Notice of Employment Separation/Termination and Eligible Lump Sum Distribution Options

Dear Member:

As a member separating from service with an employer who participates in the Stanislaus County Employees' Retirement Association (StanCERA), this change in status represents an event that allows you to either defer your member contributions or request a lump sum distribution of your member contributions, plus any refundable interest.

Please note: if you choose to refund your contributions and are a vested member in the plan, you may be foregoing a lifetime monthly retirement benefit, once retirement eligibility is met.

Please review and complete the enclosed *"Termination of Employment Notice to Retirement Board"* form to indicate your membership status and post-employment option. If you elect to refund your contributions, please also complete the *"Eligible Lump Sum Distribution" packet for distribution payment instructions.*

Enclosed is a Special Tax Notice Regarding Plan Payments, which explains the potential tax implications of taking a distribution from a qualified retirement plan in addition to any federal taxes that may be assessed. Review this notice carefully and consult a tax professional with any questions. *StanCERA does not provide tax advice.*

These forms must be returned to StanCERA as soon as possible. To process the distribution of your contributions, all applicable sections must be fully completed and signed. StanCERA will not process incomplete distribution requests. If you have any questions regarding options, please contact StanCERA at (209) 525-6393 or email us at retirement@stancera.org.

Return completed documents by email to retirement@stancera.org or by mail to:

Stanislaus County Employees' Retirement Association
PO Box 3150
Modesto, CA 95353-3150

StanCERA makes every effort to process distributions within six to eight weeks of receiving all completed paperwork. Pursuant to Government Code §31628, StanCERA has up to six months to process distributions following the termination of employment.

StanCERA's Refund Policy may be found by visiting www.stancera.org > About > StanCERA Administrative Policies.

Sincerely,

Stanislaus County Employees' Retirement Association

Attachments

Stanislaus County Employees' Retirement Association

TERMINATION OF EMPLOYMENT NOTICE TO RETIREMENT BOARD

FIRST NAME:	MI:	LAST NAME:	LAST 4 DIGITS OF SSN:

MAILING ADDRESS:	CITY:	STATE:	ZIP CODE:

HOME PHONE NUMBER:	CELL PHONE NUMBER:	EMAIL ADDRESS:

EMPLOYER:	DEPARTMENT:	TERMINATION DATE:

SECTION 1: *CURRENT STATUS – CHOOSE ONE OPTION BELOW*

☐ TERMINATED FULL-TIME/SEVERED ALL EMPLOYMENT WITH EMPLOYER
I have terminated my full-time employment status and completely severed all employment with a StanCERA participating employer. Continue to Section 2

☐ TERMINATED FULL-TIME/CONVERTED TO PART-TIME (NON-VESTED MEMBER)
I have terminated my full-time employment status and have been rehired as a part-time employee. I understand that as a non-vested member I cannot withdraw my contributions until I completely sever all employment with a StanCERA participating employer. Continue to Section 3

☐ TERMINATED FULL-TIME/CONVERTED TO PART-TIME (VESTED MEMBER)
I have terminated my full-time employment status and have been rehired as a part-time employee. I understand that as a vested member I cannot withdraw my contributions until I completely sever all employment with a StanCERA participating employer. Continue to Section 2B

☐ TERMINATED PART-TIME EMPLOYMENT WITH PRIOR FULL-TIME CREDIT
I have terminated my full-time employment status and was rehired as a part-time employee, making me previously ineligible to withdraw my contributions. I have now terminated my part-time employment status and have completely severed all employment with a StanCERA participating employer. Continue to Section 2

P (209) 525-6393 | F (209) 558-4976 | www.stancera.org
832 12th Street, Suite 600, Modesto, CA 95354 | PO Box 3150, Modesto, CA 95353-3150

FIRST NAME:	MI:	LAST NAME:	LAST 4 DIGITS ON SSN:

SECTION 2: *CURRENT OPTIONS*

Following my termination of employment with a StanCERA participating employer, treat any and all benefits that I hold in Stanislaus County Employees' Retirement Association as indicated below:

SECTION 2A: *CURRENT OPTIONS – REFUND OPTIONS*

☐ **REFUND OF CONTRIBUTIONS – COMPLETE REQUEST FOR LUMP SUM DISTRIBUTION**
I am requesting a refund of contributions (and interest thereon) from StanCERA. I understand that I may be foregoing any future benefit I may be entitled to.

