



<https://poffsup.ingplans.com> 1-888-600-POFF (7633) Fax 1-888-228-6185
 P.O. Box 5166 / Boston, MA 02206-5166

I. Participant Information

Participant Name	Last Day of Employment		
Social Security Number	Date of Birth		
Address	City	State	Zip
Telephone	Email		

II. Distribution Options *Please select a Distribution Option by checking the appropriate box.*

Please refer to the Important Tax Information Notice ("Tax Notice") prior to selecting your distribution method. The Tax Notice describes direct rollover rules, the mandatory income tax withholding rules for distributions not directly rolled over, the tax treatment of distributions not rolled over, and when distributions may be subject to different tax restrictions and tax consequences after being rolled over. This Tax Notice is intended to help you decide whether or not to do a rollover.

If a participant is entitled to a distribution that is less than \$5000, the participant may only elect to receive a lump-sum distribution of the participant's account balance. If a participant is entitled to a distribution that equals or exceeds \$5000, the participant may elect to receive a:

- (a) Single lump sum distribution
- (b) Installment payments for a period that extends no longer than the life expectancy of the participant
- (c) Direct Rollover

No partial distributions shall be made from the participant's account.

Beginning Date of Distribution

If the participant elects to receive a lump-sum distribution, the beginning date of the distribution must be no later than:

- (a) April 1 of the calendar year following the later of the calendar year in which the participant attains the age of 70½ years; or,
- (b) the calendar year in which the participant terminates all employment for the employer

If the participant elects to receive installment payments, the beginning date of the distribution must be no later than:

- (a) April 1 of the calendar year following the later of the calendar year in which the participant attains the age of 70½ years; or,
- (b) the calendar year in which the participant terminates all employment subject to coverage by the Plan

OPTION 1: Lump Sum Distribution

I elect to receive the POFF Supplemental Plan distribution:

NOW Please issue a check for the account balance made payable to me.

OPTION 2: Direct Rollover

If you wish to elect a direct rollover, you may rollover all or part of the amount eligible for rollover.

ROLLOVER I wish to have all or a portion of my distribution rolled over. **(Complete and return the enclosed Rollover Election Form.)**

NOTE: If you are considering purchase of CalPERS service credit, or have already purchased service credit through CalPERS but have a remaining balance, you may be able to use your POFF distribution to offset the amount due CalPERS. To obtain more information regarding your eligibility, you may call 1-888-225-7377, or write to: CalPERS, Member Services Division, Service Credit Section, PO Box 942704, Sacramento, CA 94229-2704.

CONTINUED



OPTION 3: Installment Payments

- I wish to receive substantially level installment payments for
 - _____ years (*Not to exceed the spousal beneficiary's life expectancy*)
 - Over my life expectancy

IMPORTANT: The maximum number of years you may request payments over is your actuarial life expectancy. If this limit is exceeded, your request form will be returned.

Please issue my installment payments:

- Monthly
- Quarterly
- Semi-annually
- Annually

If you wish to have your installment payments **electronically deposited** to your account, **complete the attached Application for Electronic Direct Deposit**. Please allow at least 60 days for processing.

III. Signatures Required

Are you legally married? Yes No

If you selected YES, your spouse must sign in the designated signature line below to approve the distribution request. If your spouse does not sign this form, you must identify the reason for the non-signature of your spouse by selecting one of the reasons your spouse did not sign this form.

(choose one)

- I do not know and have taken all reasonable steps to determine the whereabouts of my spouse; OR
- My spouse is incapable of executing the acknowledgement because of an incapacitating mental or physical condition; OR
- My spouse has not identifiable community property interest in the benefit; OR
- My spouse and I have executed a marriage settlement arrangement which makes that community property law inapplicable to the marriage

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT

Participant Signature _____ Date _____

Spousal Signature _____ Date _____



This notice contains important information you will need before you decide how to receive Plan benefits. It explains when and how you can continue to defer federal income tax on your retirement savings when you receive a distribution.

This notice describes the rollover rules that apply to payments from the Plan that are not from a designated Roth account (a type of account with special tax rules in some employer plans).

