



## PRE-TAX ROLLOVER/TRANSFER CERTIFICATION INFORMATION SHEET

The Public School Retirement System of Missouri (PSRS) is a 401(a) governmental benefit program under the Internal Revenue Code (IRC). Under IRC provisions, we can accept a pre-tax eligible rollover distribution or in-service trustee-to-trustee transfer as a tax-free transaction for the purchase or reinstatement of service. Refer to **Appendix A** for details on eligible rollover distributions and in-service transfers. If you are unsure of your plan type, contact your Authorized Plan Representative.

**IMPORTANT: After-tax or Roth funds cannot be used for a rollover or transfer to purchase or reinstate service.**

A *Pre-Tax Rollover/Transfer Certification* form must be completed in accordance with IRS regulations and returned to PSRS for any such transfer.

### 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 or in-service trustee-to-trustee transfer payment.

**STEP 2** Read Appendix A to determine the type of plan or account from which you are rolling funds.

**STEP 3** Fill out Section A of the *Pre-Tax Rollover/Transfer Certification* form:

- Provide your name and contact information.
- Complete the Pre-Tax Rollover/Transfer Information section.
- Read and sign the Member Certification section.

**STEP 4** Send the completed *Pre-Tax Rollover/Transfer Certification* form, the enclosed letter, and the *Authorized Plan Representative Instruction Sheet* to an Authorized Plan Representative to complete and sign Section B and/or to provide alternative documentation on their letterhead confirming the name of the plan, plan type, and that the funds being rolled are pre-tax.

An “**Authorized Plan Representative**” is defined as a plan administrator, plan custodian, contracted financial advisor, or other plan representative, including a school district representative, that has administrative access and authority over the plan and is willing and able to make the certification requested in Section B of the *Pre-Tax Rollover/Transfer Certification* form.

**IMPORTANT:** If your Authorized Plan Representative is unwilling or unable to sign Section B of the *Pre-Tax Rollover/Transfer Certification* form, or to provide sufficient alternative documentation, you will be required to provide additional documentation. In that case, we will contact you to review the documentation required to complete the rollover or transfer.

**STEP 5** Verify before sending:

- That the payment source is from an eligible plan type and that the funds to be rolled are pre-tax funds.
- You have signed the *Pre-Tax Rollover/Transfer Certification* form.
- That an Authorized Plan Representative has signed the form or provided alternative documentation confirming the name of the plan, plan type, and that the funds being rolled are pre-tax.
- That all documentation related to the source plan on the form, documentation from the plan representative, and check stub, is consistent.



## APPENDIX A - PRE-TAX ROLLOVER/TRANSFER CERTIFICATION INFORMATION SHEET

### Eligible Rollover Distributions

Consistent with the IRC, 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:

Traditional IRAs	<ul style="list-style-type: none"> <li>The pre-tax balance of a traditional Individual Retirement Account or an Individual Retirement Annuity described in section 408(a) or 408(b) of the IRC that is eligible to be rolled over.</li> </ul>
Other Qualified Plans	<ul style="list-style-type: none"> <li>A qualified plan, including a defined benefit pension plan, described in section 401(a) of the IRC.</li> <li>A qualified plan described in section 403(a) of the IRC.</li> <li>A qualified plan described in section 401(k) of the IRC.</li> <li>An annuity contract described in section 403(b) of the IRC.</li> <li>An eligible plan under section 457(b) of the IRC, 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.</li> <li>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 (i.e., an indirect rollover), and if the member’s check is accompanied by proof of rollover eligibility.</li> </ul>

Eligible rollovers **do not** include:

- After-tax and Roth balances or contributions.
- Any payment that 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 their designated beneficiaries.
- Any payment that is one of a series of substantially equal periodic payments made for 10 years or more.
- Required minimum distributions under IRC Section 401(a)(9).
- A distribution that is made because legal limits on certain contributions were exceeded (i.e., 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 IRC.
- An eligible plan under section 457(b) of the IRC, 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 to make such a transfer to purchase or reinstate service:

- Your 403(b) or 457(b) plan must allow in-service trustee-to-trustee transfers. You should contact your Authorized Plan Representative to determine if these transfers are allowed from your plan.
- 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 by check.



PO Box 268  
 Jefferson City, MO 65102-0268  
 (573) 634-5290 or  
 Toll Free: (800) 392-6848  
 Fax: (573) 634-7934  
 Email: psrspeers@psrspeers.org  
 Website: www.psr-peers.org

## PRE-TAX ROLLOVER/TRANSFER CERTIFICATION

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

**Complete Section A and forward to your Authorized Plan Representative with the enclosed letter and instruction sheet.** It is requested that they sign Section B and/or provide alternative documentation on their letterhead confirming the name of the plan, plan type, and that the funds being rolled are pre-tax, and return the documentation 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. Amounts received in excess of the balance due will be returned by check.

