

Refund of Employee Contributions



Instructions – Please read the Tax Notice sheet attached to this application before completing

Section 1: If your address changes after submitting this application, please submit the change in writing to HPRS.

Section 2: Complete if you elect to direct transfer or rollover all or part of your picked-up (non-taxed) employee contributions to an IRA or qualified plan. For the direct transfer to another Ohio State Retirement System, please complete the “Direct Transfer of Prior Service Credit FROM HPRS” form.

Section 3: Complete if you elect to refund your employee contributions directly to your financial institution.

Pursuant to Ohio Revised Code Section 5505.19, I am requesting a refund of employee contributions credited to my individual account in the employee’s savings fund. I understand that I cease to be a member of the Highway Patrol Retirement System (HPRS) when I am no longer an employee of the Highway Patrol, and I forfeit all retirement service with HPRS upon receipt of my contributions. If I become a member of HPRS in the future, any forfeited service credit can be restored to my credit upon payment of the amount withdrawn, plus compounded interest from the date of withdrawal to the date of payment.

- For a current balance of your employee contributions, please mail or fax (fax: 614-431-9204) your written request.
- Employment termination does not require the withdrawal of member contributions, but balances do not accrue interest.
- If you do not elect a transfer or rollover, all funds must be electronically deposited (see Section 3).
- Refund processing may take thirty (30) to ninety (90) days.

Section 1 – Member Information

Last Name	First Name	Middle Initial
Street Address		
City	State	Zip Code
XXX-XX-SSN	DOB	Home Phone (if applicable)
Email Address	Cell Phone	

Last day in active pay status: _____

▶	Signature	Date
▶	Spouse’s Signature (if applicable)	Date
▶	Spouse’s Printed Name (if applicable)	

Please check here if this refund is being requested by a named beneficiary as the result of the passing of an active member or retiree (if applicable).

If so, please answer the following questions:

- Is there a surviving spouse of the deceased? _____
- Are there any surviving children of the deceased? _____
- Are there surviving parents who were solely dependent on the deceased for support? _____

Section 2 – Transfer / Rollover Qualifying Contributions

Please complete this section to transfer or rollover your qualifying (picked-up) contributions to an IRA or other qualified plan. **Please contact the plan administrator to request initiation of the transfer.**

*To transfer to another Ohio public retirement system, please complete the "Direct Transfer to Prior Service Credit **FROM** HPRS" form in addition to this application.*

IRA or Qualified Plan Custodian _____

Street Address _____

City _____

State _____

Zip Code _____

Contact Person _____

Phone Number _____

Account Number _____

Percent of Picked-up Contributions Transferred: _____ %

Section 3 – Direct Refund / Electronic Deposit

A direct refund will be electronically deposited to your bank account. Please provide the following information for electronic deposit. **For direct deposit into your checking account, please submit a VOIDED check (not a deposit slip).** If your refund of employee contributions exceeds \$200, then 20% will be withheld and remitted to the IRS.

Failure to complete this section or submit a VOIDED check will delay your payment.

Checking

Savings

Financial Institution _____

9-Digit Routing Number _____

Account Number _____

In addition to federal tax, I elect to have State of Ohio tax withheld in the amount of _____ (\$ or %) .

State Highway Patrol Payroll Use Only

The last day in active pay status was: _____ The last working day was: _____

Patrol Payroll Officer - Signature _____

Date _____

Tax Notice

General Information

This notice, required by the Internal Revenue Service, contains important tax information you will need before you decide to receive your HPRS refund. Your refund may consist of “picked-up” and “non-picked-up” contributions. “Picked-up” contributions (i.e., those made after January 1985) are not subject to income tax at the time of contribution but are subject to federal income tax and withholding at the time of refund. “Non-picked-up” contributions (i.e., prior to January 1985) have already been taxed.

You may receive a refund of your accumulated contributions, or you may rollover your “picked-up” contributions to an IRA or another qualified plan.

Direct Rollover

You may rollover all -- or any portion -- of your picked-up contributions to an IRA or another qualified plan. With a direct rollover, the eligible distribution is issued directly from HPRS to another qualified plan. You will not be taxed on the distribution until the funds are withdrawn from the qualified plan.

In choosing an administrator, you may want to consider any restrictions on future rollovers from the plan.

Refund to You

If your refund of employee contributions exceeds \$200, then 20% will be withheld and remitted to the IRS. The 80% balance will be paid to you. The gross amount of the refund will be taxable income to you in the year it is paid.

Sixty-Day Rollover option. If you have an eligible distribution paid to you, you may still rollover all -- or any portion -- to an IRA or another qualified plan within sixty (60) days of receipt. The portion of your employee contributions that are rolled over will not be subject to immediate taxation.

You may rollover up to 100% of the distribution, including an amount equal to the 20% tax withholding; however, HPRS cannot refund the tax withholding to you. If you only deposit 80% of the distribution as a rollover, you will be taxed on the amount that you did not rollover (i.e., the 20% tax withheld).

Example 1:

Of your \$1,000 distribution, you receive \$800, and \$200 is withheld for federal taxes. You decide to contribute \$1,000 to an IRA within sixty days as a rollover. You may contribute the \$800 that you received and \$200 additional dollars to defer taxation on the entire \$1,000. You will include the \$200 withholding on your annual tax returns.

Example 2:

Of your \$1,000 distribution, you receive \$800, and \$200 is withheld for federal taxes. You decide to contribute \$800 to an IRA within sixty days as a rollover. You will be taxed on the \$200 as income, while deferring taxation on the \$800. You will include the \$200 withholding on your annual tax returns.

Additional 10 percent tax if you are under age 50. If you receive a refund before you reach the age of 50, you may owe an additional ten (10%) percent penalty in addition to the regular income tax. See IRS Form 5329 for more information.

This notice only seeks to summarize federal tax rules that might apply to your refund, and it should not be relied upon. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. You should consult with a professional tax advisor before you take a payment of your refund from HPRS. You can find more specific information on the tax treatment of payments from qualified retirement plans in IRS Publication 575, Pension and Annuity Income, and IRS Publication 590, Individual Retirement Arrangements. These publications are available at www.irs.gov, from your local IRS office, or by calling 1-800-TAX-FORMS.