



# Withdrawal Application

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## PURPOSE

Use this form to apply for a withdrawal or direct rollover of your funds from the Texas County & District Retirement System (TCDRS). Your separation from the county or district must be "bona fide", meaning that you do not have an agreement or arrangement to go back to the work for the same county or district. In addition, even with a bona fide separation of service, if you return to work for the same county or district with less than one full month separation of service, you must return the entire amount withdrawn. One calendar month does not mean 30 days. For example, if the last day of service is June 15, then the earliest possible rehire date would be August 1. If you do not withdraw your funds, your account will remain open and your money will continue to earn interest. The TCDRS brochure "Leaving Your County or District Job", which can be found on the TCDRS website at [www.TCDRS.org](http://www.TCDRS.org), has more information about your choices after leaving employment.

## INSTRUCTIONS

1. Please read the *Special Tax Notice* (TCDRS-87) regarding tax implications.
2. In the "Your Information" section, please check your marital status. If you have more than one TCDRS account, please specify the account you want to close.
3. You have two payment options available to you - a withdrawal of your account balance or a rollover of your account balance into another qualified retirement plan.
  - If you choose withdrawal, we will withhold 20% of the taxable amount of your account balance, as required by the IRS. You may owe additional taxes when you file your taxes next year.
  - If you choose a direct rollover into an IRA or other qualified retirement plan, TCDRS will not withhold any amount for taxes. Present your rollover check to your financial institution or employer within 60 days to avoid any potential tax consequences.
4. Be sure to sign the "Your Certification" section. In this section you are certifying that you have no agreement to return to work for this employer and if you do return to work with the same employer with less than one full calendar month separation of service, your withdrawal is void and must be immediately returned to TCDRS.
5. Please attach a photocopy of your driver's license (or other government issued photo ID) so we can process your request.

## WHEN TO EXPECT YOUR PAYMENT

- Your check will typically be mailed within 2-4 weeks from the date TCDRS receives your completed application.
- Your IRS Form 1099-R will be mailed to you by Jan. 31 of the year following your withdrawal. To ensure that you receive your 1099-R, please notify TCDRS of any address changes.

## SOCIAL SECURITY NOTICE

The IRS and Texas law require that we have a Social Security number for every TCDRS account. Payments from your account, by withdrawal or retirement, are reported to the IRS. Your Social Security number is also used to verify your identity when you make changes to or request information about your account.



# Withdrawal Application

## YOUR INFORMATION

EMPLOYER NAME *			ACCOUNT NUMBER		
SSN *	FIRST NAME *	MIDDLE NAME	LAST NAME *		
MAILING ADDRESS *		CITY *	STATE *	ZIP *	
EMAIL ADDRESS		HOME PHONE	MOBILE PHONE		
ARE YOU MARRIED? * <input type="checkbox"/> YES <input type="checkbox"/> NO					

## PAYMENT OPTIONS\* (choose a withdrawal or direct rollover)

<input type="checkbox"/> <b>Withdrawal *</b>	I understand TCDRS will withhold 20% income tax as required by the IRS. The remaining balance will be paid directly to me.
<input type="checkbox"/> <b>Direct Rollover *</b>	I elect to have the taxable portion of my withdrawal transferred to the plan named below. I understand that any non-taxable portion will be paid directly to me. I have verified that the plan below is an eligible plan for the purpose of this transfer.
<input type="checkbox"/> IRA	
<input type="checkbox"/> EMPLOYER PLAN	ROLLOVER INSTITUTION

## YOUR CERTIFICATION

I certify that I

- Have terminated employment and that I have no arrangement or agreement to be rehired by this employer.
- Understand that if I am rehired by this employer and there is less than one full calendar month separation from employment, then this application for withdrawal is void and I am responsible for returning the full amount to TCDRS.
- Waive my right to the 30-day notice period that began when I received the Special Tax Notice, and request immediate payment through the payment option selected above.