☐ **DEFER REFUND OF CONTRIBUTIONS (NON-VESTED MEMBER) – DO NOT COMPLETE REQUEST FOR LUMP SUM DISTRIBUTION**
I am requesting to leave my funds on deposit with StanCERA. I understand that I may request a refund of contributions (and interest thereon) by requesting and completing required forms at a later date.

SECTION 2B: *CURRENT OPTIONS – DEFER RETIREMENT OPTIONS*

☐ **DEFER RETIREMENT – DO NOT COMPLETE REQUEST FOR LUMP SUM DISTRIBUTION**
I am requesting to leave my funds on deposit with StanCERA. I believe I will be eligible to receive monthly retirement benefits at a later date for the reason indicated below:

- ☐ I am a Tier 1, 2, 4, 5 or 6 member with five or more years of public service or a Tier 3 member with 10 or more years of service.
- ☐ I am transferring to a reciprocal system within six months of my termination date and do not wish to establish reciprocity.
- ☐ I am transferring to a reciprocal system within six months of my termination date and wish to establish reciprocity with the following system:

StanCERA is reciprocal with certain governmental defined benefit plans, including other 1937 act systems, the California Public Employees' Retirement System (CalPERS), and the California State Teachers' Retirement System (CalSTRS). If you are working for another public employer (or plan on doing so within the next six months) and are unsure if their retirement system is reciprocal with StanCERA, contact our office at (209) 525-6393.

____________________	____________________
New Employer	Reciprocal System

SECTION 2C: *CURRENT OPTIONS – RETIREMENT OPTIONS*

☐ **RETIREMENT**

- ☐ I would like to apply for a regular service retirement. *Service application must be submitted to StanCERA.*
- ☐ I am permanently incapacitated from the performance of my job duties and would like to apply for a disability retirement. *Contact StanCERA for a disability retirement application.*

SECTION 3: *SIGN – RETURN TO StanCERA*

____________________	____________________	__________
Signature	Printed Name	Date

Special Tax Notice Regarding Plan Payments and Federal Income Tax

Your Rollover Options

This notice explains how you can continue to defer federal income tax on your retirement savings in the Stanislaus County Employees' Retirement Association ("StanCERA" or "Plan") and contains important information you will need before you decide how to receive your Plan benefits. This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. Other tax rules apply in California.

You are receiving this notice because all or a portion of a payment you are receiving from the Plan is eligible to be rolled over to an IRA, Roth IRA, or an eligible employer plan. A rollover is a payment by you or StanCERA (your "Plan Administrator") of all or part of your benefit to another plan or IRA that allows you to continue to postpone taxation of that benefit until it is paid to you. This notice is intended to help you decide whether to do such a rollover.

Rules that apply to most payments from a plan are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

General Information About Rollovers

How can a rollover affect my taxes?

You will be taxed on a payment from the Plan that is eligible for rollover (see "*How much may I roll over?*") if you do not roll it over. If you are under the age of 59½ and do not do a rollover, you will have to pay a 10% additional income tax on the taxable portion of early distributions (generally, distributions made before age 59½), unless an exception applies. However, if you do a rollover, you will not have to pay tax until you receive payments later, and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception to the 10% additional income tax applies).

What types of retirement accounts and plans may accept my rollover?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an eligible employer plan (a tax-qualified plan, section 403(b) plan, or governmental section 457(b) plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, IRAs are not subject to spousal consent rules, and IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules applicable to the IRA or employer plan.

How do I elect a rollover?

There are two ways to elect a rollover. You can elect either a direct rollover or an indirect 60-day rollover.

If you choose a direct rollover, the Plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not elect a direct rollover, you may still do a rollover depositing into an IRA or an eligible employer plan that accepts it. Generally, you will have 60 days after you receive the payment to make a deposit. If you do not do a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received). This means that, to roll over the entire payment in an indirect 60-day rollover, you must use other funds to compensate for the 20% withheld. If you do not roll over the whole amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are underage 59½ (unless an exception applies).

How much may I roll over?

If you wish to elect a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the joint lives or joint life expectancies of you and your beneficiary)
- Required minimum distributions after age 70½ (if you were born before July 1, 1949), or Age 72 (if you were born on or after July 1, 1949 but before January 1, 1951), or Age 73 (if you were born on or after January 1, 1951, but before January 1 1959), or Age 75 (if you were born on or after January 1, 1960) or after death.
- Corrective distributions of contributions that exceed tax law limitations

The Plan administrator or payor can tell you what portion of a payment is eligible for rollover.

