Traditional Pension Plan Retirement Changes to Plan Instructions

Use this form if you are making changes to your retirement benefits application under the Traditional Pension Plan only. This form replaces the retirement selections you made on your original retirement application. ***You may only use this form prior to OPERS issuing your finalized monthly benefit payment or, if you chose a Partial Lump Sum Option Payment (PLOP), prior to issuance of the PLOP, whichever occurs first.***

CHECKLIST OF REQUIRED DOCUMENTS

The following items, if applicable to you and/or your beneficiaries, must be collected, copied and sent with your retirement application in order for Ohio PERS to successfully process your request to collect your retirement benefits. Omission of these items will result in delay of benefit payments.

- ☐ Birth certificate(s) or other proof of date of birth for:
  - Member
  - Plan Beneficiary(ies)
- ☐ Complete court order (if you are subject to a court order to designate a former spouse on your retirement benefit).

This application might not be accepted and/or processed if:

- The application was not completed using ink - it must be completed in ink.
- The original application was not submitted together with all additional pages (if applicable).
- The application has alterations and/or whiteouts.
- The application is not signed or notarized or was not signed the same day as it was notarized.

STOP **Skip to** When you see the stop sign graphic you may have made a selection that does not require you to continue filling out any more information in that step. This is here to help you save time and effort. Follow the instructions associated with the graphic when applicable.

Please print legibly keeping input within the form entry box (one character per box) or bullet.

Fill in entry boxes like this: A B C 1 2 3 Fill in bullet selections like this: ● Female

If you need additional help

If you have questions about your application or personal information changes you can visit www.OPERS.org to access your account online or call 1-800-222-7377 and speak with a member services representative.

STEP 1: Member Information

The information requested in this step is required and must be completed.

STEP 2: Changes to Monthly Benefit Options

You can only select one plan of payment.

- **Single Life Plan**
- **Joint Life Plan** requires a whole percentage between 10-100%. You may select a percentage less than 10% if required by a court order to designate a former spouse.
- **Multiple Life Plan** requires whole percentages

STEP 3: Changes to Partial Lump Sum Option Payment (PLOP)

All sections within this step require a single selection if you are making changes.

You do not have to take the PLOP. Be sure you understand what the impact of taking the PLOP is before completing this section. Please review the Special Tax Notice Regarding OPERS Payments to ensure you understand what the impact of taking the PLOP is before completing this section.

If you roll over to multiple qualified accounts be sure to sign the attached piece of paper with the additional information on it. All information required on this form is also required for any additional qualified accounts you attach. Your PLOP can be directly rolled over to a Roth IRA. If you choose to directly roll over all or a portion of your PLOP to a Roth IRA, the entire amount will be included in your taxable income in the year received. You should consult your tax advisor if you are interested in rolling over all or a portion of your PLOP to a Roth IRA.

STEP 4: Changes to Beneficiary Information

You must provide at least one beneficiary.

- **Joint Life Plan**: You may choose only one beneficiary.
- **Single Life or Multiple Life Plans**: Multiple beneficiaries may be designated. Two to four beneficiaries may be designated under the Multiple Life Plan, and you must allocate a whole percentage for each beneficiary. If you wish to list more than two beneficiaries for Single Life or Multiple Life Plans, use a separate sheet of paper. Include all the information requested for each additional beneficiary. These additional pages must be ***signed and notarized*** and included with your application submission.

STEP 5: Spousal Consent

This step is only required if you are legally married at the time that you apply for retirement benefits. Your application will not be processed if:

- You are legally married and this section is not completed.
- This step is not notarized *(if applicable).*
- The dates signed by your spouse and the notary do not match.

STEP 6: Member Acknowledgment

Your signature is required and must be witnessed by a notary. Your application will not be processed if:

- This step is not notarized.
- The dates signed by you and the notary do not match.