

EMPLOYER Notice

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

New refund application form required by Dec.1, 2007

Who should read this notice

Employers who distribute retirement contribution refund applications

Situation Overview

New forms for refund applications have been created, and should be used, for any refund request from all OPERS pension plans (Traditional, Member-Directed and Combined). Accurate forms have the revision date of 10/07 in the lower-left corner.

The new forms are now available for use, and December 1, 2007 has been established as the cutoff date for accepting the old application form. Old refund application forms received at OPERS after December 1, 2007 will be voided and returned. The employee will be notified and required to complete a new application. A new employer certification will also be required.

What you need to do

- Effective immediately, the new refund application forms should be the only refund forms distributed to your employees when they are requesting to refund an OPERS account.

There are three refund application forms, each one specific to one of the three retirement plans.

- o *Traditional Pension Plan Refund Application*, form A-4T
- o *Member-Directed Plan Refund Application*, form A-4MD
- o *Combined Plan Refund Application*, form A-4CO
- Your employees must inform you which pension plan they have selected so that you can provide them the correct form. Employees who don't recall which plan they selected can contact the OPERS Member Services Center at 1-800-222-7377. Your Employer Outreach representative cannot release this information to employers without a signed consent form from the employee. Therefore, employers cannot make this call on behalf of the employee.
- To ensure the current forms are the only ones used, employers are asked to review any inventoried forms and discard the old refund application forms.
- The new forms are available via:
 - o The OPERS Web site at www.opers.org. Simply click on Member Forms, then scroll to the Refunds section, or click on Employer Forms, then scroll to the Refunds section, or
 - o Employer Outreach can place an order for you by calling your representative at 1-888-400-0965.

Note:

Only the new refund application forms will be accepted at OPERS as of December 1.



1-888-400-0965
www.opers.org

(More information on back)

Why this is important

Using outdated forms may cause significant delays in processing your employees' refund request—and duplication of work for you to correct use of the old form.

Who to contact for more information

After you review this *Employer Notice*, contact your Employer Outreach representative with questions or to request a brochure at 1-888-400-0965 or via the Internet at employeroutreach@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.



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