### SECTION A – MEMBER INFORMATION

First Name		Middle Name	Last Name	
Account ID (or Last 4 Digits of Social Security Number)		Member ID	Telephone	
Mailing Address		City	State	ZIP
Email Address				

### PRE-TAX ROLLOVER/TRANSFER INFORMATION

Pre-tax funds will be rolled over or transferred from this plan.  
**Name of Qualified Plan or IRA Custodian:**

Is this a PSRS/PEERS employer-sponsored plan? Yes  No  If yes, name of employer:

Check here if the rollover was distributed to you, the member, under the 60-day rule. If unsure, contact an Authorized Plan Representative.

### MEMBER CERTIFICATION

I certify that:

- I have read and understand Appendix A, *Pre-Tax Rollover/Transfer Certification Information Sheet*.
- The funds have not been previously taxed.
- The funds exclude any after-tax or Roth contributions.
- The funds are sourced from an eligible plan under IRC Section 401(a) [including a defined benefit pension plan], 401(k), 403(a), 403(b), or 457(b) distributed as an eligible direct rollover or an in-service trustee-to-trustee transfer, or from a traditional IRA under Code Section 408(a), or an individual retirement annuity under Code Section 408(b), which only include pre-tax contributions, distributed as a direct rollover.
- The distribution is not one of a series of periodic payments.
- The funds are being received by me as an employee/IRA owner and not as a beneficiary of the distributing plan/IRA.
- In the case of an indirect rollover, either (1) the rollover was made within 60 days of my receipt of the distribution, or (2) I qualify for a waiver of the 60-day requirement.
- I am aware 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.
- 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.
- I give PSRS permission to speak to this Authorized Plan Representative regarding payoff amounts.
- I am aware that if these funds are deemed unqualified, any service purchased with them will be forfeited and PSRS will return the funds directly to me.

Member Signature (REQUIRED) **X** \_\_\_\_\_ Date \_\_\_\_\_

### SECTION B – AUTHORIZED PLAN REPRESENTATIVE CERTIFICATION

This section may be completed by the Authorized Plan Representative. If unable or unwilling to complete this section, alternative documentation on the plan representative's letterhead confirming the name of the plan, plan type, and that the funds being rolled are pre-tax is also acceptable. After-tax/Roth funds are not accepted as part of a rollover or in-service trustee-to-trustee transfer.

<b>Check the box that applies:</b>	<input type="checkbox"/> This is an eligible plan under IRC, Sections 401(a) [including a pension], 401(k) [or profit sharing], 403(a), 403(b), or 457(b) distributed as an eligible direct rollover or an in-service trustee-to-trustee transfer. The distribution does not contain after-tax funds (including Roth funds).	<input type="checkbox"/> A traditional IRA under Code Section 408(a) or an individual retirement annuity under Code Section 408(b), which only includes pre-tax contributions, distributed as a direct rollover.	<input type="checkbox"/> Unable to verify the tax status of the funds in the qualified plan.
	Signature of Authorized Plan Representative <b>X</b> _____		Date _____
Printed Name and Title (as it relates to the authority of the applicable plan)		Employer or Company Name / Relationship to Plan	
Email Address		Telephone	



**To: Authorized Plan Representative:**

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

- A qualified plan, including a defined benefit pension plan, described in section 401(a) of the IRC.
- A qualified plan described in section 403(a) of the IRC.
- A qualified plan described in section 401(k) of the IRC.
- An annuity contract described in section 403(b) of the IRC.
- An eligible plan under section 457(b) of the IRC, 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.
- The pre-tax balance of a traditional Individual Retirement Account or an Individual Retirement Annuity described in section 408(a) or 408(b) of the IRC that is eligible to be rolled over.
- 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 (i.e., an indirect rollover), 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:

- An annuity contract/plan described in section 403(b) of the IRC.
- An eligible plan under section 457(b) of the IRC, 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.

Upon receipt in this office of 1. a ***Pre-Tax Rollover/Transfer Certification*** form and 2. 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 by check. Please make checks payable to ***PSRS of Missouri***.

Sincerely,

A handwritten signature in black ink that reads "Laurie Cantrell". The signature is written in a cursive, flowing style.

Laurie Cantrell  
Benefits Manager



PUBLIC SCHOOL RETIREMENT  
SYSTEM OF MISSOURI

## AUTHORIZED PLAN REPRESENTATIVE INSTRUCTIONS

**STEP 1** Complete Section B of the *Pre-Tax Rollover/Transfer Certification* form. If you are unable or unwilling to complete **Section B**, alternative documentation on your letterhead is also acceptable. In general, we require confirmation of the following:

- That the source plan is a qualified plan
- The source plan type [e.g., 401(a), 403(b), 457(b)]
- That only **pre-tax** contributions are included in the rollover
- Contact information of the Authorized Plan Representative

**STEP 2** Please make checks payable to *PSRS of Missouri*.

**STEP 3** Return the *Pre-Tax Rollover/Transfer Certification* form and any supplemental documents 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 by check.