This notice is provided to you because all or part of the payment that you will soon receive from one or more plans in which you are a participant may be eligible for rollover by you or your Plan Administrator to a Traditional or Roth IRA or to an eligible employer plan. A “rollover” is a payment by you or the Plan Administrator of all or part of your benefit to another eligible employer plan or IRA. A rollover to an eligible employer plan or Traditional IRA allows you to continue to postpone taxation of that benefit until it is paid to you. A rollover to a Roth IRA results in current income inclusion, but those amounts are then subject to the special Roth IRA rules regarding taxation upon later distribution. An “eligible employer plan” include a plan qualified under section 401(a) of the Internal Revenue Code, including a 401(k) plan, profit-sharing plan, defined benefit plan, stock bonus plan, and money purchase plan; a section 403(a) annuity plan a section 403(b) tax sheltered annuity, and an eligible section 457(b) plan maintained by another governmental employer. Your payment cannot be rolled over to a SIMPLE IRA, or a Coverdell Education Savings Account (formerly known as an education IRA). There are some special considerations before you elect to rollover your plan benefit. First, an eligible employer plan is not legally required to accept a rollover. Before you decide to rollover your payment to another employer plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts as a rollover. Even if a plan accepts rollovers, it might not accept rollovers of certain types of distributions. If this is the case, you may want to roll your distribution over to an IRA instead or split your rollover amount between the eligible employer plan in which you will participate and an IRA. Second, you should find out about any documents that are required to be completed before the receiving plan will accept a rollover. Finally, you should find out what limits the receiving plan will put on later distributions of your rollover account. For example, the receiving plan may restrict subsequent distributions of the rollover amount or may require your spouse’s consent for any subsequent distribution. A subsequent distribution from the plan that accepts your rollover may also be subject to different tax treatment the distributions from this plan. Check with the administrator of the plan that is to receive your rollover prior to making the rollover. You may also want to talk to your tax advisor before making any decisions. If you have additional questions after reading this notice, you can contact your plan administrator.

1. General Summary

- 1) The payment can be directly rolled over.

You may rollover the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax qualified plan, section 403(b) Plan or governmental section 457(b) plan) that will accept rollover. The rules of the IRA or employer plan that holds the rollover will determine the investment options, fees, and rights to payment from the IRA or employer plan (for example, no spousal consent rules apply IRAs and IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

- 2) The Payment can be PAID TO YOU.

If you choose a DIRECT ROLLOVER:

- Unless your rollover is being made to a Roth IRA, your payment will not be taxed in the current year and no income tax will be withheld.
- You choose whether your payment will be made directly to your IRA or to an eligible employer plan that accepts your rollover. Your payment cannot be rolled over to a SIMPLE IRA or a Coverdell Education Savings Account.
- The taxable portion of your payment will be taxed later when you take it out of the Traditional IRA or the eligible employer plan. Special tax rules apply to later distributions from a Roth IRA. Depending on the type of plan or IRA, the later distribution may be subject to different tax treatment that it would received a taxable distribution from this plan

If you choose to have a Plan payment that is eligible for rollover PAID TO YOU:

- You will receive only 80 percent of the taxable amount of the payment, because the Plan Administrator is required to withhold 20 percent of that amount and send it to the IRS as income tax withholding to be credited against your taxes.
- The taxable amount of your payment will be taxed in the current year unless you roll it over. In case of a rollover to Roth IRA the amount of your distribution is currently taxable, although special rules may allow you to spread the income inclusion over more than one year.
- You can rollover all or part of the payment by paying it to your Traditional IRA or to an eligible employer plan that accepts your rollover within 60 days after you receive the payment. The amount rolled over will not be taxed until you take it out of the Traditional IRA or the eligible employer plan.
- If you want to roll over 100 percent of the payment to a Traditional IRA or an eligible employer plan, you must find other money or replace the 20 percent of the taxable portion that was withheld. If you rollover 80 percent that you received, you will be taxed on the 20 percent that withheld and not rolled over.

A. Your Right To Waive the 30-Day Notice Period

Generally, neither a direct rollover nor a payment can be made from the Plan until at least 30 days after your receipt of this notice. Thus, after receiving this notice you have at least 30 days to consider whether or not to have your distribution directly rolled over. If you do not which to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a DIRECT ROLLOVER. Your distribution will then be processed in accordance with your election as soon as practical after the Plan Administrator receives it.

2. Payments that Can and Cannot Be Rolled Over

Payments from the Plan may be “eligible rollover distributions.” This means that they can be rolled over to a Traditional or Roth IRA or to an eligible employer plan or to an eligible employer plan that accepts rollovers. Eligible rollover distributions cannot be rolled over to a SIMPLE IRA or a Coverdell Education Savings Account. Your Plan Administrator should be able to tell you what portion of your payment is an eligible rollover distribution.