If I don't execute a rollover, will I be required to pay the 10% additional income tax on early distributions?

If you are under the age 59½, you will have to pay the 10% additional income tax on early distributions for the taxable portion of any payment from the Plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax applies to the part of the distribution that you must include in income and is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation.
- Payments that start after you separate from service, if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the joint lives or joint life expectancies of you and your beneficiary).
- Payments made from a governmental plan (like the Plan) after you separate from service if you are a qualified public safety employee, and you will be at least age 50 or at least 25 years of service under the Plan (whichever is earlier) in the year of the separation.
- Payments made due to disability or terminal illness.
- Payments made after your death.
- Corrective distributions of contributions that exceed tax law limitations.
- Cost of life insurance paid by the Plan.
- Payments made directly to the government to satisfy a federal tax levy.
- Payments made under a qualified domestic relations order (QDRO).
- Payments up to the amount of your deductible medical expenses (without regard to whether you itemize deductions for the taxable year).
- Certain payments are made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001, for more than 179 days; and
- Payments excepted from the additional income tax by federal legislation relating to certain emergencies and disasters.

If I elect a rollover to an IRA, will the 10% additional income tax apply to early distributions from the IRA?

If you receive a payment from an IRA when you are under the age 59½, you will have to pay the 10% additional income tax on early distributions on the part of the distribution that you must include in income, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- The exception for payments made after you separate from service if you will be at least age 55 in the year of the separation (or will be age 50 or have at least 25 years of service under the Plan (whichever is earlier for qualified safety employees) does not apply.

- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse); and
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.

Additional exceptions apply for payments from an IRA, including:

- Payments for qualified higher education expenses.
- Payments up to $10,000 used in a qualified first-time home purchase; and
- Payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I owe state income taxes?

This notice does not describe any State or local income tax rules (including withholding rules).

Special Rules and Options

If your payment includes after-tax contributions

After-tax contributions included in a payment are not taxed. If you receive a partial payment of your total benefit, an allocable portion of your after-tax contributions is included in the payment, so you cannot take a payment of only after-tax contributions.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or an indirect 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all your IRAs (to determine your taxable income for later payments from the IRAs). The Plan Administrator can tell you the amount of any after-tax contributions included in your distribution request. If you do a direct rollover to an IRA of only a portion of the amount paid from the Plan, and at the same time, the rest is paid to you, the portion rolled over consists first of the amount that would be taxable if not rolled over. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions. In this case, if you directly roll over $10,000 to an IRA that is not a Roth IRA, no amount is taxable because the $2,000 amount not rolled over is treated as being after-tax contributions. If you elect a direct rollover of the entire amount paid from the Plan to two or more destinations at the same time, you can choose which destination receives the after-tax contributions.

Similarly, if you complete an indirect 60-day rollover to an IRA of only a portion of a payment made to you, the portion rolled over consists first of the amount that would be taxable if not rolled over. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions, and no part of the distribution is directly rolled over. In this case, if you roll over $10,000 to an IRA that is not a Roth IRA in an indirect 60-day rollover, no amount is taxable because the $2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan). You can do an indirect 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

If you miss the 60-day rollover deadline

Generally, the 60-day rollover deadline for indirect rollovers cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. Under certain circumstances, you may claim eligibility for a waiver of the 60-day rollover deadline for indirect rollovers by making a written self-certification. Otherwise, to apply for a waiver from the IRS, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*.

If you were born on or before January 1, 1936

If you were born on or before January 1, 1936, and receive a lump sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, *Pension and Annuity Income*.

If you are an eligible retired public safety officer and your payment is used to pay for health coverage or long-term care insurance

If you retired as a public safety officer and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income Plan payments used to pay for an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of $3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

If you roll over your payment to a Roth IRA

If you roll over a payment from the Plan to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. Generally, the 10% additional income tax on early distributions does not apply. However, if you withdraw the amount rolled over from the Roth IRA within the 5-year period that begins on January 1 of the year of the rollover, the 10% additional income tax will apply (unless an exception applies).

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are age 59½ (or after your death or disability, or as a qualified first-time homebuyer distribution of up to $10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 in the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the additional 10% income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)* and IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*.

If you are not a Plan participant

Payments after the death of the participant. If you receive a distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "*If you were born on or before January 1, 1936*" applies only if the participant was born on or before January 1, 1936.