SIGNATURE X	DATE
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Copy of driver's license or government issued ID required. Any corrections or whiteouts must be initialed.

\* **REQUIRED FIELDS**



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## YOUR ROLLOVER OPTIONS

You are receiving this notice because all or a portion of a payment you are receiving from the Texas County & District Retirement System (TCDRS) 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 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 TCDRS 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 payments later and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception applies).

### Where may I roll over the payment?

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 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 payment 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, TCDRS will mail a check to you, but the check will be made payable to the IRA or eligible employer plan.

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 payment to make the deposit. If you do not do a direct rollover, TCDRS is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received other than employer stock). 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 TCDRS 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).
- Required minimum distributions after age 70½ (or after death).
- Cost of life insurance paid by TCDRS.

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.



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## **If I do not 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 payment from TCDRS (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 payment not rolled over. An IRS Form 1099-R that reflects the type of distribution you took will be mailed to you by Jan. 31 of the year following your withdrawal. To ensure that you receive your 1099-R, please notify TCDRS of any address changes.

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

- 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 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. 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 are a public safety employee, you must notify TCDRS so that we can properly code your 1099-R.
- Payments made due to disability.
- Payments after your death.
- Cost of life insurance paid by TCDRS.
- 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.
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after Sept. 11, 2001 for more than 179 days.

## **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 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 payments from an IRA, including:

- There is no exception for payments 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 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?**

This notice does not describe any state or local income tax rules (including withholding rules). Some states, including Texas, have no state income tax.



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## SPECIAL RULES AND OPTIONS

### **If your payment includes previously taxed contributions (also called after-tax contributions)**

Previously taxed contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your previously taxed contributions is included in the payment, so you cannot take a payment of only previously taxed contributions. However, if you have pre-1987 previously taxed contributions maintained in a separate account, a special rule may apply to determine whether the previously taxed 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 previously taxed contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the previously taxed 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 TCDRS 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 previously taxed 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 previously taxed contributions. If you do a direct rollover of the entire amount paid from TCDRS to two or more destinations at the same time, you can choose which destination receives the previously taxed contributions.

If you do a 60-day rollover to an IRA of only a portion of a payment made to you, the previously taxed contributions are treated as rolled over last. For example, assume you are receiving a distribution of \$12,000, of which \$2,000 is previously taxed 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 previously taxed contributions.

You may roll over to an employer plan all of a payment that includes previously taxed contributions, but only through a direct rollover (and only if the receiving plan separately accounts for previously taxed 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 previously taxed contributions, but only up to the amount of the payment that would be taxable if not rolled over.

### **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 payment of a nonrefundable user fee. For more information, see IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs).

### **If you were born on or before Jan. 1, 1936**

If you were born on or before Jan. 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.

### **If you are an eligible retired public safety officer and your pension payment 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 plan payments 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.



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## **If you roll over your payment to a Roth IRA**

If you roll over a payment from TCDRS to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any previously taxed 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 59½ (or after your death or disability, or as a qualified first-time home buyer distribution of up to \$10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from Jan. 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 roll-over, 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).

## **If you are not a plan participant**

Payments 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 Jan. 1, 1936" applies only if the participant was born on or before Jan. 1, 1936.

**If you are a surviving spouse.** If you receive a payment from TCDRS 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 payments 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 after you are age 70½.

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 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 TCDRS, 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 you are a surviving beneficiary other than a spouse.** If you receive a payment from TCDRS 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. 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.

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



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## 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%, TCDRS 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.

## 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, TCDRS is not required to allow you to do a direct rollover and is not required to withhold for 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 TCDRS administrator or the payor. A mandatory cashout is a payment from a plan 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 TCDRS or a professional tax advisor, before taking a payment from TCDRS. If you have questions, please visit [www.TCDRS.org](http://www.TCDRS.org) or call TCDRS Member Services at 800-823-7782. 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 [www.irs.gov](http://www.irs.gov), or by calling 1-800-TAX-FORM.