If you are in the process or have already separated from all CalPERS-covered employment, you will need to consider whether you want to keep your retirement contributions on deposit with CalPERS or receive a refund. Please note that distributions made in the calendar year you attain age 70 ½ or later have special tax rules. If you are, or will be, 70 ½ this year please contact CalPERS to request a “Required Minimum Distribution” packet.

Before making this important decision, please read all of the enclosed information. It contains information you will need to make an informed decision. If you do not understand your options as they are presented to you, please call our office at the toll free number above for clarification. Please carefully consider that a refund of your CalPERS retirement contributions is an irrevocable election to terminate your CalPERS membership and forfeit your right to future retirement, disability or death benefits, unless you are a vested member under State Second Tier.

If you are moving from one CalPERS-covered employer to another, you may not withdraw your retirement contributions. You must be permanently separated from all CalPERS-covered employment before you may terminate your CalPERS membership and receive a return of retirement contributions. In addition, CalPERS has agreements with many publicly funded retirement systems which permit movement between public employers within a specific time period without loss of retirement rights. If you are moving to a position covered under CalSTRS, Legislators’ Retirement System, University of California Retirement Plan, Judges’ I/II Retirement System or any of the agencies listed below, you may not be able to withdraw your retirement contributions. For additional information about your rights and responsibilities, you can download the publication “When You Change Retirement Systems” from our Web site or call us at the toll free number above.

**Counties of:**  
Alameda  
Contra Costa  
Fresno  
Imperial  
Kern  
Los Angeles  
Marin  
Mendocino  
Merced  
Orange  
Sacramento  
San Bernardino  
San Diego  
San Joaquin  
Santa Barbara  
San Mateo  
Stanislaus  
Sonoma  
Tulare  
Ventura

**Cities of:**  
Costa Mesa (safety only)  
Fresno  
Pasadena  
San Diego  
San Jose

**And:**

City and County of San Francisco  
CA Admin Services Authority  
East Bay Regional Park District  
Los Angeles City Retirement System  
Retirement Plan (UCRP) University of California  
Contra Costa Water District  
East Bay Municipal Utility District  
Long Beach Schools Business Mgt System  
Los Angeles Co Metro Transportation Authority  
San Luis Obispo County
Please determine which bullet applies to you and read the applicable important information that should be considered before you decide to withdraw your contributions and terminate your membership in CalPERS.

- **If you have less than 5 years of service credit:** You are not a vested CalPERS member. If you decide to leave your contributions on deposit with CalPERS, you will continue to earn interest at the current rate of 6% APR and your membership will continue. No additional service credit will be earned unless you again become employed by a CalPERS-covered employer or acquire reciprocal rights with another California public retirement system. **Only if you become vested will you have the right to future retirement benefits.** Exception: If you have a job-related disability and are a safety member, you may qualify for Industrial Disability Retirement even if you have less than 5 years of service credit. Contact your employer or CalPERS for more information.

- **If you have at least 5 years of service credit:** You are a vested CalPERS member. You may leave your contributions on deposit with CalPERS, earning interest at the current rate of 6% APR. Then, once you become eligible for service retirement, you can apply for retirement and receive a monthly allowance based on the service credit earned before you separated from employment.

  **Retirement eligibility:** To be eligible for service retirement, most CalPERS members must be at least age 50 with a minimum of five years of CalPERS-credited service. If you became a member on or after January 1, 2013, you must be at least age 52.

  **Exceptions:** There are some exceptions to the five years of service requirement.
  - If you are employed on a permanent part-time bases, and have worked at least five years
  - If you have service with another California public retirement system, you may not need to have a minimum of five years of CalPERS service credit

  Contact CalPERS to determine if you are entitled to an exception.

You should use the retirement estimate calculator on our Web site at [www.calpers.ca.gov](http://www.calpers.ca.gov) to get an estimate of your retirement allowance before deciding if you want to withdraw your contributions, thus forfeiting your right to a monthly allowance. You may obtain a service retirement election/application package from your employer or CalPERS.