Surviving spouse or registered domestic partner. If you receive a payment from the Plan as the surviving spouse or registered domestic partner of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to an IRA, you may treat the IRA as your own or as an inherited IRA.

An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies), and required minimum distributions from your IRA do not have to start until after you are age 70½ (if you were born before July 1, 1949), or age 72 (if you were born after June 30, 1949) but before January 1, 1951), or Age 73 (if you were born on or after January 1, 1951, but before January 1 1959), or Age 75 (if you were born on or after January 1, 1960) or after death.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you would have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70½ (if the participant was born before July 1, 1949) or age 72 (if the participant was born after June 30, 1949 but before January 1, 1951), or Age 73 (if you were born on or after January 1, 1951, but before January 1 1959), or Age 75 (if you were born on or after January 1, 1960) or after death).

Under current IRS guidance, effective June 26, 2013, same-sex couples who are legally married in a jurisdiction with laws authorizing same-sex marriage will be treated as married for federal tax purposes, and the rules described in this Notice for surviving spouses or registered domestic partners will be applicable. Note that individuals who are in registered domestic partnerships, civil unions, or other similar relationships that may be recognized under state law but are not considered a legal marriage under state law will not be treated as married for federal tax purposes. Individuals who are not considered married spouses or registered domestic partners for federal tax purposes would be covered by the rules described under the section below titled "*If you are a surviving beneficiary other than a spouse*."

Note that California state law recognizes same-sex spouses and, for California state tax purposes, also treats registered domestic partners in the same manner as spouses. This means that it appears there will continue to be a difference in treatment of registered domestic partners for federal and California tax purposes. This area of the law is evolving, and anyone affected by these situations may wish to consult with a professional financial or tax advisor.

If you are a surviving beneficiary other than a spouse or registered domestic partner. If you receive a payment from the Plan because of the participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do 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 the required minimum distributions from the inherited IRA.

Payments under a qualified domestic relations order. If you are the spouse/partner or former spouse/partner or former spouse of the participant who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options and the same tax treatment that the participant would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). However, payments under the QDRO will not be subject to the 10% additional income tax on early distributions.

Nonresident alien. If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, *U.S. Tax Guide for Aliens*, and IRS Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

Other special rules

- If a payment is part of a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all subsequent payments in the series (unless you make a different choice for later payments).
- If your payments for the year are less than $200 (not including payments from a designated Roth account in the Plan). The Plan is not required to allow you to do a direct rollover and is not required to withhold federal income taxes. However, you may do an indirect 60-day rollover.
- You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information on special rollover rights related to the U.S. Armed Forces, see IRS Publication 3, *Armed Forces' Tax Guide*. You also may have special rollover rights if you were affected by a federally declared disaster (or similar event), or if you received a distribution on account of a disaster. For more information on special rollover rights related to disaster relief, see the IRS website at www.irs.gov.

For More Information

You may wish to consult with StanCERA or a professional tax advisor before making a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, *Pension and Annuity Income*; IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*; IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*; and IRS Publication 571, *Tax-Sheltered Annuity Plans (403(b) Plans)*. These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.

If you have additional questions after reading this notice, you can contact StanCERA at (209) 525-6393.

'37 Act Model 402(f) Notice-Updated for Notice 2020-62 Safe Harbor

ELIGIBLE LUMP SUM DISTRIBUTION

StanCERA
Stanislaus County Employees' Retirement Association

832 12th Street, Suite 600, Modesto, CA 95354 | (209) 525-6393 | retirement@stancera.org

General Information – Eligible Lump Sum Distribution

The Stanislaus County Employees' Retirement Association (StanCERA) is a governmental defined benefit plan. This distribution application is to be completed by a member who has terminated employment with a StanCERA employer plan sponsor and requesting a withdrawal of member contributions.

Refund of Member Contributions

All such distributions are subject to a mandatory 20% federal tax withholding and a 2.5% California state tax for California residents. Funds transferred directly to an individual retirement account (IRA) or eligible employer plan are not subject to the mandatory tax withholding.

As indicated in the Special Tax Notice Regarding Plan Payments provided, a direct payment to you will result in a mandatory 20% federal tax withholding. An additional 2.5% California state tax will be withheld unless you elect to decline the optional state withholding. Direct payment is considered taxable income, and you will be issued a 1099-R at year-end for tax filing purposes. Payment made into an IRA or other eligible employer plan will allow you to defer taxes on the distribution and avoid the mandatory 20% federal withholding.

