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WITHDRAWAL APPLICATION

This booklet contains:

- Options to Consider Before You Withdraw
- Application Instructions
- Tax Information
- Application for Withdrawal of Contributions

KPERS

Options To Consider Before You Withdraw

What It Means to Be Vested
When you are "vested," it means you have earned enough service credit to guarantee a retirement benefit, even if you leave covered employment.

KPERS 1, 2 & 3
- All KPERS members vest with five years of service.

KP&F
- Tier I members vest with 20 years of service.
- Tier II members vest with 15 years of service.

Judges
- Judges vest when they are elected or appointed.

If You Are Vested
You are **guaranteed** a monthly retirement benefit for the rest of your life if you leave your contributions in your account. Often, if you have a significant amount of service, your vested benefit is more valuable than the amount of your actual contributions. If you keep your contributions with the Retirement System, you can apply for retirement benefits when you become eligible. Your contributions continue to earn interest and you can withdraw them at any time if you change your mind. If you decide to withdraw, consider a rollover to another retirement account. This will preserve your savings efforts and defer taxes.

If you do not withdraw and you return to covered employment, you will immediately become a contributing active member again and keep the credit for your past public service.

If You Are Not Vested
You are **not guaranteed** a retirement benefit. You need to withdraw your account balance **within five years** of the date you end employment. Your contributions earn interest for five years (two years for KPERS 3 members). After five years, you forfeit your service. KPERS 1 members who reach age 65 within the five-year period may apply for retirement benefits.

If you do not withdraw and you return to employment within five years, you will keep the credit for your past public service. You will return as a KPERS 3 member.

Options for Withdrawing Your Contributions
You can apply to withdraw your contributions any time 31 days after you end employment. If you withdraw, you will give up all Retirement System rights, benefits and service credit. Employer contributions made on your behalf stay with the Retirement System. You can receive your contributions plus interest as a direct payment to you or roll over the amount into an eligible retirement plan. The decision to withdraw could affect your financial future, especially if you have many years of public service and accumulated contributions. Please seek professional tax advice before withdrawing.

Option 1 Roll your contributions over into an eligible retirement plan like a 457(b) deferred compensation plan, 403(b) annuity, 401(k) plan, individual retirement account (IRA), Roth IRA or a qualified retirement plan. Except for the Roth IRA, this option allows you to defer paying taxes until a later date. The type of plan that can accept your rollover is determined by whether or not you have already paid tax on your contributions.

Option 2 Have your contributions paid directly to you. KPERS is required to withhold 20% for federal taxes. You may owe additional federal taxes and possibly a 10% federal penalty.

Reasons to Roll Over Contributions Instead of Taking a Direct Payment
- Preserve your past efforts toward saving for retirement.
- Keep from paying taxes right away, giving your money more time to compound.*
- Avoid paying federal penalties for early distribution.

**A rollover to a Roth IRA is a taxable distribution in the year the funds are transferred. This type of rollover does have other tax advantages.*

The Withdrawal Process*
1. Complete the withdrawal application at least 31 days after you end employment, and send it to the Retirement System.
2. When we receive your completed application and any final payroll information, we will send payment within four weeks.
3. KPERS will send you a 1099-R form the following January for your income tax return.

**KPERS 1 & KPERS 2 members: Interest is credited annually on June 30. If you withdraw before June 30, you will not receive your interest for the current year. Interest for KPERS 3 is credited quarterly.*

Application Instructions

Part A – Member Information

Important: You must be off payroll from any Retirement System-covered position for at least 31 days before signing and submitting this application. You may not withdraw contributions if you are employed in a covered position, or you move to a non-covered position with **any KPERS-affiliated employer**. Kansas law requires that your application for withdrawal cannot be signed and submitted until 31 days after you end employment.

Interest Crediting: For KPERS 1 and KPERS 2 members, interest is credited annually on June 30. If the Retirement System receives your application before June 30, you will not receive your interest for the current year. For KPERS 3 members, interest is credited quarterly.