The Following types of payments cannot be rolled over.

A. Payments Spread over Long Periods

You cannot roll over a payment if it is part of a series of equal (or almost equal) installment payments that are made at least once a year and will last for:

- Your lifetime (or a period measured by your life expectancy), or
- Your lifetime and your beneficiary’s lifetime (or a period measured by your joint life expectancies), or
- A period of 10 or more year.

B. Required Minimum Payments

Beginning when you reach age 70 ½ or retire, whichever is later, a certain portion of your payment cannot be rolled over because it is a “required minimum payment” that must be paid to you.

C. Unforeseeable Emergency Distributions

A distribution on account of an unforeseeable emergency cannot be rolled over.

D. Distributions of excess Contributions

A distribution that is made because legal limits on certain contributions were exceeded and cannot be rolled over.

The Plan Administrator of this plan should be able to tell you if your payment includes amounts which cannot be rolled over.

3. Direct Rollover

A DIRECT ROLLOVER is a direct payment of the amount of your Plan benefits to a Traditional or Roth IRA or an eligible employer plan that will accept it. You can choose a DIRECT ROLLOVER of all or any portion of your payment that is an eligible rollover distribution, as described in number 2 above. You are not taxed on any taxable portion of your payment for which you choose a DIRECT ROLLOVER other than a rollover to a Roth IRA, until you later take it out of the Traditional IRA or eligible employer plan. You will be taxed on a direct rollover to a Roth IRA. In Addition, no income tax withholding is required for any taxable portion of your Plan benefits for which you choose DIRECT ROLLOVER to a Tradition IRA or an eligible employer plan. A DIRECT ROLLOVER to a Roth IRA is included in income at the time of the rollover and may be subject to income tax withholding. There are some special rules that allow the rollover amounts to be included in income over more than one year, and your tax advisor can explain those in greater detail.

This Plan might not let you choose a DIRECT ROLLOVER if your distributions for the year are less than \$200. If a portion of your payment is from a designated Roth 401(k) or 403(b) account, the Plan may treat the Roth account portion of your payment as a separate distribution for the purposes of the \$200 rule to determine amounts that are not rollover eligible.

A. Direct Rollover to a Traditional or Roth IRA

You can establish an IRA to receive the DIRECT ROLLOVER. If you choose to have your payment made directly to an IRA, contact an IRA sponsor (usually a financial Institution) to find out how to have your payment made in a DIRECT ROLLOVER to an IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish an IRA to receive the payment. However, in choosing an IRA, you may wish to make sure that the IRA you choose will allow you to move all or part of your payment to another IRA at a later date, without penalties or other limitations. See IRS Publication 590, Individual Retirement Arrangements, for more information on Traditional IRAs (including limits on how often you can roll over between IRAs).

B. If you roll over your payments to a ROTH IRA

You can roll over a payment from the Plan Made before January 1, 2010 to a Roth IRA only if your modified adjusted gross income is not more that \$100,000 for the year the payment is made to you and, if married, you file a joint return. These limitations do not apply to payments made to you from the Plan after 2009. If you wish to roll over the payment to Roth IRA, but you are not eligible to do a rollover to a Roth IRA until after 2009, you can do a rollover to a Traditional IRA and then, after 2009, elect to convert the Traditional IRA into a Roth IRA.

If you roll over the payment 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. However, the 10 percent rule additional income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within 5 years, counting from January 1 of the year of the rollover). For payments from the plan during 2010 that are rolled over to a Roth IRA, the taxable amount can be spread over a 2-year period starting in 2011.

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 59 ½ (or after your death or disability or as a qualified first-time homebuyer distributions 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 of 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 10 percent additional 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, Individual Retirement Arrangements (IRAs).

You cannot roll over a payment from the Plan to designated Roth Account in an employer plan.

4. Direct Rollover to a Traditional or Roth IRA

A. Rollover to a Plan

If you are employed by a new employer that sponsors an eligible employer plan, and you want a DIRECT ROLLOVER to that plan, ask the Plan Administrator of that plan whether it will accept your rollover. An eligible employer plan is not legally required to accept a rollover. Even if your new employer's plan does not accept a rollover, you can still choose DIRECT ROLLOVER to a Traditional IRA. If the employer plan accepts your rollover, the plan may provide restrictions on the circumstances under which you may later receive distributions of the rollover amounts or may require spousal consent to any subsequent distribution. Check with the Plan Administrator of that plan before making your decision.