A member may be subjected to an additional tax penalty for an early withdrawal prior to reaching the age of 59 ½. If you are under the age of 59½ and do not do a rollover, you will have to pay a 10% additional income tax on the taxable portion of early distributions (generally, distributions made before age 59½), unless an exception applies. The 10% additional income tax does not apply payments made to you after you separate from service, if you will be at least age 55 in the year of separation.

Payments are processed by physical check unless direct deposit is authorized. An automatic deposit option is offered in this application and must be complete and include the applicable bank document.

Membership of this plan is mandatory for employees of the participating employer plan sponsors for those hired prior to age 60 and requires employee-paid contributions for all periods of service.

Lump Sum Distributions are limited to members who have terminated employment with an employer under the Retirement Plan of StanCERA and have been off the employer's pay cycle for two complete pay periods after terminating employment. If you wish to receive an eligible distribution, you must indicate whether you want the (1) amount paid to you directly or (2) paid to an IRA or other eligible employer plan that will accept a direct rollover from a governmental defined benefit plan 401(a).

If you are legally married/registered domestic partnership, your spouse or domestic partner must consent to the distribution of funds requested. Their signature is required in this application and must be witnessed by a StanCERA representative or a Notary Public. If you are widowed, a certified copy of our spouse's/registered partner's death certificate must accompany this packet if not previously provided to StanCERA. If you are divorced, a complete copy of your dissolution of marriage/partnership and marriage/partnership settlement agreement must be submitted to StanCERA for community property review, prior to receiving a distribution.

StanCERA makes every attempt to process a distribution timely after the member has separated employment. By law, StanCERA has up to six months to process a withdrawal request. Vested members forego a potential lifetime benefit by withdrawing contributions. Contact StanCERA directly for or any questions regarding this publication.

Request for Eligible Lump Sum Distribution

FIRST NAME:	MI:	LAST NAME:	LAST 4 DIGITS OF SSN:

MAILING ADDRESS:	CITY:	STATE:	ZIP CODE:

HOME PHONE NUMBER:	CELL PHONE NUMBER:	EMAIL ADDRESS:

Section 1: Distribution Option – Choose One Option Below

☐ Complete Direct Rollover

I hereby elect a direct rollover of my entire eligible distribution to the IRA or eligible employer plan named in Section 2.

☐ Partial Direct Rollover

I hereby elect a direct rollover of part of my eligible distribution to the IRA or eligible employer plan named in Section 2 for $_____ or ____% of the total balance. I understand that any amount not directly rolled over will be subject to the mandatory 20% federal withholding and other requirements described in the Special Tax Notice.

☐ Direct Payment to Member

I request the refund of my entire eligible distribution to be paid directly to me. I understand that the entire amount of my refund will be subject to a mandatory 20% federal withholding and 2.5% California state withholding for California residents.

Federal Tax Withholding

☐ In addition to the mandatory 20% federal tax withholding, I wish to withhold an additional amount from the distribution:

$_______________

California State Tax Withholding

☐ In addition to the mandatory 2.5% California state tax, I wish to withhold an additional amount from the distribution:

$_______________

☐ I am not a California resident, and I do not want California state taxes withheld from my distribution.

Section 2: Designation of Direct Rollover

I understand that I must provide the following information regarding an IRA or eligible employer plan that will accept my complete or partial direct rollover of funds.

☐ Individual Retirement Account (IRA)

CUSTODIAN:			ACCOUNT NUMBER:		
MAILING ADDRESS:		CITY:		STATE:	ZIP CODE:
PHONE NUMBER:	CONTACT PERSON:		EMAIL ADDRESS:		

☐ Eligible Employer Plan

PLAN NAME OR TRUSTEE:			ACCOUNT NUMBER:		
MAILING ADDRESS:		CITY:		STATE:	ZIP CODE:
PHONE NUMBER:	CONTACT PERSON:		EMAIL ADDRESS:		

Section 3: Acknowledgement and Authorization

I hereby acknowledge that I have received the Special Tax Notice, elected a valid benefit distribution from StanCERA, and provided complete and accurate information within this Lump Sum Distribution Request. In signing this request, I understand that I am electing to receive a distribution of benefits and release StanCERA from any liability in processing this request.