1. Enter your Social Security number.
2. Enter your current legal first name, middle initial and last name. If the name on your KPERS account is different, name change documents will be required.
3. Mark the corresponding box to indicate the plan(s) you are withdrawing from. If you are withdrawing from more than one plan (for example, KPERS and KP&F), submit **two** applications if you are choosing **different** payment options for each plan.

4-6. Enter the indicated personal information. Enter the mailing address to which the Retirement System should direct all communications on your behalf.

Part B – Payment Information

Important: Your contributions can be paid directly to you or rolled over to an eligible retirement plan. Read the "Tax Information Regarding Plan Payments" section *before* completing Part B. Federal law requires a mandatory 20% tax withholding on taxable amounts paid directly to you. Taxable amounts that are rolled over to a qualified defined contribution plan or traditional IRA will not be taxed until taken out of the plan.

You may be eligible to establish a Roth IRA to receive a direct rollover. You are responsible for determining if you meet the Internal Revenue Service's income limits and filing status requirements for establishing a Roth IRA. Please seek professional tax advice if you are considering this option. A rollover to a Roth IRA is **taxable** and will be subject to federal income tax. KPERS does not withhold federal income tax for a rollover to a Roth IRA. We will send you a 1099-R tax form the following January for your federal income tax return.

Taxable Amount

1. Mark this box to have the entire taxable amount paid directly to you. The Retirement System will withhold a required 20% for federal taxes. Advance to Nontaxable Amounts.
2. Mark this box to have the entire taxable amount paid to a qualified defined contribution plan, traditional IRA or Roth IRA. Advance to #4.
3. Mark this box to have **part** of the taxable amount paid to a qualified defined contribution plan, traditional IRA or Roth IRA and the remainder to you. Enter the rollover amount in the space provided. The minimum rollover is $500. The Retirement System will withhold a required 20% for federal taxes from the portion paid to you. Advance to #4.
4. If you marked #2 or #3, indicate the name, mailing address, account number and plan type of each rollover plan. If different, provide address where the check should be mailed. Verify with your financial institution or plan *exactly* how the check should be made payable. Indicate the percentage of payment to be placed within each plan. The total percentage amounts must be in whole numbers and equal 100%.

Nontaxable Amount

Note: You may not have a nontaxable amount.

1. Mark this box to have the entire nontaxable amount paid to you. Advance to Part C.
2. Mark this box to have the entire nontaxable amount paid to a qualified defined contribution plan, traditional IRA or Roth IRA. Advance to #7.
3. If you marked #6, indicate the name, address, account number and plan type of the rollover plan. If different, provide address where the check should be mailed. Verify with your financial institution or plan *exactly* how your withdrawal check should be made payable.

State of Kansas Set-Off Program

The State of Kansas Set-off program is a program used to collect certain government debts. If you owe a debt to a Kansas state agency, municipality, municipal court or district court, your payment will be applied (set-off) to that delinquent debt. If your withdrawal payment is set-off, additional time will be required to process your payment.

For more information on the Set-off Program, visit www.da.ks.gov/ar/setoff or call the Customer Call Center at (785) 296-4628.

Part C – Direct Deposit Information

Note: Please verify the financial account information with your financial institution before completing this section.

1. Indicate whether you want your payment deposited into your personal account.

Application Instructions (cont.)

2. Enter the name of the financial institution.
3. Enter the city and state where the financial institution is located.
4. Enter the telephone number of the financial institution.
5. Indicate the type of account.
6. Enter the routing number for *electronic transfers*. This may be different from the routing number for the branch bank where the account is held.
7. Enter the account number to receive the payment.

■ Part D – Member Statement and Signature

Note: Your signature must be notarized or KPERS cannot process your withdrawal.

1. Indicate your marital status.
2. Read and understand the statement, then sign and date the form. This form cannot be signed until at least 31 days after last date you earned compensation as reported by your employer.
3. Your signature must be notarized.