B. Direct Rollover of a Series of Payments

If you receive a payment that can also be rolled over to a Traditional IRA or an eligible employer plan that will accept it, and it is paid in a series of payments for fewer than 10 years, your choice to make or not make a DIRECT ROLLOVER for a payment will apply to all later payments in the series until you change your election. You are free to change your election for any later payment in the series.

C. Change in Tax Treatment Resulting from a Direct Rollover

The tax treatment of any payment from the eligible employer plan to Traditional IRA receiving your DIRECT ROLLOVER might be different than if you received your benefit in a taxable distribution directly from the Plan. See the section below entitled, "Additional 10 Percent Tax May Apply to Certain Distributions."

5. Payment Paid to You

If your payment can be rolled over (see Number 2) and the payment is made to you in cash, it is subject to 20 percent federal income tax withholding on the taxable portion (state tax withholding may also apply). The payment is taxed in the year you receive it unless, within 60 days, you roll it over to a Traditional or Roth IRA or an eligible employer plan that accepts rollovers. If you do roll it over, special tax rules may apply.

A. Mandatory Withholding

If any portion of your payment can be rolled over under Number 2, and you do not elect to make a DIRECT ROLLOVER, the plan is required by law to withhold 20 percent of the taxable amount. This amount is sent to the IRS as a federal income tax withholding. For example, if you can roll over a taxable payment of \$10,000 but choose to take the distribution in cash instead, only \$8,000 will be paid to you because the plan must withhold \$2,000 as income tax.

However, when you prepare your income tax return for the year, unless you make a rollover within 60 days (see "Sixty-Day Rollover Option" below), you must report the full \$10,000 as a taxable payment from the plan. You must report the \$2,000 as tax withheld, and it will be credited against any income tax you owe for the year.

B. Voluntary Withholding

If any portion of your payment is taxable but cannot be rolled over under Number 2, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. If you do nothing, 10 percent of the taxable amount will generally be taken out of this portion of your payment for federal income tax withholding. To elect out of withholding, ask the Plan Administrator for the election form and related information.

C. Sixty-Day Rollover Option

If you receive a payment that can be rolled over under Number 2, you can still decide to roll over all or part of it to a Traditional or Roth IRA or to an eligible employer plan that accepts rollovers. If you decide to roll over your payments, you must contribute the amount of the payment you received to an IRA (as described above) or eligible employer plan within 60 days after you receive the payment. The portion of your payment that is rolled over will not be taxed until you take it out of the Traditional IRA or the eligible employer plan.

You can roll over up to 100 percent of your payment that can be rolled over under Number 2, including an amount equal to the 20 percent of the taxable portion that was withheld. If you choose to rollover 100 percent, you must find other money within the 60-day period to contribute to the Traditional IRA or the eligible employer plan, to replace the 20 percent that was withheld. On the other hand, if you rollover only the 80 percent of the taxable portion that you received, you will be taxed on the 20 percent that was withheld.

Example: The taxable portion of your payment that can be rolled over under Number 2 is \$10,000, and you choose to have it paid to you. You will receive \$8,000, and \$2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the \$8,000, you may rollover the entire \$10,000 to a Traditional IRA or an eligible employer plan. To do this you rollover the \$8,000 you received from the Plan, and you will have to find \$2,000 from other

sources (your savings, a loan, etc.). In this case, the entire \$10,000 is not taxed until you take it out of the Traditional IRA or an eligible employer plan. If you rollover the entire \$10,000, when you file your income tax return you may get a refund of part or all of the \$2,000.

If, on the other hand roll over only \$8,000, the \$2,000 you did not rollover is taxed in the year it was withheld. When you file your income tax return, you may get a refund of part of the \$2,000 withheld. (However, any refund is likely to be larger if you rollover the entire \$10,000. Also, the amount of any tax refund depends on the total income taxes you owe for the year on all income and the amount you have withheld during the year on all income.)

If you miss the 60-day Rollover deadline

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. To apply for a waiver, you must file a private letter ruling request with the IRS. Private Letter ruling requests require the payment of a nonrefundable fee. For more information, see IRS Publication 590, Individual Retirement Arrangements (IRAs).

