

## INSTRUCTIONS FOR COMPLETING THE REQUEST FOR TRUSTEE-TO-TRUSTEE TRANSFER OR ROLLOVER OF FUNDS TO PURCHASE SERVICE CREDIT

The Virginia Retirement System (VRS), as a 401(a) qualified governmental defined benefit plan, may accept a trustee-to-trustee transfer from a 403(b) tax saving/sheltered annuity and/or a 457(b) governmental deferred compensation plan or a qualified rollover for the purchase of service credit. Contact your plan administrator to determine if a trustee-to-trustee transfer or rollover is allowed under your plan.

The payment from the transferring plan must *not* exceed the cost of the purchase. If funds from the transferring plan exceed the total purchase cost shown on this form, the full amount of the funds are returned to you in a check made payable to the transferring plan with a letter explaining your options. If funds from the transferring plan are less than the total purchase cost shown on this form (which corresponds to your current cost letter), you must provide funds for the remaining amount with the check from the transferring plan.

Funds transferred from a 403(b) tax saving/sheltered annuity or 457(b) governmental deferred compensation plan to the VRS 401(a) qualified defined benefit plan are tax-deferred until paid from VRS as a refund or monthly benefit. Once transferred, the funds receive the same tax treatment as the pre-tax VRS contributions and interest and will be fully taxed when later paid as a refund or as a pension benefit. Therefore, if you take a refund from VRS at a later date and choose not to roll the money into another plan, VRS withholds 20 percent federal tax and 4 percent state tax (if you are a Virginia resident) on the taxable portion of the refund. In addition, you may be subject to a 10 percent penalty if you are under age 59 ½ at the time of the refund.

### COMPLETING THE FORM

#### Member:

For information about specific tax implications that may apply to a rollover, read the *IRS 402(f) – Special Tax Notice* on the VRS Web site.

1. Complete Boxes 1 to 6 with your personal information.
2. In Box 7, enter your estimated retirement date.
3. In Box 8, enter the type of purchase requested (a purchase at 5 percent of your salary, or at actuarial cost).
4. In Box 9, enter the number of months of service you choose to purchase. The number of months cannot represent more than the amount of the purchase with this specific transfer.
5. In Box 10, enter the cost per month, which is provided in your cost letter.

**(The cost letter must be based on your salary or your average final compensation, whichever is higher, at the time of purchase. If your salary has changed and it has been reported to VRS, request an updated cost letter before completing a purchase of service credit.)**

6. In Box 11, enter the total purchase cost.
7. In Box 12, enter the amount of the transfer (the amount of funds that VRS will receive from the transferring plan). This amount *cannot* exceed the cost of the purchase.
8. In Box 13, check the type of transfer.
9. In Box 14, check the type of plan from which you are transferring funds.

10. In Box 15, sign and date the form.
11. Forward the form and the Acceptance letter (included with the form) to the plan provider with a copy of your cost letter and any other documents required by the transferring plan. (When providing the form to the plan provider, explain that the completed request must be returned to you with the check.)  
**Note:** You may be required to provide a separate document to your transferring plan explaining how to transfer the funds from your investment options.

The plan provider will complete Part B, process the request, and send the check to you.

12. Forward the check, the payment coupon from the bottom of the cost letter, the completed request returned from the transferring plan, and a letter of certification (provided to you by the transferring plan) to VRS at:

**Virginia Retirement System  
P.O. Box 7619  
Merrifield, Virginia 22116-7619**

If the amount of the transfer (the amount shown in Box 12) is less than the total cost of your purchase (the amount shown in Box 11), you must also provide a check for the remaining amount of the purchase.

**Plan Provider (Transferring Plan/Financial Institution):**

Complete Part B in its entirety.

1. In Box 20, enter the amounts of pre-tax and/or after tax funds to be transferred from the member's plan, and the total transfer amount. Verify the total transfer amount equals the amount the member has provided in Box 11 in Part A.
2. In Box 21, print the date, your phone number and your name as the certifying employee, followed by your signature.
3. Send the following documents to the member:
  - The check, made payable to the "Treasurer of Virginia – VRS"
  - A letter of certification from the transferring plan
  - The completed form

# REQUEST FOR TRUSTEE-TO-TRUSTEE TRANSFER OR ROLLOVER OF FUNDS TO PURCHASE SERVICE CREDIT

VIRGINIA RETIREMENT SYSTEM  
P.O. Box 7619  
Merrifield, Virginia 22116-7619  
Toll Free 1-888-VARETIR (827-3847)  
Fax 804-786-9718  
[www.varetire.org](http://www.varetire.org)

1. Employer Code
2. Social Security Number

Complete this form to request a trustee-to-trustee transfer or a qualified rollover to purchase service credit. Review the Acceptance of Funds letter and the instructions included with this form to ensure the appropriate transfer is made.

