

TENNESSEE

PENSION REFUND FORMS

To receive your pension refund, please read and fill out the attached forms. Each packet includes the following forms:

- Application for Refund of Member's Contributions
- Special Tax Notice Regarding Payment Plans
- Tax Notice Receipt

Completion of Application for Refund Form:

- Complete sections A & C for the refund check to be paid directly to you.
- Complete sections B & C for the refund check to be directly rolled to an IRA account or another qualified plan.

If you would like your refund check deposited directly into your bank account, please include a voided check. **The Application for Refund MUST be notarized if signed outside the Total Rewards Service Center-Benefits office.**

Please return the completed forms in person, mail or by fax to:

Total Rewards Service Center-Benefits
2714 Union Ave. 5th Floor Room 100
Memphis, TN. 38112
Fax Number: (901) 636-8486

Allow up to sixty (60) days after you receive your final pay for your refund or rollover to be distributed.

If you have any questions or require additional information regarding this matter, please call us at (901) 636-6800 during normal business hours.

Total Rewards Service Center-Benefits
Division of Human Resources

Date _____

**THE RETIREMENT SYSTEM OF THE CITY OF MEMPHIS
APPLICATION FOR REFUND OF MEMBER'S CONTRIBUTIONS**

(A) I _____ have received written notice that if all or part of the refund is paid to me that the City is required by the IRS to withhold 20% taxes and also I may be required to pay an additional 10% tax. Knowing this I request that the refund be made payable to me.

NAME

(B) I _____ request that my refund be rolled over to my existing City of Memphis Mass Mutual 457 (b) Deferred Compensation account.

I _____ request that my refund be rolled over to the following Fund or Company, excluding prior 1-1-83 contributions.

FUND _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIPCODE _____

(C) I hereby apply for a refund on the contributions made by _____
(Print Member's Name)

to the Retirement Fund of the City of Memphis in accordance with the provisions of "An Ordinance creating and establishing a retirement and pension system for certain employees of the City of Memphis, and for their dependents and beneficiaries."

Refund of contributions of the member named above is requested because the City service of such member terminated as of _____
(Date of Termination)

In consideration of the amount payable to me as a refund of the contributions to the Retirement Fund of the City of Memphis by _____, the request of which is hereby acknowledged,
(Member's Name)

I do hereby waive for myself and for anyone who may have or claim to have any interest in the said retirement fund all claims on the said retirement fund because of any city service rendered by or contributions made by _____ prior to this date.
(Member's Name)

I hereby represent that I have no other claims against the Retirement Fund of the City of Memphis except as herein stated and that the payment of said refund shall operate as a release of any claims which I may have against the said retirement fund as a result of City service and contributions by said _____.
(Member's Name)

I further declare that I have read and understand this application and am signing same of my own free will and accord.

Notary or Benefits Representative

Signature of Applicant

Date

Street Address

City State Zip Code

Contact Number _____ - _____ - _____

SOCIAL SECURITY NUMBER

□□□□ - □□□□ - □□□□□□

**The Retirement System of the City of Memphis
Application for Refund of Member's Contributions
Tax Notice Receipt**

I acknowledge receipt of the Special Tax Notice Regarding Plan Payments.

Signature

Division

Social Security Number

Date

TR-BENEFITS OFFICE USE ONLY:

This information is needed for Airport employees only

Years Paid Into Plan: _____

PCSD Begin: _____

PCSD End: _____

Total Pension Contributions Paid: _____

Confirmed by: _____

SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

This notice contains important information you will need before you decide how to receive your benefits from the City of Memphis Retirement System.

SUMMARY

A payment from the Plan that is eligible for “rollover” can be taken in two ways. You have all or any portion of your payment either 1) **PAID IN A “DIRECT ROLLOVER”** OR 2) **PAID TO YOU**. A rollover is a payment of your Plan benefits to your individual retirement arrangement (IRA) or to another employer plan. This choice will affect the tax you owe.

If you choose a **DIRECT ROLLOVER**

- Your payment will not be taxed in the current year and no income tax will be withheld.
- Your payment will be made directly to your IRA or, if you choose, to another employer plan that accepts your rollover.
- Your payment will be taxed later when you take it out of the IRA or the employer plan.

If you choose to have your Plan benefits **PAID TO YOU**

- You will receive only 80% of the payment, because the Plan administrator is required to withhold 20 %of the payment and send it to the IRS as income tax withholding to be credited against your taxes.
- Your payment will be taxed in the current year unless you roll it over. You may be able to use special tax rules that could reduce the tax you owe. However, if you receive the payment before 59½ , you may also have to pay an additional 10% tax. The amount rolled over will not be taxed until you take it out of the IRA or employer plan.
- You can roll over by paying it to your IRA or to another employer plan that accepts your rollover within 60 days of receiving the payment. The amount rolled over will not be taxed until you take it out of the IRA or employer plan.
- If you want to roll over 100% of the payment to an IRA or an employer plan, you must find other money to replace the 20% that was withheld. If you roll over only the 80% that you received, you will be taxed on the 20% that was withheld and that is not rolled over.