D. 10 Percent Additional Income Tax on Early Distributions

You may have to pay the 10 percent additional income tax on distributions from this Plan even if you are under age 59 ½. Also, if you do a rollover to an IRA or to an employer plan that is not a governmental section 457(b) plan, a later distribution made before age 59 ½ will be subject to the 10 percent additional income tax on early distributions (unless an exception applies).

Eligible Employer Plan Exceptions

The 10 percent 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 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 lives or joint life expectancy of you and your beneficiary)
- Payments from a governmental defined benefit pension plan made after you separate from service if you are a public safety employee and you are at least age 50 in the year of the separation.
- Payments made due to disability
- Payments after our death
- Payments of ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Cost of life insurance paid by the Plan
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment.
- Payments made directly to the government to satisfy a federal tax levy.
- Payments up to the amount of your deductible medical expenses.
- Payments made under a qualified domestic relations order (QDRO)
- Certain payments made while you were on active duty if you were a member of a reserve component called to duty after September 11, 2001 for more than 179 days.
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution.

IRA Exceptions

In general, the exceptions to the 10 percent 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:

- There is no exception for payments after separation from service that are made age 55
- The exception for qualified domestic 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)
- 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.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to \$10,000 used in a qualified first-time home purchase, and (3) payments after you have received unemployment for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

E. **Special Election by Eligible Retired Public Safety Officers**

If you are an “eligible retired public safety officer” you may make an election to exclude up to \$3,000 of your otherwise taxable payment from your gross income, and not be taxed on the amount you exclude, by instead having your payment directly made to the provider of an accident or health insurance plan or qualified long-term care insurance contract covering you, your spouse, or your dependants. All distributions are combined from your entire eligible retirement plan (section 401(a), 457(b), 403(a) and 403(b) plans) for purposes of the \$3,000 limit.

You are an “eligible retired public safety officer” if you separated from service as a public safety officer of the employer maintaining the plan, and your separation from service was due to your disability or attainment of normal retirement age. For this purpose, a public safety officer is a law officer, firefighter, chaplain, or member of the rescue squad or ambulance crew. Contact the Plan Administrator for more information about the special notice.

6. Payments after 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 percent additional income tax on early distributions and the special rules for public safety officers do not apply.

If you are a Surviving Spouse

If you receive a payment from the Plan as the surviving spouse 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 59 ½ will be subject to the 10 percent 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 70 ½.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10 percent additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will 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 70 ½.

If you are a Surviving Beneficiary other than a Spouse

If you received 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 percent additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

If you are and Alternate Payee

If you are the spouse or the former spouse of the participant who receives a payment from the Plan under qualified domestic relations order (QDRO), you generally have the same options the participant would have (for example, you may roll over the

payments to your own IRA or an eligible employer plan that will accept it). Payments under the QDRO will not be subject to the 10 percent additional income tax on early distributions.

If you are a 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 percent, the Plan is generally required to withhold 30 percent 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 filling Form 1040NR and attaching your Form 1042-S.

See Form W-8EN for claiming that you are entitled to reduced rate of withholding under an income tax treaty. For more information, see also IRA Publication 519, US Tax Guide for Aliens, and IRC Publication 515, Withholding of Tax Nonresident Aliens and Foreign Entities.

7. Payments after death of the participant

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year less than \$200 (not including payments from 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 for federal income taxes. However, you may do a 60-day rollover.

Unless you elect otherwise, mandatory cash out of more than \$1,000 (not including payments from a designated Roth account in the Plan) will be directly rolled over to an IRA chosen by the Plan administrator or the payor. A mandatory cash out is a payment from the plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed \$5,000 (not including amounts held under the plan as a result of a prior rollover to the plan).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRA Publication 3, Armed Forces Tax Guide.

8. State income taxes

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

9. For more information

You may wish to consult with the Plan Administrator or payor or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information of federal tax treatment of payments from employer plans in: IRS Publication 575, Pension and Annuity income; IRS Publication 590, Individual Retirement Arrangements (IRA); and IRS publications 571, Tax-sheltered annuity Plans, (403(b) Plans). These publications are available from the local IRA office, on the web www.irs.gov or by calling 1-800-TAX-FORM.