**If you wish to leave your funds on deposit, you do not need to respond to this letter.** You will continue to receive an Annual Member Statement every fall. If you move, please call CalPERS to update your address on our records.

**If, after considering all information, you wish to withdraw your funds you may do so providing you:**

1) Have permanently separated from employment.
2) Are not moving to another CalPERS-covered employer.
3) Are not accepting a job covered by another California public retirement system.

Your refund will be comprised of the retirement contributions in your account with interest at 6% through the date your payment is scheduled to the State Controller’s Office. To apply for a refund you can download the Refund Election Form and mail it in. You can also contact us to request the documents be mailed to you.

Please be aware that the employer contributions are NOT refundable. The amount contributed by your employer goes into a separate fund that is used only to pay the pension portion of retirement or death benefits. If you have any questions, please visit our Web site [www.calpers.ca.gov](http://www.calpers.ca.gov), or you may contact us toll free at **888 CalPERS** (or **888-225-7377**)

**Benefit Services Division**
The following consists of summarized tax information and is provided in accordance with Section 402(f) of the Internal Revenue Code. CalPERS cannot provide specific information or tax advice. Please see your tax consultant, the Internal Revenue Service or the State Franchise Tax Board. For additional information concerning rollovers, consult the appropriate financial institution of your choice.

Distributions made in the calendar year you attain age 70 ½ or later have special tax rules. If you are, or will be, 70 ½ this year please contact CalPERS to request a “Required Minimum Distribution” packet.

Distributions made before the calendar year you attain age 70 ½ - The taxable portion of your refund, as an Eligible Rollover Distribution (ERD) is subject to mandatory 20% Federal tax withholding unless the taxable portion of the refund is rolled over into an IRA or other eligible defined contribution plan.

**Rollovers** – An Eligible Rollover Distribution (ERD) consists of the taxable portion of a refund of your contributions, including interest, due to a separation from all CalPERS-covered employment. You may avoid current taxation on the taxable amount of an ERD by rolling over that amount to an individual retirement arrangement (IRA) or another qualified employer retirement plan that accepts rollover contributions. Taxes will be reportable when you take the money out of the IRA or other qualified plan.

**Early withdrawal penalty** – If you are under age 59 ½ at the time of the distribution, any taxable portion not rolled over may be subject to an early withdrawal penalty tax of 10% federal and 2 ½ % state unless an exception applies, PLUS any income tax due on the distribution. There are some instances where an individual will be exempt from the early withdrawal penalty, such as:

- A lump sum distribution made to you because of your separation from service after attaining age 55 or after becoming disabled. CalPERS cannot verify that a lump sum distribution was made due to disability; therefore you should contact the IRS directly to apply for this exception.
- The 10% federal penalty tax will be waived when a lump sum distribution is made because of your separation from service as a safety member (as defined by the IRS) providing police protection, firefighting service or emergency medical service. The separation of service must have occurred during or after the calendar year in which you attained age 50.

**California State Tax Withholding** – If you elect to receive an in-hand distribution of your contributions, California state income tax withholding is optional. State tax, if withheld, is 2% of the taxable portion of the refund. If you elect a rollover, no state tax will be withheld.
Statement of Citizenship/Federal Tax Withholding Election – If you are a Citizen of the United States living abroad, a Resident Alien (you meet green card or substantial presence test), or a Nonresident Alien (you are neither a U.S. Citizen nor a resident) you must complete the Statement of Citizenship/Federal Tax Withholding Election form. For tax purposes, an alien is an individual who is not a United States citizen. Aliens are classified as nonresident (living outside the U.S.) aliens and resident (living in the U.S.) aliens.

Generally, a foreign person is subject to U.S. tax on his/her source of income. Most types of U.S. source income received by a foreign person are subject to U.S. tax of 30%. A reduced rate, including exemption, may apply if there is a tax treaty between the foreign person’s country of residence and the United States. However, CalPERS requires a U.S taxpayer identification number to apply the reduced rate and to issue payment.