Important: By signing this application, you irrevocably forfeit all service and any right to disability, retirement and any other benefits you may be entitled to as a Retirement System member. This includes any benefits you are currently receiving or could receive in the future. A leave of absence not exceeding one year, military service or a total disability is not considered an end in employment or a break in continuous employment, unless you resign following that leave, service or disability.

If you recently left employment, your withdrawal application cannot be processed until the Retirement System receives the proper report and remittance from your former employer.

■ Part E – Spousal Consent for Withdrawal of Vested Member's Contributions

Note: Kansas law recognizes a spouse's financial interest in a *vested* member's decision to withdraw Retirement System contributions by requiring the member's spouse to consent to the withdrawal. His or her signature must be notarized for KPERS to accept this application.

When a Retirement System member is vested, it means that the member is guaranteed retirement benefits upon reaching the statutory retirement age. Often, if a member has a significant amount of service, the vested benefit is more valuable than the amount of the actual contributions. The decision to withdraw contributions once a member is vested could affect his or her financial future, especially if the member has many years of public service and accumulated contributions. If you haven't already, take this opportunity to discuss your financial situation and retirement plans with your spouse.

1. Spouse prints his or her name.
2. Spouse should read and understand the statement, then sign and date the form to attest that he or she understands and agrees with the member's decision to withdraw contributions.
3. Spouse's signature must be notarized.

TAX INFORMATION REGARDING PLAN PAYMENTS

You are receiving this notice because all or a portion of a payment you are receiving from KPERS 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 roll-over.

Note: If you have an electronic version of this booklet, you may request a paper copy from KPERS at no charge.

Rules that apply to most payments from a plan 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 a payment from KPERS if you do not roll it over. If you are under age 59 ½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (generally, distributions made before age 59½), unless an exception applies.

If you **do** a rollover to a traditional IRA or an eligible employer plan, you will not have to pay tax until you receive payments later from the IRA or plan, and the 10% additional income tax will not apply if those payments are made after you are age 59 ½ (or if an exception applies).

If you **do** a rollover to a Roth IRA, you will be taxed on the amount rolled over (reduced by any after-tax amount). However, if you are under age 59 ½ at the time of the rollover, the 10% additional income tax will not apply. See the section below titled "Can I roll over my payment to a Roth IRA?" for more details.

What types of retirement accounts and plans may accept my rollover?
You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified section 401(a) plan, section 403(b) plan, or governmental section 457(b) deferred compensation 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 payment of the rolled over amount in the future. 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, KPERS will make the payment 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. Generally, you will have 60 days after you receive the payment to make the deposit. If you do not do a direct rollover, KPERS is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received). This means that, in order to roll over the entire payment 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 payment, 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).

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 payment from KPERS is eligible for rollover, **except**:

- Certain payments 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) (This means that your lifetime monthly benefits are not eligible for rollover.);
- Required minimum distributions after age 70 ½ (age 72 if you reach age 70 ½ after December 31, 2019), or after death;
- Corrective distributions of contributions that exceed tax law limitations.

KPERS can tell you what portion of a payment 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 59 ½, you will have to pay the 10% additional income tax on early distributions for any payment from KPERS (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax applies to the part of the distribution that you must include in income and is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from KPERS:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation
- Payments 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)

- Payments from a governmental 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
- Payments made due to disability
- Payments after your death
- Corrective distributions of contributions that exceed tax law limitations
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO)
- Payments up to the amount of your deductible medical expenses (without regard to whether you itemize deductions for the taxable year)
- Payments for certain distributions relating to certain federally-declared disasters

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 payment from an IRA when you are under age 59 ½, you will have to pay the 10% additional income tax on early distributions on the part of the distribution that you must include in income, 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 payments from an IRA, including:

- The exception for payments made after you separate from service you will be at least age 55 in the year of the separation (or age 50 for qualified public safety employees) does not apply.
- 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 payments 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) payments for qualified higher education expenses, (2) payments up to $10,000 used in a qualified first-time home purchase, and (3) payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I owe state income taxes?
KPERS lump-sum benefits, including earnings, generally keep their Kansas state tax-exempt status, even when rolled over into a qualified IRA containing other retirement funds. For more information about Kansas state taxes, please contact the Kansas Department of Revenue or a qualified tax preparer. If you live in another state, check if your benefit is taxable in that state.

