



## PRE-TAX ROLLOVER/TRANSFER CERTIFICATION INFORMATION SHEET FOR THE PURCHASE OR REINSTATEMENT OF SERVICE (AFTER-TAX/ROTH FUNDS ARE NOT ACCEPTED AS ROLLOVER/TRANSFER FUNDS)

The Public School Retirement System of Missouri (PSRS) can accept, as a **tax-free** transaction, a **pre-tax** “eligible rollover distribution” as defined under the Internal Revenue Code in payment for the purchase or reinstatement of service. A *Pre-Tax Rollover/Transfer Certification Form* must be completed per IRS regulations and returned to PSRS.

Please review and follow these steps to complete a pre-tax “eligible rollover distribution.”

### MEMBER INSTRUCTIONS

**STEP 1** Submit a purchase application to PSRS.

A valid purchase application must be on file with PSRS before we can accept a pre-tax “eligible rollover distribution” payment. If the service you wish to purchase is on record with another retirement system, the purchase application is not valid until PSRS has verified the forfeiture of service by the other system.

**STEP 2** Please read page 2 of this information sheet.

**STEP 3** Complete Section A of the *Pre-Tax Rollover/Transfer Certification Form*.

**STEP 4** Send the *Pre-Tax Rollover/Transfer Certification Form* (with Section A already completed) to your financial institution.

### FINANCIAL INSTITUTION INSTRUCTIONS

**STEP 5** Complete Section B of the *Pre-Tax Rollover/Transfer Certification Form*.

If you are unable to complete **Section B**, we require the following information, on your company letterhead:

- Verification that the plan is qualified
- What type of plan it is considered [403(b), 457, 401(a)]
- Verification that only pre-tax contributions are included in the rollover
- Signature and contact information of an authorized representative

**STEP 6** Please make checks payable to *PSRS of Missouri*.

**STEP 7** Return the *Pre-Tax Rollover/Transfer Certification Form* to PSRS along with payment.

PSRS will accept only an amount equal to or less than the balance due for a purchase or reinstatement. Any amount received in excess of the balance due will be returned to the financial institution by check.



## **PRE-TAX ROLLOVER/TRANSFER CERTIFICATION INFORMATION SHEET FOR THE PURCHASE OR REINSTATEMENT OF SERVICE (AFTER-TAX/ROTH FUNDS ARE NOT ACCEPTED AS ROLLOVER/TRANSFER FUNDS)**

The Public School Retirement System of Missouri (PSRS) is a 401(a) governmental defined benefit program under the Internal Revenue Code. According to the Internal Revenue Code, we can accept pre-tax eligible rollovers and in-service trustee-to-trustee transfers as payment for the purchase or reinstatement of service. Please see the qualifications for each below.

### **Eligible Rollover Distributions**

Consistent with the Internal Revenue Code, PSRS will accept a pre-tax “eligible rollover distribution” in payment for the purchase of service or for a reinstatement of previously refunded service, provided the money is received from:

- A qualified plan described in section 401(a) or 403(a) of the Internal Revenue Code
- A 401(k) profit sharing plan
- An annuity contract described in section 403(b) of the Internal Revenue Code
- An eligible plan under section 457(b) of the Internal Revenue Code, which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state
- A traditional Individual Retirement Account or an Individual Retirement Annuity described in section 408(a) or 408(b) of the Internal Revenue Code that is eligible to be rolled over and would otherwise be included in gross income
- The member, if the amount was distributed to the member from a qualified plan and is rolled over by the member to PSRS within 60 days of that distribution, and if the member’s check is accompanied by proof of rollover eligibility

Eligible rollovers **do not** include:

- Any payment which is one of a series of substantially equal periodic payments made over the life or life expectancy of the member or the joint life or joint life expectancies of the member and his designated beneficiaries
- Any payment which is one of a series of substantially equal periodic payments made for 10 years or more
- Required distributions under Internal Revenue Code Section 401(a)(9)
- After-tax and Roth contributions
- A distribution that is made because legal limits on certain contributions were exceeded (a corrective distribution)

### **In-Service Trustee-to-Trustee Transfers**

PSRS can accept an in-service trustee-to-trustee transfer from:

- An annuity contract/plan described in section 403(b) of the Internal Revenue Code
- An eligible plan under section 457(b) of the Internal Revenue Code, which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state

Unlike an eligible rollover distribution, an in-service trustee-to-trustee transfer does not require a distributable event, such as termination of employment. Two requirements, however, must be met in order to make such a transfer to purchase or reinstate service:

1. Your 403(b) or 457(b) plan must allow in-service trustee-to-trustee transfers. You should contact your plan administrator to determine if these transfers are allowed from your plan.
2. The transfer must be limited to the cost to purchase or reinstate service for which you are eligible. Any amount received in excess of the balance due will be returned to the financial institution by check.