MORE INFORMATION

I. PAYMENTS THAT CAN AND CANNOT BE ROLLED OVER

Payments from the Plan may be “eligible rollover distributions.” This means that they can be rolled over to an IRA or to another employer plan that accepts rollovers. Your Plan Administrator should be able to tell you what portion of your payment is an eligible rollover distribution. The following types payments cannot be rolled over:

Non-taxable Payments. In general, only the “taxable portion” of your payment is an eligible rollover distribution. If you have made “after-tax” employee contributions to the Plan, these contributions will be non-taxable when they are paid to you, and they cannot be rolled over. (After-tax employee contributions generally are contributions you made from your own pay that were already taxed.)

Payments Spread Over Long Periods. You cannot rollover a payment if it is part of a series of equal (or almost equal) payments that are made at least once a year and that will last for

- Your lifetime (or your life expectancy), or
- Your lifetime and your beneficiary’s lifetime (or life expectancies,) or
- A period of ten years or more

II. DIRECT ROLLOVER

You can choose a direct rollover of all or any portion of your payment that is an “eligible rollover distribution,” as described above. In a direct rollover, the eligible rollover distribution is paid directly from the Plan to an IRA or another employer plan that accepts rollovers. If you choose a direct rollover, you are not taxed on a payment until you later take it out of the IRA or the employer plan.

Direct Rollover to an IRA. You can open an IRA to receive the direct rollover. (The term “IRA,” as used in this notice, includes individual retirement accounts and individual retirements annuities.) If you choose to have your payment made directly to an IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to an IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish an IRA to receive the payment. However, in choosing an IRA, you may wish to consider whether the IRA you choose will allow you to move all or a part of your payment to another IRA at a later date, without penalties or other limitations. See IRS Publication 590, Individual Retirement Arrangements, for more information on IRAs (including limits on how often you can roll over between IRAs).

Direct Rollover to a Plan. If you are employed by a new employer that has a plan, and you want a direct rollover to that plan, ask the administrator of that plan whether it will accept your rollover. If your new employer’s plan does not accept a rollover, you can choose a direct rollover to an IRA.

III. PAYMENT PAID TO YOU

If you have the payment made to you, it is subject to 20% income tax withholding. The payment is taxed in the year you receive it unless, within 60 days, you roll it over to an IRA or another plan that accepts rollovers. If you do not roll it over special tax rules may apply.

Income Tax Withholding:

Mandatory Withholding. If any portion of the payment to you is an eligible rollover distribution, the Plan is required by law to withhold 20% of that amount. This amount is sent to the IRS as income tax withholding. For example, if your eligible rollover distribution is \$10,000, only \$8,000 will be paid to you because the Plan must withhold \$2,000 as income tax. However, when you prepare your income tax return for the year, you will report the full \$10,000, as a payment from the plan. You will report the \$2,000 as tax withheld, and it will be credited against any income tax you owe for the year.

Voluntary Withholding. If any portion of your payment is not an eligible rollover distribution but is taxable, the mandatory withholding rules described above do not apply. In this case, you may elect not to have the withholding apply to that portion. To elect out of withholding ask the Plan administrator for the election form and related information.

Sixty-Day Rollover Option. If you have an eligible rollover distribution paid to you, you can still decide to roll over all or part of it to an IRA or another employer plan that accepts rollovers. If you decide to roll over, you must make the rollover within 60 days after you receive the payment. The portion of your payment that is rolled over will not be taxed until you take it out of the IRA or the employer plan.

You can roll over up to 100% of the eligible rollover distribution, including an amount equal to 20% that was withheld. If you choose to roll over 100%, you must find other money within the 60-day period to contribute to the IRA or the employer plan to replace the 20% that was withheld. On the other hand, if you roll over only the 80% that you received, you will be taxed on the 20% that was withheld.

Example: Your eligible rollover distribution is \$10,000, and you choose to have it paid to you. You will receive \$8,000, and \$2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the \$8,000, you may rollover the entire \$10,000 to an IRA or employer plan. To do this, you rollover the \$8,000 you received from the Plan, and you will have to find \$2,000 from other sources (your savings, a loan, etc.). In this case, the entire \$10,000 is not taxed until you take it out of the IRA or employer plan. If you rollover the entire \$10,000, when you file your income tax return you may get a refund of the \$2,000 withheld. If on the other hand, you rollover only \$8,000, the \$2,000 you did not rollover is taxed in the year it was withheld. When you file your income taxes return you may get a refund of part of the \$2,000 withheld. **(However, a refund is likely to be larger if you roll over the entire \$10,000).**

Additional 10% Tax If you are Under Age 59 ½. If you receive a payment before you reach 59 ½ and you do not roll it over, then, in addition to the regular income tax, you may have to pay an extra tax equal to 10% of the taxable portion of the payment. The additional 10% tax does not apply to your payment if it is (1) paid to you because you separate from service with your employer during or after the year you reach the age 55, (2) paid because you retire due to disability, (3) paid to you as equal (or almost equal) payments over your life or life expectancy (or your and your beneficiary's life or life expectancies), or (4) used to pay certain medical expenses. See IRS Form 5329 for more information on the additional 10% tax.