Special Rules and Options

What if my payment includes after-tax contributions?
After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is included in the payment, so you cannot take a payment of only after-tax contributions. However, 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 payment. In addition, special rules apply when you do a rollover, as described below.

You may roll over to an IRA a payment 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 payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Plan and at the same time the rest is paid to you, the portion directly rolled over consists first of the amount that would be taxable if not rolled over. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions. In this case, if you directly roll over $10,000 to an IRA that is not a Roth IRA, no amount is taxable because the $2,000 amount not directly rolled over is treated as being after-tax contributions. If you do a direct rollover of the entire amount paid from the Plan to two or more destinations at the same time, you can choose which destination receives the after-tax contributions.

If you do a 60-day rollover to an IRA of only a portion of the payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions, and no part of the distribution is directly rolled over. In this case, if you roll over $10,000 to an IRA that is not a Roth 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 payment 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 payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

What happens if I 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. Under certain circumstances, you may claim eligibility for a waiver of the 60-day rollover deadline by making a written self-certification. Otherwise, to apply for a waiver from the IRS, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*.

Are there special rules if I was 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 payment might apply to you. For more information, see IRS Publication 575, *Pension and Annuity Income*.

What if my payment is from a governmental section 457(b) plan?
If the Plan is a governmental 457(b) plan, the same rules described elsewhere in this notice generally apply, allowing you to roll over the payment to an IRA or an employer plan that accepts rollovers. One difference is that, if you do not do a rollover, you will not have to pay the 10% additional income tax on early distributions from the Plan even if you are under age 59½ (unless the payment is from a separate account holding rollover contributions that were made to the Plan from a tax-qualified plan, a section 403(b) plan, or an IRA). However, if you do a rollover to an IRA or to an employer plan that is not a governmental section 457(b) plan, a later distribution made before age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies). Other differences include that you cannot do a rollover if the payment is due to an "unforeseeable emergency" and the special rules under "If you were born on or before January 1, 1936" do not apply.

Can I roll over my payment to a Roth IRA?
If you roll over the KPERS payment to a Roth IRA, a special rule applies under which the amount of the payment 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 5 years, counting from January 1 of the year of the rollover).

If you roll over the payment to a Roth IRA, later payments 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 payment made after you are age 59 ½ (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 5 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. Payments 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-A, *Contributions to Individual Retirement Arrangements (IRAs)*, and IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*. You should consult your tax advisor if you are interested in rolling over your distribution to a Roth IRA.

Are there different rules if I am not the KPERS member?

a. Payments after death of the member
If you receive a distribution after the member'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 "Are there special rules if I was born on or before January 1, 1936" applies only if the member was born on or before January 1, 1936.

If you are a surviving spouse
If you receive a payment from KPERS as the surviving spouse of a deceased member, you have the same rollover options that the member 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 payments made to you before you are age 59 ½ 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 after you are age 70 ½ (age 72 if you reach age 70 ½ after December 31, 2019) .

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the member had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the member had not started taking required minimum distributions from KPERS, you will not have to start receiving required minimum distributions from the inherited IRA until the year the member would have been age 70 ½ (age 72 for a member who would reach age 70 ½ after December 31, 2019).

If you are a surviving beneficiary other than a spouse
If you receive a payment from KPERS because of the member'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. Payments 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.

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

Are there different rules if I am 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%, KPERS is generally required to withhold 30% of the payment 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*.

Are there any other special rules?
If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year are less than $200, (not including payments from a designated Roth account in KPERS), KPERS 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.