**Note: VRS will only accept a transfer in the *exact amount* of the purchase.**

## PART A. MEMBER INFORMATION (Please print)

3. Name (First) (MI) (Last) (Jr./Sr.)			
4. Address (Street) (City) (State) (Zip+4)			
5. Daytime Phone Number ( )		6. Home Phone Number ( )	
7. Estimated Retirement Date (mm/dd/yyyy)		8. Type of Service Purchase <input type="checkbox"/> 5% Purchase <input type="checkbox"/> Actuarial Cost	
9. Months for Purchase (From cost letter)	10. Cost per Month	11. Total Purchase Cost	
12. Amount from Transferring Plan		13. Type of Transfer <input type="checkbox"/> Trustee to Trustee <input type="checkbox"/> Rollover	
14. Transferring Plan Type <input type="checkbox"/> 457 Governmental Deferred Compensation Plan <input type="checkbox"/> 403(b) Tax Saving/Sheltered Annuity <input type="checkbox"/> Other Qualified Plan			
15. Certification: I certify that I understand VRS may only accept a transfer in an amount up to the cost to purchase. If funds submitted by the transferring plan exceed the cost of the purchase, the funds will be returned to me in a check payable to the transferring plan. If funds submitted by the transferring plan are less than the total purchase cost, I have included a check for the remaining amount to complete the purchase.			
Member Signature _____			Date _____

## PART B. PLAN PROVIDER INFORMATION (Please print)

16. Financial Institution or Plan Provider			
17. Address (Street) (City) (State) (Zip)			
18. Contact Person (Print name)			19. Phone Number ( )
20. Amount of Funds Transferred Pre-Tax: \$ _____ After Tax: \$ _____ Total: \$ _____			
21. Plan Provider Employee: I certify the funds being transferred are from the plan as indicated in Part A and are eligible for transfer to a 401(a) defined benefit plan for the purchase of permissible service credit.			
Certifying Employee (print name) _____			Phone Number _____
Certifying Employee Signature _____			Date _____





P.O. Box 2500, Richmond, Virginia 23218-2500

TDD: (804) 344-3190

Toll free: 1-888-VARETIR (827-3847)

VRS Web site: [www.varetire.org](http://www.varetire.org)

E-mail: [vrs@varetire.org](mailto:vrs@varetire.org)

## To Whom It May Concern:

The Virginia Retirement System (VRS) is a defined benefit pension plan qualified under section 401(a) of the Internal Revenue Code (IRC). The Federal Identification Number for the VRS defined benefit plans is 54-6095959.

VRS accepts transfers/rollovers for the purchase of permissible service credit in its defined benefit plan from the following types of plans: 403(b) tax-sheltered annuities, 457(b) governmental deferred compensation plans, 401(a) qualified plans, 401(k) profit sharing, money purchase pensions, 408 Traditional IRA's and other defined contribution and defined benefit plans that pay lump sum or other eligible rollover distributions. (ROTH IRA's are *not* eligible.) VRS cannot provide signature guarantee.

VRS accepts distributions that are eligible for transfer/rollover to 401(a) qualified plans directly from the plan and deposits them in VRS provided the following guidelines are met:

- To purchase service credit with a distribution from another qualified plan, the amount transferred to VRS must *not* exceed the cost of the purchase. If funds submitted by the transferring plan exceed the cost of the purchase, funds are returned to the member in a check payable to the transferring plan. If funds from the transferring plan are less than the total purchase cost, the member provides the remaining funds.
- The check from the transferring plan must be sent to the *member*. It must be made payable to the "Treasurer of Virginia/Virginia Retirement System" and include the member's name and social security number.
- A letter of certification from the transferring plan that qualifies the plan under IRC Section 401(a) must accompany the check. For 403(b) and governmental 457 plans, a letter of certification from the plan sponsor, financial institution, or insurance company indicates that the plan from which the funds are being transferred or rolled over is intended to meet the IRC requirements for extending special tax treatment to the specific type of plan involved.
- The member forwards to VRS: 1) the check from the transferring plan and any additional funds required from the member, 2) the payment coupon from the bottom of the cost letter, 3) the letter of certification from the transferring plan, and 4) a copy of the completed Request for Trustee-to-Trustee Transfer or Rollover of Funds (VRS-26G).

This letter serves as official documentation for acceptance of funds.

If you need further information, please contact the VRS Customer Contact Center toll free at 1-888-VARETIR (827-3847).

## The Virginia Retirement System