For more information on these exceptions, please contact the Internal Revenue Service, the Franchise Tax Board, or your tax consultant.
Section 1

Refund Election Form
Member Information

You must have a Social Security number or CalPERS ID

Name (First Name, Middle Initial, Last Name)  Social Security Number/CalPERS ID

Address

Separation Date (mm/dd/yyyy)

City  State  Zip

Daytime Phone  Evening Phone

If you wish to elect a refund, and will not attain age 70 ½ in the calendar year in which the refund is issued, please complete and sign this form in the presence of a notary public or authorized CalPERS representative. You may not elect a refund if you have been or will be re-employed with another CalPERS covered employer, or if you are accepting a position with another California Public Retirement System.

Section 2

In-Hand Distribution and/or Rollover

If you are a citizen of the United States living abroad, a resident alien, or a nonresident alien, you must complete the Statement of Citizenship/Federal Tax Withholding Election Form contained in this packet.

Important:
For direct rollover financial institution information, do not submit a transfer form prepared by your financial institution in lieu of this completed form.

Name of the Institution  IRA  Other Eligible Retirement Plan

Percentage

Your direct rollover check will be issued in the name of your financial institution but must be mailed to your home address. You are required to present/deposit the check with your financial institution.
In-Hand Distribution and/or Rollover

☐ I elect to receive a combination in-hand distribution and rollover. The amount I want to receive in-hand (after taxes) is $__________________________

Federal Tax Withholding

Federal income tax will be withheld at a mandatory rate of 20% of the taxable amount unless you elect to roll the amount into an IRA account.

State Tax Withholding

☐ Yes – I elect to have 2% of the taxable portion withheld for State income tax.

☐ No – Do not withhold State income tax.

Note: If you do not check one of the above choices, State tax withholding will automatically be deducted.

The rollover portion should be made payable to the following financial institution(s). For each separate account, you must indicate the percentage you wish to go to that account. All accounts must add up to 100%. For additional accounts, please attach a separate sheet of paper.

<table>
<thead>
<tr>
<th>Name of the Institution</th>
<th>☐ IRA</th>
<th>☐ Other Eligible Retirement Plan</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Institution</td>
<td>☐ IRA</td>
<td>☐ Other Eligible Retirement Plan</td>
<td>Percentage</td>
</tr>
</tbody>
</table>

Your direct rollover check will be issued in the name of your financial institution but must be mailed to your home address. You are required to present/deposit the check with your financial institution.

Mailing Preferences For In-Hand Distributions

☐ I elect to have paper checks mailed to the address in Section 1.

☐ I elect Direct Deposit and I understand I must complete and return to CalPERS the enclosed Direct Deposit Form.

Rollover distributions cannot be sent electronically.

Spouse/Registered Domestic Partner Signature

If you are married or have a registered domestic partner, your spouse or registered domestic partner must also sign this form. By signing this form, I acknowledge my spouse’s/registered domestic partner’s request for a refund.

Signature ____________________________ Date (mm/dd/yyyy)

If no spouse / registered domestic partner signature, check below if the following applies to you:

☐ I am not legally married or do not have a registered domestic partner.
Put your name and Social Security number/CID at the top of every page

Section 5

Refund Election Waiver of Rights Notarized Signature

As the member requesting a refund, you must sign this form in the presence of a notary public or authorized representative of CalPERS.

To be completed by a Notary Public or authorized CalPERS representative.

CalPERS images these documents. Please be advised embossed seals may not appear when this document is reviewed. An inked stamp is preferred.

I am aware of my service and disability retirement rights under CalPERS. I have read the description of my rights, and the benefit calculation formula and table, set forth in the CalPERS member booklet for my specific classification. Despite my knowledge of these facts, I hereby waive all rights and understand that by requesting a refund, I am forfeiting all future retirement benefits, unless I am a vested member under State Second Tier.