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information on special rollover rights related to the U.S. Armed Forces, see IRS Publication 3, *Armed Forces' Tax Guide*. You also may have special rollover rights if you were affected by a federally declared disaster (or similar event), or if you received a distribution on account of a disaster. For more information on special rollover rights related to disaster relief, see the IRS website at irs.gov.

Notice Period

Generally, payment cannot be made from KPERS until at least 30 days after you receive this notice. Thus, you have at least 30 days to consider whether or not to have your payment rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your payment will then be processed in accordance with your election as soon as practical after it is received by KPERS.

For More Information

You may wish to consult with KPERS or a professional tax advisor, before taking a payment from KPERS. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, *Pension and Annuity Income*; IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*; IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*; and IRS Publication 571, *Tax-Sheltered Annuity Plans (403(b) Plans)*. These publications are available from a local IRS office, on the web at irs.gov, or by calling 1-800-TAX-FORM.

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KPERS-13 Rev. 4/17

APPLICATION FOR WITHDRAWAL OF CONTRIBUTIONS

For security reasons, do not submit application by e-mail.

■ **Contact Us – toll free**: 1-888-275-5737 • **phone**: 785-296-6166 • **fax**: 785-296-6638
email: kpers@kpers.org • **web site**: kpers.org • **mail**: 611 S. Kansas Ave., Suite 100, Topeka, KS 66603

■ **Important –** Kansas law requires that your application for withdrawal cannot be signed and submitted until 31 days after you end employment. KPERS will send a 1099-R tax form the following January for your federal income tax return.

■ Part A – Member Information

1. Social Security Number: ______________________
2. Name (First, MI, Last): ______________________
3. Withdrawing From (mark all that apply): ❒ KPERS ❒ KP&F ❒ Judges
4. Telephone Number: ______________________
5. Mailing Address: ______________________
   City, State, Zip: ______________________
6. E-mail Address: ______________________

■ Part B – Payment and Rollover Information

Taxable Amount – Please choose **one** payment option for the *taxable* amount of your payment. Federal law requires a mandatory 20% federal tax withholding on taxable amounts paid directly to you.

1. ❒ Pay the entire *taxable* amount to me. *Advance to Nontaxable Amount section.*
2. ❒ Pay the entire *taxable* amount to a qualified defined contribution plan, traditional IRA or Roth IRA. *Advance to #4.*
3. ❒ Pay part of the *taxable* amount to a qualified defined contribution plan, traditional IRA or Roth IRA and the remainder to me. Enter the dollar amount to be paid to a rollover plan: $______________ The minimum rollover is $500. *Advance to #4.*
4. If you marked #2 or #3, please list the name, address, account number and plan type of each rollover plan. Indicate percentage amounts to be paid to each plan. Total percentage amounts must be in whole numbers and equal 100%. Verify with your financial institution or rollover plan exactly how your withdrawal check should be made payable.

   a. Rollover Plan #1

   Check payable to: ______________________ Check mailed to: ______________________
   Mailing Address: ______________________ Mailing Address: ______________________
   City, State, Zip: ______________________ City, State, Zip: ______________________
   Account Number: ______________________ Percentage to Be Rolled Over: ______________ %
   Select Plan Type: ❒ Traditional IRA ❒ Roth IRA ❒ Qualified defined contribution plan

   b. Rollover Plan #2

   Check payable to: ______________________ Check mailed to: ______________________
   Mailing Address: ______________________ Mailing Address: ______________________
   City, State, Zip: ______________________ City, State, Zip: ______________________
   Account Number: ______________________ Percentage to Be Rolled Over: ______________ %
   Select Plan Type: ❒ Traditional IRA ❒ Roth IRA ❒ Qualified defined contribution plan

Member Name (Please Print): ____________________ Social Security Number: __________

Nontaxable Amount: Please choose **one** payment option for any *nontaxable* amount of your payment.

