



Missouri State Employees' Retirement System
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RRC

Nonspouse Beneficiary Request for Refund of Contributions

MSEP 2011 • Judicial Plan 2011

Please print. • See third page for instructions. • Notarized signature required on the next page of this form.

SECTION A - DECEASED MEMBER INFORMATION

Social Security Number or Member ID	Date of Birth
Name (last/first/middle)	
Refund for What Type of Service? <input type="checkbox"/> General State Employee <input type="checkbox"/> Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Elected State Official <input type="checkbox"/> All	

SECTION B - BENEFICIARY INFORMATION - TO BE COMPLETED IF MEMBER IS DECEASED

Please attach a photocopy of the member's death certificate.

Name (last/first/middle)

Social Security Number	Date of Birth
Phone	
Mailing Address (PO or street/city/state/zip)	
Citizenship <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien (attach IRS form W-9) <input type="checkbox"/> Nonresident Alien (attach IRS form W-8BEN)	

SECTION C - DISTRIBUTION ELECTION

Choose ONE option below to indicate how you would like to receive the refund of employee contributions. A refund of contributions is taxable income. For a detailed explanation of the payment options and tax consequences, please review our *Special Tax Notice* brochure. We recommend you contact a tax consultant or financial advisor before electing a payment method.

<input type="checkbox"/> Rollover Option	I elect to directly roll over the entire taxable amount of the refund to the qualified retirement plan designated in Section D. • A rollover to any qualified retirement plan requires that an official from that financial institution or employer plan complete and sign the Rollover Agreement in Section D.
<input type="checkbox"/> Combination Cash & Rollover Option	I elect to directly roll over \$_____ of the refund to the qualified retirement plan designated in Section D, with the remainder paid directly to me in a lump sum. • MOSERS is required to withhold 20% of the taxable portion of my cash distribution for federal income tax (unless the amount is less than \$200). • A rollover to any qualified retirement plan requires that an official from that financial institution or employer plan complete and sign the Rollover Agreement in Section D.
<input type="checkbox"/> Cash Option	I elect to receive the entire taxable amount of the refund as a cash payment. • MOSERS will withhold 20% for federal income tax (unless the amount is less than \$200). MOSERS will mail a paper check to the address indicated in SECTION B.

SECTION D - FINANCIAL INSTITUTION/EMPLOYER PLAN SIGNATURE - ROLLOVER AGREEMENT

If you elect to roll over your distribution to a qualified retirement plan you must have an official from your financial institution or employer plan complete and sign the Rollover Agreement below.

Inherited Traditional IRA

Inherited Roth IRA

Account Number

Name of Financial Institution/Employer Plan

Mailing Address (PO or street/city/state/zip)

Phone Number

In accordance with the above authorization of the depositor, we agree to deposit into the account listed above the forthcoming rollover amount from MOSERS, a qualified plan under Section 401(a) of the Internal Revenue Code (IRC). The account identified above is a qualified retirement plan for purposes of accepting direct rollovers pursuant to the IRC.

Official's Signature & Title

Date

SECTION E - APPLICANT SIGNATURE & NOTARIZATION

- I acknowledge and certify that I received and read the **Special Tax Notice** brochure (provided) and the **Terms of Application** (attached).
- I certify that the transferee plan named above, if any, is a qualified retirement account that accepts direct rollovers.
- I hereby apply to withdraw contributions made by the deceased member identified in SECTION A from the Missouri State Employees' Retirement System (MOSERS).

BENEFICIARY MUST SIGN IN THE PRESENCE OF A NOTARY!

On this _____ day of _____, _____, before me personally appeared _____, known to me to be the person who executed the foregoing *Nonspouse Request for Refund of Contributions* and acknowledged to me that he/she executed the foregoing instrument as his/her free act and deed for the purposes therein stated; and at the time of this acknowledgement he/she appeared mentally alert and of full mental capacity. In testimony whereof, I subscribed my name and applied my official stamp on the date and year above written.

NOTARY
STAMP

Signature of Beneficiary

Signature of Notary

Nonspouse Beneficiary Request for Refund of Contributions

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Use this form to request a refund of employee contributions made to MOSERS.

1. Read this entire form, the MOSERS' *Special Tax Notice* brochure (provided), and the *Terms of Application* (below).

TERMS OF APPLICATION

- The law prohibits MOSERS from paying refunds until 90 days after the date of termination of employment or the request, whichever is later. After the 90-day waiting period, please allow 60 days for MOSERS to process your request.
- Any refund not directly rolled over to a qualified retirement plan will be reported as taxable income in the year of payment.
- MOSERS is not liable for any taxes incurred by you as a result of this distribution.
- The refund of contributions becomes irrevocable on the day that MOSERS mails or electronically transfers payment.

2. **Each beneficiary must complete a separate form.**

3. Complete Section A.

4. Complete Section B with information about YOU, the nonspouse beneficiary requesting the refund, and attach a copy of the member's death certificate.

5. Choose ONE option in Section C indicating how you want to receive your refund of contributions.

- **Rollover Option** – If you receive a refund of member contributions from MOSERS because of the member's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is a direct rollover to an inherited IRA.
 - Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions.
 - You will have to receive required minimum distributions from the inherited IRA.
 - If you are a nonresident alien and do not elect a rollover to a U.S. IRA, MOSERS will withhold 30% for federal taxes.
- **Combination Cash & Rollover Option** – If you elect the combination cash and rollover option, you may specify the amount of the distribution to be paid to the qualified retirement plan designated in Section D. The remainder will be paid to you in a lump sum.
 - Refunded contributions are considered taxable income for the year in which you receive the payment. MOSERS is required to withhold 20%* of the taxable portion of a cash distribution for federal income tax.
 - You will be responsible for any state, local, or other taxes that may apply.
- **Cash Option** - If you elect the cash option, the distribution will be paid directly to you.
 - Refunded contributions are considered taxable income for the year in which you receive the payment unless you roll it over to a qualified retirement plan. MOSERS is required to withhold 20%* of the taxable portion of a cash distribution for federal income tax.

* If you are a nonresident alien and do not elect a rollover to a U.S. IRA or U.S. employer plan, MOSERS withholds 30% for federal taxes.

6. A rollover to any qualified retirement plan requires that an official from that financial institution/employer plan must complete and sign the Rollover Agreement in Section D.

7. Sign Section E in the presence of a notary and have your signature notarized.

8. Submit the completed, signed, notarized form to MOSERS by mail or fax.

9. Your refund will not be processed until this form is completed and returned to MOSERS.

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