☐ I elect to receive a refund of my retirement contributions and interest which will terminate my CalPERS membership.

In signing this form I understand this decision is irrevocable.

Signature ___________________________ Date (mm/dd/yyyy)

Notary Public Acknowledgement

On ___________________________ before ___________________________, personally appeared ___________________________, who proved to me on the basis of satisfactory evidence that ___________________________ to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under Penalty of Perjury under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal

Signature of Notary Public ___________________________ Notary Seal ___________________________

Print Name ___________________________ Date (mm/dd/yyyy)

or authorized CalPERS representative’s signature

Representative’s Signature ___________________________ Position Title ___________________________

Print Name ___________________________ Date (mm/dd/yyyy)

Mail to: CalPERS Benefit Services Division P.O. Box 942715, Sacramento, California 94229-2715
Justification for Non Signature of Spouse or Registered Domestic Partner

Section 1

Requirement for Non Signature

Pursuant to Government Code section 21261, the member’s current spouse or registered domestic partner must be made aware of the selection of benefits or change of beneficiary made by a member. The spouse or registered domestic partner of a CalPERS member must acknowledge the submission of a request for refund of contributions.

If a spouse or registered domestic partner’s signature does not appear on the above-named document, the following information must be completed and submitted with the document.

Name (First Name, Middle Initial, Last Name) Social Security Number / CalPERS ID

☐ My spouse or registered domestic partner did not sign the form because either:

☐ I do not know and have taken all reasonable steps to determine the whereabouts of my spouse or registered domestic partner; or,

☐ My spouse or registered domestic partner has been advised of the application and has refused to sign the written acknowledgement; or,

☐ My spouse or registered domestic partner is incapable of executing the acknowledgement because of an incapacitating mental or physical condition; or,

☐ My spouse or registered domestic partner has no identifiable community property interest in the benefit, or,

☐ My spouse or registered domestic partner and I have executed a spousal or domestic partner settlement arrangement which makes the community property law inapplicable. I certify under penalty of perjury that the foregoing information is true and correct.

I certify under penalty of perjury that the foregoing information is true and correct.

Member Signature Date (mm/dd/yyyy)

Collection and Access Information

Submission of the requested information is mandatory. The information is collected pursuant to Government Code (sections 20000, et seq.) and will be used for administration of the Boards’ duties under the Retirement Law, Social Security Act, and the Public Employees’ Medical and Hospital Care Act, as the case may be. Portions of this information may be transferred to another governmental agency (such as your employer) but only in strict accordance with current statutes regarding confidentiality. Failure to supply the information may result in the System being unable to perform its functions regarding your status. You have the right to review your membership files maintained by the System.

For answers to your questions concerning a refund of your contributions, please contact the CalPERS Refunds Section, PO Box 942715, Sacramento, CA 94229-2715 or call toll-free at 888 CalPERS (or 888-225-7377).

Mail to: CalPERS Benefit Services Division • P.O. Box 942715, Sacramento, California 94229-2715
California Public Employees' Retirement System

Name ___________________________ Social Security Number / CalPERS ID Number ___________________________

Statement of Citizenship/Federal Tax Withholding Election

Section 1  Information About You
Provide information about yourself and complete Section 2 or 3 if applicable.

Name (First Name, Middle Initial, Last Name)

☐ SSN  ☐ ITIN

Social Security Number (SSN) or IRS assigned Foreign Taxpayer Identifying Number (ITIN)
Note: ITIN is required for payment if you are a foreign citizen or resident alien.

Permanent Residence Address (Do Not Use P.O. Box or "In-Care-Of" Address Here)

City ___________________________ State __________ ZIP __________ Country (Do Not Abbreviate)

Mailing Address (if different from residence)

City ___________________________ State __________ ZIP __________ Country (Do Not Abbreviate)

Lump-sum benefits will be subject to withholding at the current rates specified by the Internal Revenue Service.

