



**Municipal Employees' Retirement System of Michigan**  
 1134 Municipal Way • Lansing, MI 48917  
 800.767.MERS (6377) • Fax: 517.703.9706  
[www.mersofmich.com](http://www.mersofmich.com)

## Participant Transfer Certification for Same Employer

Complete this form if the participant has taken a different position that is covered by a different group. Upon transfer, the participant becomes an active member of the new division as of the defined effective date.

Please print • Retain a copy for your records

### 1. Participant information *(completed by participant)*

Last name*	First name*	MI	Last four digits of SSN*
Email address		Phone number (with area code)*	

### 2. Transfer information *(completed by employer)*

Name of employer*	Employer number
Employer contact name*	Contact phone number

#### Effective date of transfer\*

First day of (month): \_\_\_\_\_ (year): \_\_\_\_\_

*Note:* If actual employment transfer does not occur on the 1st of the month, the employer must select the 1st of the month before or after as the effective date of transfer. If the effective date is for a period already reported, a corrected report must be used to report the transfer.

#### Previous Division\*

Name of Division: \_\_\_\_\_

Division number: \_\_\_\_\_

- Plan type:  Defined Benefit (DB)  
 Defined Contribution (DC)  
 Hybrid (DB + DC components)

#### New Division\*

Under the standard transfer rules, the participant must be placed in the open active plan for the division.

Name of Division: \_\_\_\_\_

Division number: \_\_\_\_\_

- Plan type:  Defined Benefit (DB)  
 Defined Contribution (DC)  
 Hybrid (DB + DC components)

## Participant Transfer Certification for Same Employer

Last name\* (please print clearly)

Last four digits of SSN\*

### 3. Certification

#### Transfers across *different* plan types

Where **transfer is out of a DB** (or DB component of Hybrid) plan, participant understands and agrees that their accrued pension earned under the previous plan will be frozen.

Where **transfer is out of a DC** (or DC component of Hybrid) plan, the DC account remains inactive while existing assets remain invested as directed by the participant.

New contributions except for those rolled over from another qualified plan are not allowed. Service time accrued under both plans will be used for meeting vesting and eligibility requirements only (and early retirement benefits, if applicable). Entitlement to benefit (in the form of a monthly payout or distribution) requires termination of employment, an application, and that all requirements of eligibility be met. Contributions, if applicable, will commence into the new plan with the payroll following participant's transfer date.

#### Transfers across *same* plan types

Where **transfer occurs between DB plans**, the participant understands and agrees that their accrued service earned under the previous DB or Hybrid plan (DB Component) will be transferred to the new division and the estimated benefit will be recalculated using the benefit program under the current plan, including but not limited to the multiplier and definition of compensation. The participant understands that the MERS Plan provisions of the division from which they terminate employment and apply for retirement govern their retirement benefit.

Where **transfer occurs between DC plans**, vested and non-vested balances transfer into the new division; the contributions into the new plan begin the payroll following participant's transfer date.

The participant has reviewed the Standar Participant Transfer Rules (next page) that apply to this transfer and understands this *Participant Transfer Certification Form*.


Signature of participant\*

Date (mm/dd/yyyy)\*

Signature of authorized employer official\*

Date (mm/dd/yyyy)\*



**Review plan provisions in your new division** by logging into your myMERS account online or contact the MERS Service Center  at 800.767.6377.

## Participant Transfer Certification for Same Employer

### Standard Participant Transfer Rules

The below chart shows standard transfer rules based on the plan you are transferring out of and into:

Transferring **to** a division with:

		Defined Benefit Plan (DB)	Defined Contribution Plan (DC)	Hybrid Plan
Transferring <b>from</b> a division with:	Defined Benefit Plan	<ul style="list-style-type: none"> <li>The member's DB accrual under the first plan is entirely transferred to the new DB Plan</li> <li>Entire service will be calculated under the DB provisions of the new division upon retirement</li> </ul>	<ul style="list-style-type: none"> <li>DC is the new plan</li> <li>DB account is frozen</li> <li>Future service from DC is used to help meet vesting and retirement eligibility under the previous DB Plan</li> <li>Frozen service from the DB account is used to help meet the vesting schedule for employer contributions under the new DC Plan</li> </ul>	<ul style="list-style-type: none"> <li>Hybrid is the new plan</li> <li>DB account is frozen</li> <li>Hybrid(DB) service begins for future service only</li> <li>Future service from Hybrid is used to meet vesting and retirement eligibility under the previous DB Plan</li> <li>Frozen service from the previous DB account is used to help meet vesting under new Hybrid Plan (DB and DC portions) vesting schedule for employer contributions</li> </ul>
	Defined Contribution Plan	<ul style="list-style-type: none"> <li>DB is the new plan</li> <li>DC account remains invested; however, no new contributions are deposited</li> <li>DC service time is used to help meet vesting and retirement eligibility under the new DB Plan</li> <li>Future service from the DB Plan is used to help meet the vesting schedule (for prior employer contributions) under the previous DC Plan</li> </ul>	<ul style="list-style-type: none"> <li>The participant will be placed in the new DC Plan and the entire account balance from the previous plan will be transferred into the new plan</li> <li>Service from both DC Plans will be combined into the new plan</li> <li>The vesting schedule from the new plan will apply, and all combined service is used to meet the vesting schedule</li> </ul>	<ul style="list-style-type: none"> <li>Hybrid is the new plan</li> <li>Hybrid(DB) service will begin for future service only, and service under the previous DC Plan is used to meet vesting</li> <li>The participant's DC account balance will be transferred to the Hybrid(DC) account</li> <li>The vesting schedule from the new plan will apply, and all combined service is used to meet the vesting schedule</li> </ul>
	Hybrid Plan	<ul style="list-style-type: none"> <li>DB is the new plan</li> <li>Hybrid – Part I (DB) is frozen</li> <li>Hybrid – Part II (DC) account remains invested however, no new contributions are deposited</li> <li>DB-only service begins for future service in new plan</li> <li>Frozen service from Hybrid Plan is used to help meet vesting and retirement eligibility under the new DB Plan</li> <li>Future service from the DB Plan is used to help meet vesting under the previous Hybrid Plan Part I (DB) and Part II (DC) vesting schedule (for prior employer contributions)</li> </ul>	<ul style="list-style-type: none"> <li>DC is the new plan</li> <li>Hybrid(DB) is frozen</li> <li>Hybrid(DC) account balance will be transferred to the new DC Plan</li> <li>Frozen service from the Hybrid Plan is used to help meet the vesting schedule for employer contributions under the previous <i>and</i> new DC Plan</li> </ul>	<ul style="list-style-type: none"> <li>The entire first Hybrid account is transferred to the new Hybrid Plan</li> <li>Entire service will be calculated under the new Hybrid Plan provisions upon retirement age 60</li> <li>Combined service under previous and new Hybrid Plan is used to help meet vesting in DB and DC vesting schedule for employer contributions</li> </ul>