☐ **I have read the Special Tax Notice**

☐ **I elect direct deposit – *Complete the Authorization for Automatic Deposit***

In addition to authorizing the distribution of the referenced benefits, I understand that I must report my current marital status below. Under penalty of perjury, I declare that this response accurately reflects my marital status as of the date of this distribution request.

☐ Single

☐ Married/Registered Domestic Partnership (complete section 4)

☐ Divorced (provide copy of Dissolution of Marriage/Partnership and Settlement)

☐ Widowed (provide copy of Certified Death Certificate)

______________________ ______________________ __________
Member's Signature Printed Name Date

Section 4: Required Spousal/Registered Domestic Partner Consent

I hereby consent to the form of distribution elected by the Member or Beneficiary and understand that my consent to this distribution is irrevocable.

______________________________	______________________________	__________
Spouse/Domestic Partner Signature	Printed Name	Date

Option 1: Witnessed by StanCERA Representative

Signature of spouse/registered domestic partner witnessed this ________day of ________________, 20____.

StanCERA Representative: ______________________________

Option 2: Witnessed by Notary Public – A separate acknowledgement certificate is attached.

Section 5: Member's Statement – No Spousal/Registered Domestic Partner Signature

This section is to be completed if member or beneficiary is married/registered and is not providing a spouse/partner's signature in Section 4.

California Government Code §31760.3 requires notification to the current spouse/registered domestic partner of the election you have made regarding this eligible lump sum distribution from StanCERA. Your spouse/partner is required to sign the spousal/partner consent in Section 4 of this packet. Spousal/Partner consent is required unless you declare, under penalty of perjury, by selecting one of the statements below.

I declare under penalty of perjury that my spouse/registered domestic partner signature is not included for the following reason:

- ☐ Member is not married/registered.
- ☐ Current spouse/registered domestic partner has no identifiable community property interest in the benefit.
- ☐ Member does not know, and has taken all reasonable steps to determine, whereabouts of current spouse/registered domestic partner.
- ☐ Current spouse/registered domestic partner has been advised of the application and has refused to sign the written acknowledgement.
- ☐ Current spouse/registered domestic partner is incapable of executing the acknowledgement due to incapacitating mental or physical conditions.
- ☐ Member and current spouse/registered domestic partner have executed a marriage settlement agreement pursuant to Part 5 (commencing with Section 1500) of Division 4 of the Family Code, which makes the community property law inapplicable to the marriage/partnership (Copy of Dissolution of Marriage/Partnership accompanied by settlement must be provided).

______________________________	______________________________	__________
Member's Signature	Printed Name	Date

In requesting an automatic deposit into a banking institution for a complete or partial distribution, you must complete the Authorization on page 5 and include the requisite bank document for verification.

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed this document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of ______________________________)

On ___________________________ before me, ____________________________________

(insert name and title of the officer)

personally appeared ____

Who proved to me on the basis of satisfactory evidence 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 _________________________________ **(Seal)**

StanCERA

Stanislaus County Employees' Retirement Association

Authorization Agreement for Direct Deposit

Return this completed form by mail or in person to StanCERA, or by contacting StanCERA to request a digital (DocuSign) version. StanCERA will not accept this form by fax or email.

- Forms must be filled out completely; incomplete forms will not be accepted.
- Forms will be rejected if voided check or letter from bank is not attached.
- Voided check must have name and address printed on the check.
- Name and address must match StanCERA member record.
- Change of address will not be accepted on this form.
- To change address, contact StanCERA.

Section 1: Payee Information

FIRST NAME:	MI:	LAST NAME:	DATE OF BIRTH:	LAST 4 DIGITS SSN:

MAILING ADDRESS:	CITY:	STATE:	ZIP CODE:
HOME ADDRESS:	**CITY:**	**STATE:**	**ZIP CODE:**

PRIMARY PHONE:		EMAIL ADDRESS:
	☐ Cell ☐ Work ☐ Home ☐ Other	

☐ Start Automatic Deposit ☐ Stop Automatic Deposit ☐ Change Automatic Deposit

Section 2: Account Information

TYPE OF ACCOUNT

☐ *Checking Account:* **Attach voided check or bank documentation** with routing and account number (deposit slips not accepted).

☐ Savings Account: Attach bank documentation with routing and account number.

Section 3: Authorization

I hereby authorize the Stanislaus County Employees' Retirement Association to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account, and the depository named above to credit and/or debit the same to such account.

Member/Payee Signature: ______________________ Printed Name: ____________________ Date: __________