☐ I am a citizen and resident of the United States. If this box is marked, skip sections 2, 3 and 4 and sign here.

Signature ___________________________ Date (mm/dd/yyyy)

Section 2  U.S. Citizen Living Abroad or Resident Alien
Fill out this section only if you are a U.S. citizen living abroad or a resident alien.

☐ I am a citizen of the united states living abroad

........................................................................................................................................................................

☐ I am a citizen of ___________________________ and a legal resident of the United States of America.

I elect federal withholding from any monthly benefit as follows:

Fixed dollar amount of $ ___________________________

Marital status ☐ Married  ☐ Single

Number of Exemptions ___________________________

Important: Be sure to sign the next page of this form or your election cannot be processed.

myCalPERS 0678  Page 1 of 2
Section 3 Non-Resident Alien

Fill out this section only if you are a non-resident alien.

| ___________________________ | ___________________________ |
| Country of Citizenship | Country of Legal Residence |

I hereby request withholding of U.S. federal tax based on the rate prescribed in the income tax treaty between my country of residence and the United States. I have provided my taxpayer identification number as requested above. If my country of residence does not have a tax treaty with the U.S., 30 percent will be withheld as prescribed by federal law.

Section 4 Certification

A “beneficial owner” is normally the beneficiary entitled to payment. For more information, please see IRS Form W-8BEN on the Internet at www.irs.gov.

| ___________________________ | ___________________________ |
| Signature | Date (mm/dd/yyyy) |

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete.
REFUND DIRECT DEPOSIT AUTHORIZATION

Section 1
Information About You
You will receive a confirmation letter with the effective date once CalPERS has processed this completed form. You can review your statement online or receive it by mail from the California State Controller’s Office. In order to receive important information about benefits, payees should keep CalPERS informed of any address changes.

Name (First Name, Middle Initial, Last Name) CalPERS ID Number

Address

City State ZIP

Section 2
Information About Your Account
If you are authorizing your payment to your savings account or do not have pre-printed, personalized checks, please have your financial institution complete this section.

☐ Checking ☐ Savings ☐ Individual ☐ Joint (If so Complete Section 3) ☐ Trust Account*

Routing Number (nine digits) Account Number

Please use tape to attach your voided, pre-printed personalized check. (Do not staple or paper clip. No deposit slips.)

Name of Financial Institution Branch Phone

Address

City State ZIP

You confirm the identity of the above-named payee and the account number. As a representative of the above named financial institution, you certify the financial institution agrees to receive and deposit the payment identified above.

Signature of Representative Print Representative’s Name Date (mm/dd/yyyy)
Section 3

Information About Joint Account Holder (If Applicable)

<table>
<thead>
<tr>
<th>Name (First Name, Middle Initial, Last Name)</th>
<th>CalPERS ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>( )</td>
</tr>
<tr>
<td>Daytime Phone</td>
<td>( )</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>ZIP</td>
<td></td>
</tr>
</tbody>
</table>

Section 4

Certification

I certify I am entitled to the payment identified above. In signing this form, I authorize my payment to be sent to my financial institution and deposited to my designated account. I authorize amounts transferred after my death or transmitted in error to be debited from my account. Additionally, I certify that the funds received are not deposited to an account that is subject to being transferred to a foreign financial institution.**.

Signature of Payee ___________________________ Date (mm/dd/yyyy) ____________________

** To comply with new NACHA regulations regarding International ACH Transactions (IAT), CalPERS will not accept requests for electronic fund transfers (EFT) in association with financial institutions outside of the territorial jurisdiction of the United States. (The territorial jurisdiction of the United States includes all 50 states, U.S. territories, U.S. military bases and U.S. embassies in foreign countries.) If your entire benefit allowance will be received by a financial institution outside the territorial jurisdiction of the U.S., you will be issued a paper check in lieu of the EFT.

Mail to: CalPERS Benefit Services Division • P.O. Box 942715, Sacramento, California 94229-2715