plan selected (select only one).

- ☐ 401(k)      ☐ 457(b)      ☐ Traditional IRA      ☐ Roth IRA\*\*

\*\*A direct rollover or conversion to a Roth IRA is a tax reportable event and may be included in your income. Consult a tax advisor before requesting a direct rollover or conversion to a Roth IRA. See page 3 for additional information.

### SECTION E » DIRECT ROLLOVER INSTRUCTIONS

#### 1. Amount:

- ☐ Full balance
- ☐ Partial balance of \$ \_\_\_\_\_

**2. Date of Direct Rollover:**

- ☐ As soon as possible
- ☐ Requested date of Direct Rollover \_\_\_\_\_  
(mm/dd/yyyy)

**3. Required Minimum Distribution (RMD):**

- ☐ I am still employed and elect to take my annual RMD; please issue an RMD before rolling over my funds (see page 3 for details).

RMDs are subject to a default federal income tax withholding of 10% from the RMD payment. You may request no withholding or a different percentage to be withheld for federal income tax by completing and returning IRS Form W-4R with this request.

No State of Utah income tax will be withheld from your RMD payment unless you submit a *Request for State of Utah Income Tax Withholding for URS Savings Plans* form with this request.

IRS Form W-4R and the *Request for State of Utah Income Tax Withholding for URS Savings Plans* form are available at [www.urs.org](http://www.urs.org) or by contacting the URS Savings Plans department.

**SECTION F » MEMBER AUTHORIZATION**

By signing and submitting this *Request for Direct Rollover Between URS Savings Plans* for processing I am requesting to have options and elections established under the Plan as specified on this form and agree to the following:

- The 401(k) and 457(b) Plan Documents, Roth and Traditional IRAs Disclosure Statement, Roth and Traditional IRAs Guidebook, and the 401(k) and 457(b) Summary Plan Descriptions are incorporated into this *Request for Direct Rollover Between URS Savings Plans* and that these together constitute my entire rights and obligations under the applicable Plan;
- This form is a legally binding contract;
- The URS Savings Plans are established and governed by Utah Code Title 49 and are administered as federally qualified plans, which means they must comply with the Internal Revenue Code and applicable IRS regulations and guidance;
- I certify that the direct rollover requested meets the requirements of applicable sections of the Internal Revenue Code and the plan indicated in Section C and I assume responsibility for any tax consequences that may result if these requirements are not met;
- I understand that fees for each investment option apply under the Plan I selected above. The fees vary by investment option and are available to review at [www.urs.org](http://www.urs.org);
- I understand that opening an account involves investment risk, including the possible loss of principal;
- I understand that the value of my account may vary depending on market conditions and the performance of the investment option I select. The account balance may be more or less than the total amount contributed to the account;
- I understand my investments are not insured or guaranteed by the State of Utah, the Utah State Retirement Board, the Utah Retirement Systems, or any other state or federal government agency.
- I certify that this request is being made pursuant to the 401(k) Plan Document and 457(b) Plan Document and the instructions and information contained herein;
- I certify that the information provided on this form is true, correct, and complete to the best of my knowledge;
- I understand any false or misleading information submitted on this form or any attached form may subject me to personal liability, and URS may exercise its rights against me if damaged by false or misleading information submitted by me;
- I understand that a rollover to a Roth IRA is irreversible and may increase my taxable income for the year in which distributed;
- I understand I am responsible for any income tax and/or penalties assessed by the Internal Revenue Service and/or state tax authorities for any request I have chosen;
- I certify that I am not a party to a divorce proceeding and am not subject to an injunction/order which prevents me from transferring or disposing of property, including funds in a 401(k), 457(b), or traditional IRA;
- I understand distributions are subject to the processing time(s) described on page 3 and page 4. URS is not responsible for market fluctuations that may decrease my expected rollover amount due to declining financial markets occurring during the processing period;
- I acknowledge I have received and reviewed the *Special Tax Notice Regarding Plan Payments* (Tax Notice) and understand for at least 30 days after my receipt of the Tax Notice, I have the right to consider whether to consent to a distribution of vested funds. By signing this form less than 30 days after I received the Tax Notice, I affirmatively waive any unexpired portion of the 30-day period and affirmatively elect a distribution.

