



**MainePERS**  
PUBLIC EMPLOYEES RETIREMENT SYSTEM

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Augusta, ME 04332-0349  
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Toll-free: 1-800-451-9800  
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**ROLLOVER/DIRECT TRANSFER  
REQUEST/CERTIFICATION FORM  
(For Purchase of Service Credit)**

**SECTION 1 - To be completed by MainePERS Member**

Employer: \_\_\_\_\_

The Maine Public Employees Retirement System is a tax qualified defined benefit plan and, for the purchase of service credit, accepts direct rollovers and direct transfers from qualified 401(a) and 401(k) plans, 403(b) plans, governmental 457(b) plans and from non-Roth IRAs.

Member Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone Number: Home: (\_\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_

I request that a rollover/transfer in the amount of \$ \_\_\_\_\_ be made on my behalf to the Maine Public Employees Retirement System from my account with \_\_\_\_\_  
(Plan Provider)

**I certify that I have read and understand the Rollover/Direct Transfer Information contained on the reverse side of this form.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 2 - To be completed by the Plan Administrator or Trustee**

\_\_\_\_\_ has requested that a  direct rollover  direct trustee-to-trustee transfer in the amount of \$ \_\_\_\_\_ be made to the Maine Public Employees Retirement System from: \_\_\_\_\_, \_\_\_\_\_ with \_\_\_\_\_  
(Employer Plan Name) (Plan Number) (Plan Provider)

I certify that the funds being rolled over/transferred are from a qualified:

- 401(a) Plan
- 401(k) Plan
- 403(b) Plan
- Governmental 457(b) Plan
- Non-Roth IRA

Or alternatively:

I represent that the plan (from the list of five to the left) from which the funds are being rolled over, Plan: \_\_\_\_\_, is intended to satisfy the requirement of section 401(a) and I am not aware of any provision of this plan that would result in its disqualification.

I certify that these funds constitute an eligible rollover distribution as defined by the Internal Revenue Service Code and are not "after tax contributions". I further certify that I am the:

- Plan Administrator
- IRA Trustee
- Qualified Plan Trustee

I understand that the Maine Public Employees Retirement System will rely on the information contained on this form in approving this rollover.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Institution Name: \_\_\_\_\_

Institution Address: \_\_\_\_\_

The transfer of funds will be accomplished by means of:

- Enclosed check payable to Maine Public Employees Retirement System.
- Check to follow payable to Maine Public Employees Retirement System. (Mailing address at top of form)
- Wire transfer (If wire transfer, please call MainePERS for instructions).

PLEASE RETAIN A COPY FOR YOUR RECORDS

## ROLLOVER / DIRECT TRANSFER INFORMATION

Direct rollovers and direct trustee-to-trustee transfers are transfers of funds from one qualified retirement plan to another, generally without taxes or penalties. There are several different types of transfers, some of which may be used only in limited circumstances. Be sure to check with your Plan Administrator to determine which ones are available to you.

Maine Public Employees Retirement System (MainePERS) will accept tax-deferred direct rollovers and direct trustee-to-trustee transfers as payment, in full or in part, for the purchase of creditable service. Funds from the following types of qualified plans can be rolled over or transferred into MainePERS: 401(a), 401(k), 403(b), governmental 457(b), and non-Roth IRAs (Individual Retirement Accounts). To purchase service, you must first request that MainePERS provide you with information on the total cost for your purchase.

To have funds rolled over or transferred, you must initiate the transfer by completing any documents required by your plan as well as the Rollover/Direct Transfer Request/Certification Form required by MainePERS. The transfer amount cannot be more than the amount due to MainePERS for your service credit purchase. Generally, transfers to MainePERS cannot be initiated or accepted after MainePERS service retirement.

The following steps must be taken in order for MainePERS to approve and receive your transfer:

1. Contact your Plan Administrator to ensure that the funds in your plan are qualified to be rolled over/transferred to MainePERS. Please note that MainePERS does not accept direct rollovers or direct trustee-to-trustee transfers of employee after-tax contributions. In addition, be sure you understand and discuss the different types of rollovers that are available to you. In general, a direct rollover or direct trustee-to-trustee transfer is not subject to taxes; however, an "indirect" rollover distribution is subject to a 20% tax withholding. Your Plan Administrator can provide you with more information on this.
2. Initiate the request for a direct rollover or direct trustee-to-trustee transfer to MainePERS with your Plan Administrator. Only you can make this request; MainePERS cannot make this request for you. To do so, complete any forms required by your plan and complete the member portion of the MainePERS Rollover/Direct Transfer Request/Certification Form.
3. Submit the MainePERS Rollover/Direct Transfer Request/Certification Form to your Plan Administrator to complete Section 2 and to process the transfer. MainePERS requires that the Plan Administrator (or Trustee) certify on this MainePERS form that your transfer is from a qualified plan.
4. Your Plan Administrator may make transfer by check or wire transfer to the MainePERS. MainePERS must receive the Rollover/Direct Transfer Request/Certification Form before or simultaneously with the funds. MainePERS will not accept funds without first approving the transfer from information on the certification form. MainePERS must also receive the originals of all materials.