



**Tax-Free Rollovers**

Retirement Tax-Free Rollovers

**Tax-Free Rollovers**

Tax-Free Rollovers to MOSERS

**Tax-Free Rollovers**

## TABLE OF CONTENTS

How to Contact MOSERS.....	2
Introduction.....	3
Distributions Eligible for Rollover.....	3
Distributions Not Eligible for Rollover .....	3
Instructions for Rolling Funds .....	4
Summary.....	4

The *Tax-Free Rollover Certification Form* can be found at the back of this brochure, or by logging into our website at [www.mosers.org](http://www.mosers.org).

If you have questions regarding rollover options, please contact a MOSERS benefit counselor at (800) 827-1063.

For the most current version of this publication, visit our website, [www.mosers.org](http://www.mosers.org).

*This brochure briefly describes the eligible rollover distributions that may be used to purchase prior service credit in MOSERS. This information does not amend or overrule any applicable statute, Internal Revenue Code, or administrative rule. In the event of conflict, the applicable statute, Internal Revenue Code, or administrative rule will prevail.*

# MOSERS' Mission

MOSERS exists to advance the financial security of its members.

## How To Contact MOSERS



MOSERS benefit counselors are a valuable source for information and assistance regarding your benefits. They can explain the different plan provisions, provide you with a benefit estimate, and counsel you regarding your benefit options.

Call or visit in person with a benefit counselor. Our business hours are 7:30 a.m. to 4:30 p.m. Monday - Friday.

### Website

[www.mosers.org](http://www.mosers.org)

### Telephone

(573) 632-6100  
(800) 827-1063

### Fax

(573) 632-6103

### Email

[mosers@mosers.org](mailto:mosers@mosers.org)

### Mailing Address

PO Box 209  
Jefferson City, MO 65102-0209

### Office Location

907 Wildwood Drive  
Jefferson City, MO

### Social Media



## INTRODUCTION

The Missouri State Employees' Retirement System (MOSERS) can accept, as a tax-free transaction, an “eligible rollover distribution” as defined under the Internal Revenue Code.

- An “eligible rollover distribution” received by MOSERS can only be used to purchase service credit.
- MOSERS will not accept a rollover in excess of the balance due for the purchase or reinstatement of service credit.
- Only eligible tax-deferred funds from your transferring account(s) may be rolled over to MOSERS. In other words, your name must be on the account. Distributions from your spouse's plan cannot be used to purchase service in MOSERS.
- If the eligible distribution is not rolled directly to MOSERS, the payer is required to withhold 20% for federal taxes.

Accrued contributions to and earnings on your State of Missouri Deferred Compensation Plan (457 account) may be used to purchase service credit in MOSERS. Keep in mind, any money rolled from a 457 to MOSERS will lose the distribution characteristics of a 457 plan.

## DISTRIBUTIONS ELIGIBLE FOR ROLLOVER

Consistent with the Internal Revenue Code, MOSERS will accept rollovers as payment for purchases of service credit, provided the source of the “eligible rollover distribution” is:

- A distribution from a 457 deferred compensation plan.
- A 401(a) qualified plan (including a pension, profit sharing, 401(k), ESOP, or Keogh plan).
- A 403(a) qualified annuity plan.
- A 403(b) tax-sheltered annuity, custodial or retirement account.
- A 408(a) individual retirement account (IRA) or a 408(b) individual retirement annuity. MOSERS will only accept pre-tax contributions from a traditional IRA that provide separate accounting for pre-tax contributions. After-tax contributions from an IRA are **not** acceptable.
- The member, if the amount was distributed to the member from a qualified plan and is rolled over by the member to MOSERS within 60 days of that distribution, and the member's check is accompanied by proof of rollover eligibility.

Internal Revenue Code limits non-taxable IRA rollovers under the 60-day rule to one per year.

All purchases must be completed (paid in full) prior to applying for retirement benefits.

3

## DISTRIBUTIONS NOT ELIGIBLE FOR ROLLOVER

An “eligible rollover distribution,” which can be rolled over to MOSERS, is all or any of the taxable portion of an employee's benefit from a qualified plan, but does **not** include:

- Rollovers from SIMPLE IRAs and Coverdell education savings accounts.
- 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 his/her designated beneficiaries.
- Any payment that is one of a series of substantially equal periodic payments made for ten years or more.
- Required distributions under Internal Revenue Code Section 401(a)(9).
- Any distribution not includable in taxable income.
- Death benefit payments made to a member as a beneficiary under a qualified plan.
- Certain other types of payments that are not considered to be “eligible rollover distributions.”
- A Roth IRA.

## INSTRUCTIONS FOR ROLLING FUNDS

Please use the *Tax-Free Rollover Certification Form* located on the last page of this brochure. This form will authorize the custodian of your account to roll the required funds directly to MOSERS.

1. Detach the *Tax-Free Rollover Certification Form*.
2. Complete the member information in Section A and B.
3. Sign and date Section C.
4. Mail or deliver the form to your account custodian. The custodian must complete Section D and E.
5. Send the completed form and rollover check to MOSERS.  
An incomplete form could delay the processing of your request.

If the completed *Tax-Free Rollover Certification* form is not received by MOSERS prior to or with the rollover check, MOSERS will not be able to process the payment.

If for any reason, your account custodian will not complete this *Tax-Free Rollover Certification* form, MOSERS will **NOT** be able to process payment from that institution.

