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
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.