Special Tax Treatment. If your eligible distribution is not rolled over, it will be taxed in the year you receive it. However, if it qualifies as a "lump sum distribution" it may be eligible for special tax treatment. A lump sum distribution is a payment, within one year, of your entire balance under the Plan (and certain other similar plans of the employer) that is payable to you because you have reached age 59 ½ or have pro-rated from service with your employer (or, in the case of a self-employed individual, because you have reached age 59 ½ or have become disabled). For a payment to qualify as a lump sum distribution, you must have been a participant in the plan for least 5 years. The special tax treatment for lump sum distribution is described below.

5 Year Averaging. If you receive a lump sum distribution after you are age 59 ½, you may be able to make a one-time election to figure the on tax the payment by using "5-year averaging." Five-year averaging often reduces the tax you owe because it treats the payment much as if it were paid over 5 years.

10 Year Averaging If You Were Born Before January 1, 1936. If you receive a lump sum distribution and you were born before January 1, 1936, you can make a one-time election to figure the tax on the payment by using "10-Year averaging" (using 1986 tax rates) instead of 5-year averaging (using current tax rates). Like the 5-year averaging rules, 10-year averaging reduces the tax you owe.

Capital Gain Treatment If You Were Born Before January 1, 1936. In addition, if you receive a lump sum distribution and you were born before January 1, 1936, you may elect to have the part of your payment that is attributable to your pre-1974 participation in the Plan (if any) taxed as long-term capital gain at a rate of 20%.

There are other limits on the special tax treatments for lump sum distributions. For example, you can generally elect this special tax treatment only once in your lifetime, and the election applies to all lump sum distributions that you receive in the same year. If you have previously rolled over a payment from the Plan (or certain other similar plans of the employer), you cannot use this special tax treatment for later payments from the Plan. If you rolled over your payment to an IRA, you will not be able to use this special tax treatment for later payments from the IRA. Also, if you roll over only a portion of your payment to an IRA, this special tax treatment is not available for the rest of the payment. Additional restrictions are described in IRS Form 4972, which has more information on lump sum distributions and how you elect the special tax treatment.

IV. SURVIVING SPOUSES, ALTERNATIVE PAYEES, AND OTHER BENEFICIARIES

In general, the rules summarized above that apply to payments to employees also apply to payments to surviving spouses of employees and spouses or former spouses who are "alternate payees." You are an alternate payee if your interest in the Plan results from a "qualified domestic

relations order,” which is an order released by a court, usually in connection with a divorce or legal separation. Some of the rules summarized above also apply to a deceased employee’s beneficiary who is not a spouse. However, there are some exceptions for payments to surviving spouses, alternate payees, and other beneficiaries that should be mentioned.

If you are a surviving spouse, you may choose to have an eligible rollover distribution paid in a direct rollover to an IRA or paid to you. If you have the payment paid to you, you can keep it or roll it over yourself to an IRA but you cannot roll it over to an employer plan. If you are an alternate payee, you have the same choices as the employee. Thus, you can have the payment paid to you. If you have it paid to you, you can keep it or roll it over yourself to an IRA or to another employer plan that accepts rollovers. If you are a beneficiary other than the surviving spouse, you cannot choose a direct rollover, and you cannot roll over the payment yourself.

If you are a surviving spouse, an alternate payee, or another beneficiary, your payment is not subject to the additional 10% tax described in section III above, even if you are younger than age 59 ½.

If you are a surviving spouse, an alternate payee, or another beneficiary, you may be able to use this special tax treatment for lump sum distributions and the special rule for payments that include employer stock, as described in section III above. If you receive a payment because of the employee’s death, you may be able to treat the payment as a lump sum distribution if the employee met the appropriate age requirements, whether or not the employee had 5 years to participate in the Plan.

HOW TO OBTAIN ADDITIONAL INFORMATION

This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. Therefore, you may want to consult with a professional tax advisor before you take a payment of your benefits from the Plan. Also, you can find more specific information on the tax treatment of payments from qualified retirement plans in IRS Publication 575, Pension and Annuity Income, and IRS Publication 590, Individual Retirement Arrangements. These publications are available from your local IRS office or by calling **1-800-TAX-FORM**.