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Name _____ SSN _____ - _____ - _____

Rollover Election

- I elect to receive a **lump sum payment** of my POFF Supplemental Plan as a direct rollover.
- I elect to receive a **partial payment** of my POFF Supplemental Plan as a direct rollover.

The amount that I request be rolled over is _____.
 I understand that a check, made payable to me, will be issued for the balance of my account.

State Tax Withholding (Optional)

- I **elect** to have 2% withheld for California state tax. **Applicable to both IN-STATE and OUT-OF-STATE residents also.**
- I **do not** elect to have 2% withheld for California state tax.

Direct Rollover Financial Institution Information

Participant and spousal beneficiaries may select any of the direct rollover options below.

- Type of account: CalPERS Service Credit Purchase (Must complete Certification Form found in CalPERS Service Credit Purchase Packet)
- IRA Inherited IRA Roth IRA Annuity Other eligible retirement plan
- Non-spouse beneficiary is eligible for a direct rollover to an inherited IRA only

 Name of Institution/Plan Account or Contract #

Please complete all the information requested below.

 PARTICIPANT SIGNATURE Date

 Address* City State Zip

*The rollover check will be made payable to your financial institution/plan and mailed to **YOUR address**.
 Your signature certifies that the plan is eligible under the provisions of the Internal Revenue Code to accept a direct rollover.



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For Installment Payments Only

I. Participant Information

Participant Name _____ Social Security Number _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

II. Participant Authorization

I am currently receiving installment payments from the POFF Supplemental Plan. I hereby request that beginning with the next installment payment, payments be deposited by State Street Bank and Trust Company into my account at the financial institution named below. In the event of an over deposit, State Street Bank may adjust my account in the POFF Supplemental Plan if feasible. If not feasible, State Street Bank and Trust Company is also authorized to debit my account to adjust any over deposit which it has caused to be made to my financial institution account as a result of the deposit.

This authorization will remain in effect until further written notice from me is filed with State Street Bank and Trust Company, and shall cease upon notice of my death.

PAYEE'S (Participant's) Signature _____ Date _____

WITNESS' Signature (MUST HAVE SAME SIGNING DATE AS PARTICIPANT) _____ Date _____

III. Authorization of Financial Institution (to be completed by the institution to which you are directing your deposit)

We, the certified receiving financial institution designated below, hereby agree to receive and post credits and/or debits for the payee named above. We understand that the payee named above has the right to cancel this authorization at any time by written notice to State Street Bank and Trust Company. We reserve the right to cancel this agreement by written notice to the payee.

We understand that State Street Bank and Trust Company will furnish our institution with a pre notification entry (credit or debit) for the payee prior to our receiving a fixed dollar entry. We will verify the accuracy of the account holder and account information. We will promptly advise State Street Bank and Trust Company of any necessary corrections. We will follow normal banking return procedures for any payments to which we, the receiving financial institution, are not entitled. We will notify State Street Bank and Trust Company if our institution learns of the death of a payee or of a payee's change of address.

Name of Financial Institution _____ Branch _____

Address _____

Cit _____ State _____ Zip _____ Telephone _____

Depositer Account Number _____ () CHECKING () SAVINGS Routing Number _____

Authorized Signature & Title _____ PRINTED NAME _____ SIGNATURE _____ TITLE _____



Name _____ SSN _____ - _____ - _____

Federal Tax Withholding Election (W4-P)

Complete only if choosing *Installments Option*

Make Only One Election and Sign on the Payee Signature Line.

- Do not withhold federal income tax.
- Withhold federal income tax. The amount I want withheld is \$_____.00 per payment.
- Withhold federal income tax based on the tax tables for:
 - A married individual with _____ tax withholding exemptions.
(Enter 0 or a number)
 - A single individual with _____ tax withholding exemptions.
(Enter 0 or a number)

In addition to the amount to be withheld based on the tax tables, withhold \$_____.00 per payment.

PAYEE'S SIGNATURE

Date

State of California Tax Withholding Election (DE-4P)

Complete only if choosing *Lump Sum Option* or *Installment Payments Option*

Make Only One Election and Sign on the Payee Signature Line.

- Do not withhold State of California income tax.
- Withhold State of California income tax. The amount I want withheld is \$_____.00 per payment.
- Withhold State of California income tax based on the tax tables for:
 - A married individual with _____ tax withholding exemptions.
(Enter 0 or a number)
 - A single individual with _____ tax withholding exemptions.
(Enter 0 or a number)

In addition to the amount to be withheld based on the tax tables, withhold \$_____.00 per payment.