PUBLIC SCHOOL RETIREMENT  
SYSTEM OF MISSOURI

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Jefferson City, MO 65102-0268  
(573) 634-5290 or  
Toll Free: (800) 392-6848  
Fax: (573) 634-7934  
Email: psrspeers@psrspeers.org  
Website: www.psrs-peers.org

## PRE-TAX ROLLOVER/TRANSFER CERTIFICATION FORM FOR THE PURCHASE OR REINSTATEMENT OF SERVICE (AFTER-TAX/ROTH FUNDS ARE NOT ACCEPTED AS ROLLOVER/TRANSFER FUNDS)

File this form with your application to purchase service if you plan to pay in full or in part for the service with an eligible rollover distribution of pre-tax funds from a qualified retirement account, or with an in-service trustee-to-trustee funds transfer.

See the *Pre-Tax Rollover/Transfer Certification Information Sheet* before completing this form. Complete Section A and forward to your financial institution. A representative of your financial institution must complete Section B and return the form to PSRS with payment. Per IRS guidelines, PSRS can only accept an amount equal to or less than the balance due for a purchase or reinstatement. Any amount received in excess of the balance due will be returned to the financial institution by check. Please make checks payable to *PSRS of Missouri*.

SECTION A MEMBER INFORMATION			
First Name	Middle Name	Last Name	
Member ID (or Last 4 Digits of Social Security Number)	Account ID	Telephone (      )	
Mailing Address	City	State	ZIP
Email Address			
PRE-TAX ROLLOVER/TRANSFER INFORMATION			
Qualified Plan or IRA Custodian (Pre-tax funds will be rolled over or transferred from this financial institution.)			
<input type="checkbox"/> Check here if the rollover was distributed to you, the member, under the 60-day rule. If unsure, contact the financial institution.			
MEMBER CERTIFICATION			
I certify that: <ul style="list-style-type: none"> <li>• I have read and understand the <i>Pre-Tax Rollover/Transfer Certification Information Sheet</i> and the information on this form.</li> <li>• I understand that any indirect rollover contribution must be made within 60 days after I receive a distribution of such amounts.</li> <li>• I acknowledge that anyone who makes a false statement or causes or permits submission of falsified records to PSRS in an attempt to defraud is subject to punishment under the law.</li> <li>• I am aware that the amount of my pre-tax rollover/transfer contribution will be held and later distributed in accordance with the terms of PSRS.</li> <li>• I give PSRS permission to speak to this financial institution regarding payoff amounts.</li> <li>• These funds have not been previously taxed.</li> <li>• These funds <b>do not</b> include after-tax or Roth contributions.</li> </ul>			
Member Signature (REQUIRED) <b>X</b>			Date
SECTION B FINANCIAL INSTITUTION CERTIFICATION			
This section must be completed by the financial institution and returned to PSRS with payment. If unable to complete this section, please see Step 5 on the Information Sheet. Please Note: After-tax/Roth funds are not accepted by PSRS as part of a rollover or in-service trustee-to-trustee transfer.			
The qualified plan or IRA named above is (check one):			
<input type="checkbox"/> An eligible plan under Internal Revenue Code, Sections 401(a) [including a pension], 401(k) [or profit sharing], 403(a), 403(b) or 457(b) distributed as a direct rollover or an in-service trustee-to-trustee transfer.		<input type="checkbox"/> A traditional IRA under Code Section 408(a), an individual retirement annuity under Code Section 408(b) which only includes pre-tax contributions, distributed as a direct	
<input type="checkbox"/> Unable to verify the tax status of the funds in the qualified plan.			
Signature of Financial Institution Representative (REQUIRED) <b>X</b>			Date
Printed Name and Title	Financial Institution	Telephone (      )	



To Whom It May Concern:

The Public School Retirement System of Missouri (PSRS) is a 401(a) governmental defined benefit program under the Internal Revenue Code. For the purchase or reinstatement of service, we can accept rollovers from other 401(a) qualified plans. Generally, this includes the following:

- A 401(a) tax qualified plan, including a Keogh plan which meets additional requirements pertaining to owner-employees
- A 403(a) qualified annuity plan
- A 408(a) individual retirement account or a 408(b) individual retirement annuity, to the extent that the IRA contains funds that have not been previously taxed
- A 403(b) qualified plan
- All state and local government 457(b) deferred compensation plans
- Any other plans or accounts that may be authorized as a source of eligible funds under the Internal Revenue Code, provided PSRS shall not be obligated to accept any funds from any such authorized plan or account if the funds would jeopardize the tax-qualified status of PSRS.
- The member, if the amount was distributed to the member from a qualified plan and is rolled over by the member to PSRS within 60 days of that distribution, and if the member's check is accompanied by proof of rollover eligibility

In addition, we can accept in-service trustee-to-trustee transfers from 403(b) and governmental 457 plans for the purchase or reinstatement of service.

**Upon receipt in this office of the *Rollover/Transfer Certification Form* and a valid purchase or reinstatement application from the member**, we can accept pre-tax qualified funds as payment for the purchase or reinstatement of eligible service with this retirement system. **IRS guidelines do not allow us to accept after-tax or Roth contributions as part of a payment made by rollover or in-service trustee-to-trustee transfer, or to accept funds in excess of the balance due.** Any amount received in excess of the balance due will be returned to the financial institution by check. Please make checks payable to *PSRS of Missouri*.

Sincerely,

A handwritten signature in black ink that reads "Amanda L. Bryant". The signature is written in a cursive, flowing style.

Amanda L. Bryant  
Benefits Supervisor