## SUMMARY

### Eligible for Rollover to MOSERS

IRS Code	Type of Account
457	Governmental deferred compensation plan <i>(Includes the State of Missouri Deferred Compensation Plan)</i>
401(a)	Qualified employer plan <i>(Includes pension, profit sharing, 401(k), ESOP, Keogh, and the Missouri State Employees' Deferred Compensation Incentive Plan)</i>
403(a)	Qualified annuity plan
403(b)	Tax-sheltered annuity
408(a)	Individual retirement account <i>(Excludes SIMPLE IRAs and Coverdell education savings accounts)</i>
408(b)	Individual retirement annuity <i>(Excludes Roth IRAs, SIMPLE IRAs, and Coverdell education savings accounts)</i>



**Missouri State Employees' Retirement System**  
 PO Box 209 • Jefferson City, MO 65102-0209  
 Phone: (573) 632-6100 • Toll Free: (800) 827-1063 • Fax: (573) 632-6103  
 Email: [mosers@mosers.org](mailto:mosers@mosers.org) • Website: [www.mosers.org](http://www.mosers.org)



ROL

# Tax-Free Rollover Certification Form Purchase or Transfer of Service Credit

Please print. • See next page for Acceptance Letter

## SECTION A - PERSONAL INFORMATION

Social Security Number or Member ID

Date of Birth

Name (last/first/middle)

## SECTION B - CERTIFICATION OF MEMBER

Complete the information requested below and then forward to your financial institution. **Per IRS guidelines, MOSERS can only accept an amount equal to or less than the balance due for a purchase or reinstatement of service credit. OVERPAYMENTS WILL BE RETURNED.**

- I request that MOSERS accept a rollover/transfer
- I received a rollover under the 60-day rule (if unsure, contact your financial institution)

Name of Qualified Plan or IRA Custodian

Amount to Rollover/Transfer (dollar amount or % of account) \$

## SECTION C - APPLICANT SIGNATURE

I have read and understand the Tax-Free Rollover to MOSERS brochure and the information on this form and I understand that I will be required to provide proof in support of my above declaration. I also understand that my rollover contribution must be made within 60 days after I receive a distribution of such amounts, and the 60-day rule does not apply to direct rollovers. I am aware that the amount of my rollover contribution will be held and later distributed in accordance with the terms of MOSERS. I acknowledge that anyone who makes a false statement or causes or permits submission of falsified records to MOSERS in an attempt to defraud is subject to punishment under the law. **I give MOSERS permission to speak to this financial institution regarding payoff amounts. I also certify that these funds have not previously been taxed.**

Signature

Date

## SECTION D - CERTIFICATION OF FINANCIAL INSTITUTION

Complete the information requested below and then return to MOSERS with payment. **Per IRS guidelines, MOSERS can only accept an amount equal to or less than the balance due for a purchase or reinstatement of service credit. OVERPAYMENTS WILL BE RETURNED.**

The Qualified Plan or IRA Custodian Named Above is (Check One)

- An eligible plan under Internal Revenue Code, Sections 401(a) [including a pension, profit sharing, 401(k), or stock bonus plan], 403(a), 403(b), or a governmental 457(b) distributed as a 60-day or a direct trustee-to-trustee transfer (must be a direct trustee-to-trustee for in-service transfers from 403(b) and 457(b) governmental plans).
- 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.

Tax Status of Funds (Check One)

- The plan administrator of the distributing plan represents that either (i) the plan is qualified; or (ii) the plan is intended to be qualified and the administrator knows of no provision or operation that would result in its disqualification. [Rollover includes funds which tax status can not be verified by administrator.]
- Funds can be verified as pre-tax funds from a qualified plan.

## SECTION E - FINANCIAL INSTITUTION SIGNATURE

Representative's Signature (mandatory)

Date

Representative's Printed Name and Title

Name of Financial Institution

Contact Name

Phone Number

Please keep a copy for your records. Return completed form to:  
 MOSERS • PO Box 209 • Jefferson City, MO 65102 or fax to MOSERS at (573) 632-6103

**MOSERS is a 401(a) governmental defined benefit program.  
 SEE LETTER OF ACCEPTANCE ON REVERSE SIDE OF THIS FORM.**



**Mailing Address**  
PO Box 209 • Jefferson City, MO 65102-0209

**Building Location**  
907 Wildwood Drive • Jefferson City, MO

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## ACCEPTANCE LETTER

To Whom It May Concern:

MOSERS is a governmental defined benefit plan under Section 401(a) of the Internal Revenue Code. For the purchase of service credit, we can accept rollovers from other 401(a) qualified plans, 403(a) qualified annuity plans, traditional IRAs, 403(b) plans, and governmental 457(b) deferred compensation plans. In addition, we can accept in-service trustee-to-trustee transfers from 403(b) and governmental 457(b) plans for the purchase of service credit. However, we must receive proper certification of the status of the funds used to purchase credit.

**Upon our receipt of the Rollover/Transfer Certification for Pre-Tax Funds for the Purchase or Transfer of Service Credit after the member has made a valid application, we will be able to accept qualified funds in payment to purchase eligible service credit with this retirement system. IRS guidelines will not allow us to accept funds in excess of the balance due. ANY OVERPAYMENTS WILL BE RETURNED.**

John Watson  
Executive Director

Phone: (573) 632-6100 • (800) 827-1063  
Relay MO: 711 (Voice) • (800) 735-2966 (TTY)  
Email: [mosers@mosers.org](mailto:mosers@mosers.org) • Website: [www.mosers.org](http://www.mosers.org)







*Visit MOSERS' website for the most  
current version of this publication.*

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Please contact MOSERS to obtain alternative formats of this publication.