5. ❒ Pay the entire *nontaxable* amount to me. *Advance to Part C.*
6. ❒ Pay the entire *nontaxable* amount to a qualified defined contribution plan, traditional IRA or Roth IRA. *Advance to #7.*
7. If you marked #6 above, please list the name, address, account number and plan type of the rollover plan. Verify with your financial institution or rollover plan exactly how your withdrawal check should be made payable.

   a. Rollover Plan

   Check payable to: ____________________ Check mailed to: ____________________

   Mailing Address: ____________________ Mailing Address: ____________________

   City, State, Zip: ____________________ City, State, Zip: ____________________

   Account Number: ____________________

   Select Plan Type: ❒ Traditional IRA ❒ Roth IRA ❒ Qualified defined contribution plan

■ Part C – Direct Deposit Information –

If all or part of your contributions will be paid directly to you, the payment can be deposited directly into your checking or savings account. If you mark "no," the payment will be mailed to the address you provided in Part A. Pre-paid cards are not accepted.

1. Direct Deposit: ❒ Yes ❒ No
2. Financial Institution: ____________________
3. Location (City, State): ____________________ 4. Telephone Number: ____________________
5. Type of Account: ❒ Checking ❒ Savings
6. Routing Number for Electronic Transfers: ____________________
7. Bank Account Number: ____________________

■ Part D – Member Statement and Signature –

A notary is **required** or your application will not be processed.

Note: Kansas law requires that your application for withdrawal cannot be submitted until 31 days after the date you end employment. This form cannot be signed until **31 days** after the last date you earned compensation as reported by your employer. Your signature must be notarized. Count the first day after the date you last earned compensation as day one. You may then apply to withdraw contributions on day 31, or any date after, if you are not working for any KPERS-affiliated employer. If you are appealing your dismissal, you are not eligible to withdraw your contributions. Continuing contract positions may apply to withdraw beginning October 1 following the end of the contract.

1. I certify that I am: ❒ Married ❒ Not Married

"I fully understand that when the Retirement System office receives this completed and signed form, my decision to withdraw contributions is irrevocable. I forfeit all service credit and any right to disability, retirement and any other benefits that I am, or may be, entitled to receive in the future. I understand that if I owe a debt to a Kansas state agency, municipality, municipal court or district court, the State will withhold the delinquent debt from my withdrawal payment. If I am a non-vested member, I further understand that I would have up to five years from the date my employment ends to withdraw contributions.

At the time the Retirement System receives this application I certify I am **not employed** in any position with a KPERS-affiliated employer, nor do I have any commitment for employment with a KPERS-affiliated employer. I also understand my withdrawal application will not be processed until the Retirement System receives certain information from my former employer."

2. Member Signature: ____________________ Month/Day/Year: ______/______/______
3. **Notary Public**: State of ____________________ County of ____________________

   Signed or attested before me on (date) ____________________ by (name of member) ____________________

   Notary Public Signature: ____________________ My appointment expires (month/day/year) ______/______/______.

   (SEAL)

Member Name (Please Print): ____Social Security Number: __________________

■ Part E – Spousal Consent for Withdrawal of Vested Member's Contributions

Note: This section must be completed by your spouse if you are married and a vested member (see "Options to Consider Before You Withdraw"). A notary is **required** or your application will not be processed.

1. Spouse Name (First, MI, Last): ____

"I hereby attest that I am the spouse of the previously-named member. I understand that my spouse is a vested member of the Retirement System, and that by consenting to the withdrawal of contributions, I am forfeiting any rights to future benefits I might have been entitled to, had my spouse not withdrawn the accumulated contributions."

2. Spouse Signature: ____ Month/Day/Year: ______/______/______

3. **Notary Public**: State of ________________________________ County of ____

   Signed or attested before me on (date) ______________________ by (name of spouse)_______________________________________

   Notary Public Signature: ________________________________ My appointment expires (month/day/year) ______/______/______.

   (SEAL)

Our mission:

The Kansas Public Employees Retirement System,
in its fiduciary capacity, exists to deliver retirement,
disability and survivor benefits to its members and their beneficiaries.

Core values that guide us:

- service
- integrity
- respect
- accountability
- innovation
- teamwork

KPERS

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