Signature

Date

# IMPORTANT INFORMATION REGARDING DIRECT ROLLOVER REQUESTS

## HOW TO SUBMIT THIS FORM

You can submit this form by mail or online through the myURS Message Center at [www.urs.org](http://www.urs.org). Return information is located on the front of this form in the top left corner. Original form is required unless sending through the myURS Message Center. Please type or print clearly using black ink.

## 401(k) AND 457(b) ELIGIBILITY FOR DIRECT ROLLOVER

**Separation from Service (Last Day of Employment)\*:** You are eligible for direct rollover of your vested funds if you separate from service (end all employment) or retire from all URS participating employers. If you are rehired or will be rehired by the same or different URS participating employer, including any pre-arrangements for employment, you are not considered separated from service by federal code and are not eligible to distribute your funds. An individual on leave of absence or a school employee at the end of a contract year is *not* considered to have separated from service.

\*Direct rollovers due to separation from service (last day of employment) are subject to a mandatory 30-day waiting period from the date of separation in order to verify termination before the funds are distributed. The 30-day waiting period does not apply if you terminate due to retirement with URS or if you are over age 59 ½.

**Over Age 59 ½:** You are eligible for direct rollover of your vested funds once you have reached age 59 ½, regardless of your employment status.

**Disability (401(k) Plans Only):** To be considered disabled, you must be approved for and eligible to receive disability benefits either through your long-term disability insurance carrier or Social Security. Documentation is required to demonstrate your disability status.

## TRADITIONAL IRA ELIGIBILITY FOR DIRECT ROLLOVER

There are no eligibility rules for the Traditional IRA. A direct rollover can be made at any time.

## \*\*DIRECT ROLLOVERS AND CONVERSIONS TO A ROTH IRA

You may convert your URS Traditional IRA to a URS Roth IRA or make a direct rollover of your URS 401(k) or 457(b) plan to a URS Roth IRA. A direct rollover or conversion to a Roth IRA is a tax reportable event and may be included in your income. Consult a tax advisor before requesting a direct rollover or conversion to a Roth IRA. Direct rollovers and conversions to a Roth IRA are irreversible.

No federal income tax will be withheld for these rollovers.

No State of Utah income tax will be withheld from these rollovers.

If you wish to have federal or Utah state tax withholding, request a withdrawal and taxes to be withheld and specify the taxes to be withheld as a separate transaction either from the transferring plan or the Roth IRA. A minimum net distribution of \$25 must be sent to you via direct deposit or check. Forms are available at [www.urs.org](http://www.urs.org) or by contacting the URS Savings Plans department.

Example 1: A Participant requests a \$10,000 conversion from 401(k) to Roth IRA and desires 20% federal tax withholding. The Participant converts the full amount and then takes a \$2,025 withdrawal from the Roth IRA, calculating \$2,000 federal tax on Form W-4.

Example 2: With the same objective as Example 1, a Participant requests an \$8,000 conversion from a 401(k) to Roth IRA and realizes 20% federal tax withholding by taking a \$2,025 withdrawal from the 401(k) and calculates \$2,000 federal tax on Form W-4.

## REQUIRED MINIMUM DISTRIBUTION (RMD)

Once you reach age 73 (if you attain age 72 after December 31, 2022) and are no longer employed by an employer participating with URS, the IRS requires you to begin taking **at least** the required minimum distribution (RMD) from your vested 401(k) or 457(b) plan each year.

Annual RMD amounts must be satisfied prior to other distributions, including direct rollovers.

If you request a direct rollover from your 401(k) or 457(b) plan and have not satisfied your annual RMD, URS is *required* to distribute your annual RMD amount and send it to you prior to your requested rollover. If you are still working for an employer participating with URS, you are not required to take an RMD. However, if you will be leaving service before the end of the calendar year, URS can distribute your RMD before rollover if you choose. If you wish to make this election, please indicate so in *Section E*.

RMDs are subject to a default federal income tax withholding of 10% from the RMD payment. You may request no withholding or a different percentage to be withheld for federal income tax by completing and returning IRS *Form W-4R* with your request.

No State of Utah income tax will be withheld from your RMD payment unless you submit a *Request for State of Utah Income Tax Withholding for URS Savings Plans* form with your request.

