

EMPLOYER Notice

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

Note:

The OPERS Web site will always have the most recent version of any form. Always verify form date to ensure you have the latest edition.

Remember, if an older version of any form is submitted, it:

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

Forms revised to accommodate Roth IRA rollovers; new editions available via OPERS Web site

Who should read this notice

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

Situation overview

Many OPERS forms are being revised to allow for Roth IRA rollovers. The revised forms must be used as of January 1, 2010. The revised versions of these forms will be available on the OPERS Web site on December 31, 2009.

Here's a list of forms slated to be revised:

- *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)*
- *Traditional Pension Plan Refund Application (A-4T)*
- *Application for Annuity Lump-Sum Payment (AAA-4)*
- *Application for Conversion Retirement Benefit (CR-1)*
- *Application for Money Purchase Payment (MP-1)*
- *Election of Non-Law Enforcement Monthly or Lump-Sum Annuity (NLA-1)*
- *Combined Plan Retirement Application (SR-1CO)*
- *Member-Directed Plan Retirement Application (SR-1MD)*
- *Traditional Pension Plan Retirement Application (SR-1T)*
- *Change Partial Lump-Sum Option Payment or Retirement Plan (SR-1T Change)*
- *Special Tax Notice Regarding OPERS Payments*

What you need to do

Always use the most recent version of any form. To ensure you have the correct edition, simply verify the form revision date via the OPERS Web site.

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

- Determine if you are storing any of the forms listed above,
- If yes, stop using the forms on December 31, 2009, and
- Destroy stockpiled forms on that date to avoid using the old form.

Again, on December 31, 2009 all forms listed above will be updated and available on the OPERS Web site. As of January 1, 2010, only the accurate form can be used to accommodate Roth IRA rollovers.

As always, employers are encouraged to review the OPERS Web site frequently so that you are aware of any updates to forms you keep in inventory.

More information on back



1-888-400-0965

www.opers.org

Revisions to the *Employer Manual*

Because only the forms are changing, not the processes, you'll see no changes to the *Employer Manual*.

Why this is important

The forms are being updated to include the option of a rollover into a Roth IRA for your employees. The revised versions must be used for any forms received on or after January 1, 2010.

Note: Non-current versions of any form:

- Will not be accepted, and
- Will cause a delay in an employee's refund or retirement processing.

Who to contact for more information

After you review this *Employer Notice*, contact your Employer Outreach representative with questions at 1-888-400-0965 or by email 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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