

EMPLOYER Notice

Ohio Public Employees Retirement System • 277 East Town Street • Columbus, Ohio 43215

Roth IRA rollover language updated on OPERS forms and applications; compliance required by June 30, 2011

Note:

The OPERS website will always have the most recent version of any form or application. Always verify the revision date to ensure you have the latest edition.

Outdated versions of these forms and applications received after June 30, 2011:

- Will not be accepted, and
- Will cause a delay in processing

Who should read this notice

Human resource professionals, finance directors and payroll professionals who handle or archive OPERS forms or applications

Situation overview

Many OPERS forms and applications have been revised to update Roth IRA rollover language. The revised versions are currently available on the OPERS website or *My Benefits System* (MBS) and must be used as of June 30, 2011.

Here's a list of the revised forms and applications:

- *Traditional Pension Plan Refund Application* (A-4T)
- *Combined Plan Refund Application* (A-4CO)
- *Member-Directed Plan Refund Application* (A-4MD)
- *Lump Sum Money Purchase Refund Application for Applicants Under Age 65* (A-4MP)
- *Application for Additional Annuity Lump Sum Payment* (AAA-4)

What employers need to do

Many employers archive forms and applications so they are available upon employee request. If your organization stores forms and applications, we ask that you:

- Determine if you are storing any of the forms/applications listed above,
- If yes, stop using outdated version immediately
- Destroy stockpiled supply, and
- Encourage employees to register for *My Benefits System* (MBS) or access the OPERS website to perform self-service

As of June 30, 2011, only the current versions of the forms and applications will be accepted.

Changes to the *Employer Manual*

No revisions to the *Employer Manual* have been made as a result of this *Employer Notice*.

Whom to contact for more information

After reviewing this *Employer Notice*, contact Employer Outreach with questions at 888-400-0965, or by e-mail at employeroutreach@opers.org.

For a current listing of OPERS Board members, please visit www.opers.org.

This Employer Notice is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney.



1-888-400-0965

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