IRS *Form W-4R* and the *Request for State of Utah Income Tax Withholding for URS Savings Plans* form are available at [www.urs.org](http://www.urs.org) or by contacting the URS Savings Plans department.

**CHARLES SCHWAB PERSONAL CHOICE RETIREMENT ACCOUNT (PCRA)**

Funds invested in the PCRA cannot be rolled over without first being transferred back to the URS Core Funds. In addition, if you are invested in the PCRA you must keep a minimum account balance in the URS Core Funds. For additional information, please see the *Personal Choice Retirement Account (PCRA)* brochure at [www.urs.org](http://www.urs.org) or contact the Savings Plans Department for a copy.

**ADDITIONAL INFORMATION**

Partial-balance rollovers will be taken on a pro rata basis from all core investment options held within the plan.

Rollovers will not be processed for less than \$25.00.

Funds rolled over from a URS 401(k), 457(b), or Traditional IRA will be subject to the laws, policies, and procedures governing the receiving URS plan. Therefore, distributions from the receiving plan will be subject to the restrictions and tax consequences of the receiving URS plan (which may be different from those of the original URS plan).

**FUTURE INVESTMENT ALLOCATION**

The amounts you rollover to a URS Savings Plan will be invested according to your future investment allocation of the receiving URS plan. If you have not elected a future investment allocation for the plan you are rolling over to, your funds will be placed in the Target Date Fund that corresponds to your date of birth (default investment option), as shown on the chart below. You may change your future investment allocation by logging into your account online at [www.urs.org](http://www.urs.org) or by submitting a *Contribution and Investment Change Agreement* form.

<u>Date of Birth</u>	<u>Fund</u>	<u>Date of Birth</u>	<u>Fund</u>
(6/30/1948 or Earlier) .....	Target Date Retired	(7/1/1973-6/30/1978) .....	Target Date 2040
(7/1/1948-6/30/1953) .....	Target Date 2015	(7/1/1978-6/30/1983) .....	Target Date 2045
(7/1/1953-6/30/1958) .....	Target Date 2020	(7/1/1983-6/30/1988) .....	Target Date 2050
(7/1/1958-6/30/1963) .....	Target Date 2025	(7/1/1988-6/30/1993) .....	Target Date 2055
(7/1/1963-6/30/1968) .....	Target Date 2030	(7/1/1993-6/30/1998) .....	Target Date 2060
(7/1/1968-6/30/1973) .....	Target Date 2035	(7/1/1998 or Later) .....	Target Date 2065

**DESIGNATE BENEFICIARIES**

You will need to designate beneficiaries for the plan(s) you participate in. You can designate beneficiaries by submitting a *Beneficiary Designation Form (MECF-1B)* or by logging into your account online at [www.urs.org](http://www.urs.org). If URS does not have a beneficiary designation on file for a plan you are participating in prior to your death, the proceeds may be paid according to Title 49 of the Utah Code.

Under Utah law, a divorce or annulment of a marriage revokes any beneficiary designation of the former spouse as a beneficiary with URS. If you wish to re-designate your former spouse as beneficiary, login online or complete a new beneficiary form after the date of the divorce and submit it to URS. URS shall be relieved from all liability for paying a claim to a former divorced spouse if URS did not receive notice of the divorce prior to paying the proceeds. A revocation of a beneficiary designation is canceled by remarriage to the former spouse or by a nullification of the divorce or annulment.

**INVESTMENT PERFORMANCE**

The investment options available in your savings plan(s) are not insured; they are not a deposit or obligation of, nor guaranteed by, any financial institution; and they are not guaranteed by Utah Retirement Systems or any government agency.

Because you make the investment decisions about your account, the plan's Sponsor, Trustees, and others associated with the investments may be relieved of liability for investment performance. Utah Retirement Systems regularly evaluates the performance of its investment managers and may change managers at any time.

### **PROCESSING TIME**

Direct rollover requests received in good order have a minimum processing time of 14 days and could take up to 30 days.

Direct rollovers due to separation from service (last day of employment) are subject to a mandatory 30-day waiting period to verify termination before the funds are distributed.

URS is not responsible for market fluctuations that may decrease your expected rollover amount due to declining financial markets occurring during this processing period.