- Withhold State of California income tax in the amount of 10% of the amount withheld for federal income tax

PAYEE'S SIGNATURE

Date



<https://poffsup.ingplans.com> 1-888-600-POFF (7633) Fax 1-888-228-6185
 P.O. Box 5166 / Boston, MA 02206-5166

Complete this form to designate beneficiary (ies) who will receive your POFF Supplemental Plan benefits in the event of your death.

New Enrollment Change of Beneficiary

I. Participant Information

Name (Last / First / Middle Initial)		Social Security Number	Date of Birth	
Address		City	State	Zip
Work Telephone	Home Telephone	Email Address		

II. Beneficiary Information

In the event of your death, your account will be paid to the primary beneficiary (ies) you name below. You may name a Trust as a primary or secondary beneficiary.

Print the beneficiaries' names, social security numbers, and their relationship to you, their birth date and the percentages for each named beneficiary. The total percentages for BOTH of the primary and secondary beneficiary election must equal 100%. Whole integers only (example: you may not indicate 33 1/3%, or 30.5%).

At least one Primary Beneficiary (ies) designation is required in order to complete the enrollment process. The total allocated percentage for your Primary Beneficiary (ies) must equal 100%. If you are legally married, but do not name your spouse as your sole (100%) primary beneficiary, he or she may still be entitled to a community property share of your account. CalPERS cannot be responsible for a participant's failure to properly designate a beneficiary in accordance with state law requirements. Please be advised that failure to meet state law requirements with respect to your beneficiary designation may result in your beneficiary designation being invalid and the payment of your account to someone other than your designated beneficiary.

If you choose to name a sole (100%) primary beneficiary that is not your spouse, your spouse will need to complete the spousal waiver section below acknowledging the beneficiary (ies) that you are designating. You and your spouse's signature must also be notarized by a notary public. *See the next page for notary signature.*

Primary Beneficiary (ies) (attach separate sheet if necessary)

Last Name	First Name	MI	Social Security Number <small>(optional)</small>	Relationship	Date of Birth	Percentage
1) _____	_____	_____	- -	_____	/ /	%
2) _____	_____	_____	- -	_____	/ /	%
3) _____	_____	_____	- -	_____	/ /	%
4) _____	_____	_____	- -	_____	/ /	%

(must total 100% and be in whole integers)

If your primary beneficiary (ies) is not living at the time of your death, your POFF Supplemental Plan account will be paid to the secondary (contingent) beneficiary (ies) you name below.

Secondary (Contingent) Beneficiary (ies)

Last Name	First Name	MI	Social Security Number <small>(optional)</small>	Relationship	Date of Birth	Percentage
1) _____	_____	_____	- -	_____	/ /	%
2) _____	_____	_____	- -	_____	/ /	%
3) _____	_____	_____	- -	_____	/ /	%
4) _____	_____	_____	- -	_____	/ /	%

CONTINUED



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 P.O. Box 5166 / Boston, MA 02206-5166

Participant Name _____ SSN _____ - _____ - _____

III. Signatures Required

Participant's Signature _____ Date _____

Are you legally married? Yes No

Note: Spousal signature is required if not named as the sole (100%) primary beneficiary.

Spousal Waiver: I understand that I have not been named as the sole (100%) primary beneficiary and that in signing below, I have waived my right to receive the account balance or benefits payable from this Plan in the event of my spouse's death.

Signature of Spouse _____ Date _____

COMPLETE ONLY IF YOU HAVE NOT CHOSEN TO NAME YOUR SPOUSE AS PRIMARY BENEFICIARY

State of California

County of _____

On _____ before me, _____
 Name & Title of Officer

personally appeared, _____

and _____

personally known to me (or 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.

Notary Seal

Witness my hand and official seal

Signature of Notary Public _____ Date _____



For Retired or Inactive Employees

Name (LAST, FIRST, MI)

Social Security Number

Email Address

Check the applicable box below:

- Retired or separated from all State service
- Separated from the Department of Corrections, but still employed by the State of California

NOTE: *If you are still employed with the Department of Corrections, you must submit address changes on an Employee Action Form (EAR) and submit to your personnel office, not CaIPERS.*

I have moved. My NEW address is:

Address

City

State

Zip

Participant's Name

Signature

Date