

Certification of Qualified Fund Rollover to MERS

2. Original plan information – *continued*

6. ENTIRE BALANCE IN ONE TAX YEAR – Did you receive the entire balance of your vested account in one tax year and terminate from your previous employer in the same tax year? Please note: If you were a participant in more than one qualified plan of the same type (for example, if your employer maintained two pension plans), special rules may apply. Consult your tax advisor. (Not applicable to direct trustee-to-trustee transfers.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. MERS SERVICE CREDIT PURCHASE – Are the funds being used to purchase MERS service credit as approved by the current MERS employer under its MERS defined benefit program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • If “Yes,” has the governing body of your MERS employer formally approved your service credit Purchase? (Attach copy of completed application approved by the governing body.) • Are the funds being transferred from an in-service distribution? (Applicable to direct trustee transfers.) 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
8. REPAYMENT OF PRIOR REFUND OF MERS CONTRIBUTIONS – Are the funds being transferred for the purpose of restoring MERS defined benefit service that had previously been forfeited by an earlier refund? <i>Please note:</i> You must be a current, active MERS member as the time of repayment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are transferred funds from an in-service distribution? (Applicable to direct trustee transfers.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. 60-DAY RESTRICTION ON INDIRECT ROLLOVERS – Is deposit with MERS being made within 60 calendar days of your receipt of the funds? (Not applicable to direct trustee-to-trustee transfers.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

In order for the rollover to be tax-qualified, the “YES” box **MUST BE CHECKED** in items 1, 2, 3, 4 or 5. Items 6 and 9 apply to indirect rollovers only, *not* to direct trustee transfers (as is stated in boxes 7 and/or 8). If “NO” is checked in box 9, you may make contributions, but the funds will be subject to federal and state tax in the calendar year you received them from the other plan. If box 7, **MERS Service Credit Purchase**, is checked “YES,” MERS requires receipt of the completed service credit purchase application approved by the governing body of the current MERS employer, and MERS will accept **ONLY** the amount equal to the balance due for the service credit being purchased.

If box 8, Repayment of Prior Refund of MERS Contributions, is checked “YES,” MERS will accept only the balance due. Any amount received over the balance due will be returned to the transferring plan (if a direct transfer) or to the member for rollover to another section 401(a), 403(b) or 457 plan or a traditional IRA that will accept the rollover from MERS—EGTRRA does not require that another plan must accept such funds.

NOTE: The rollover source Plan Administrator is required to provide you with a written explanation (“[Safe Harbor Explanation](#)”) of direct trustee-to-trustee rollover rules, mandatory tax withholding on distributions not directly rolled over trustee-to-trustee (“indirect rollover”), and tax consequences of distributions not rolled over. The same Plan Administrator will notify the Internal Revenue Service that a distribution of funds has been made by Form 1099-R in the year distribution was made. The 1099-R and MERS’ receipt, along with an explanation that an otherwise taxable amount was rolled over to MERS, should be attached to the tax return for the same calendar year in which the distribution was made.

3. Member certification

Due to important tax consequences relating to rolling over funds into MERS, I have been advised to see a tax advisor. I certify that I satisfy the requirements for making a qualified rollover into the MERS plan, a qualified pension plan. MERS is entitled to rely fully on my certification. I expressly assume the responsibility for tax consequences relating to this rollover and I agree that MERS shall not be responsible for these tax consequences.

Participant signature*	Date (mm/dd/yyyy)*
Participant name* (please print clearly)	Last four digits of participant SSN*

4. Direct transfer trustee certification

I certify I am the duly authorized Trustee of the qualified plan identified below, or the custodian of the “traditional IRA” identified below, for the account holder/member whose name is stated on page 1.

Account holder name/number	Type of account <input type="checkbox"/> 401(a) <input type="checkbox"/> 403(a) <input type="checkbox"/> 403(b) <input type="checkbox"/> 408(a) <input type="checkbox"/> 408(b) <input type="checkbox"/> SIMPLE <input type="checkbox"/> 457	Plan’s Federal Identification No.
Trustee or plan administrator	Phone number	
Street address	City	State Zip
Signature of plan administrator or trustee	Date (mm/dd/yyyy)*	

Instructions for Processing a Service Credit Purchase

Key Points to Remember

- The service credit purchase cost estimate (Estimated Actuarial Cost of Additional Credited Service) is **valid for 2 months from the calculation date**.
- Additional service is granted once the purchase amount is “paid in full” **within the 2-month period**.
- If you are paying for the additional service by a rollover distribution from another pension plan (or traditional IRA), you **must** follow these steps;
 1. Contact the other plan administrator (or trustee) to determine their rules for a distribution of your funds.
 2. Send to MERS a copy **ONLY** of the other plan’s required distribution forms. MERS does not process the other plan’s forms.
 3. After you and the other plan complete the enclosed “Certification of Qualified Fund Rollover to MERS,” return the completed original to MERS at the address indicated on the form. Do not return this instruction sheet (page 3).
 4. Once the governing unit (your MERS employer) approves the service purchase, the signed resolution should be forwarded to MERS prior to sending any payment.
 5. If required (or requested) by the other plan, MERS’ Finance Department will provide wiring instructions.
- If you have any questions, please call MERS Office of Employee and Retiree Services at 800.767.2308, or go to www.mersofmich.com, select the link “Contact Us,” and then choose the e-mail for service credit purchases. MERS is a tax-qualified governmental plan under section 401(a) of the Internal Revenue Code, pursuant to IRS Letter of Favorable Determination dated April 26, 2012.