

**IN-SERVICE TRUSTEE-TO-TRUSTEE TRANSFER REQUEST
FOR PURCHASE OF PRIOR SERVICE
OR
REPAYMENT OF WITHDRAWN CONTRIBUTIONS**

The following plans under the Delaware Public Employees Retirement System (DPERS), as 401(a) Qualified Defined Benefit Plans, may accept an In-Service Trustee-to-Trustee Transfer from a 403(b) Tax Saving/Sheltered Annuity and/or a 457(b) Governmental Deferred Compensation Plan and/or a distribution from an individual retirement account or annuity described in §408 of the United States Internal Revenue Code for the purchase of permissible service credits or for the repayment of previously withdrawn contributions and interest:

- State Employees' Pension Plan
- County and Municipal Pension Plan
- County and Municipal Police/Firefighter Pension Plan

The transferring plan must allow the In-Service Trustee-to-Trustee Transfer. Contact your plan administrator to determine if an In-Service Trustee-to-Trustee Transfer is allowed under your plan.

The payment may not be for more than the cost of the purchase. If any additional funds are submitted, they will be returned to the transferring plan. If your In-Service Trustee-to-Trustee transfer does not contain enough money to purchase the service, a letter will be sent to you requesting the additional cost be submitted. If payment is not received within 30 days of the date of our letter, DPERS will return the funds to the transferring plan on your behalf.

Any funds transferred from a 403(b) Tax Savings/Sheltered Annuity or 457(b) Governmental Deferred Compensation Plan or an IRA to DPERS 401(a) Qualified Defined Benefit Plan will retain their tax-deferred status until paid from DPERS as a refund or monthly benefit. The transferred funds will have the same tax liabilities as the DPERS plan. Therefore, should you elect to take a refund from DPERS at a later date and do not roll the money into another plan, we will withhold 20% federal tax on the taxable portion of the refund. In addition, you may be subject to a 10% penalty if you are under age 59 ½ at the time of the refund.

Instructions:

Member

1. Complete items 1 through 8 under Member Certification and Payment information.
2. For Item 7, Amount to be transferred from Financial Institution, **enter only the amount equal to your buy-in option.** In addition, enter only the amount to be transferred with this form. If the money you intend to transfer is from more than one account, you must submit a separate form for each transfer. NOTE: If your buy-in exceeds your available funds for a trustee-to-trustee transfer, you must remit after-tax funds from another account to make up the difference.
3. For Item 8, refer to the Cost Letter DPERS has provided to you.
4. Verify your information and sign, date and forward a copy to the Office of Pensions so the anticipated check can be noticed in your file.
5. Have your Plan Service Provider complete items 9 – 15. Please provide them with a copy of the instructions. If possible, have the Plan Provider complete page two before you send a copy to the Office of Pensions.

IN-SERVICE TRUSTEE-TO-TRUSTEE TRANSFER REQUEST
FOR PURCHASE OF PRIOR SERVICE
OR
REPAYMENT OF WITHDRAWN CONTRIBUTIONS
(continued)

Plan Service Provider

1. The trustee should complete items 9 – 15, under Plan Service Provider Information.
2. For Item 9, Type of Plan, check one box only. Do not include more than one plan per form.
3. For Item 14, enter the amount to be transferred from the member's plan specifying pre-tax and post-tax dollars.
4. For Item 15, have an authorized employee sign as verification of the member's participation in the plan identified in Item 9
5. Payment should be made via check, payable to: **Delaware Public Employees' Retirement System** or by wire.
6. If paying by check, the completed form should accompany the transfer of funds to DPERS. **The payment must not be for more than the cost of the purchase.** If any additional funds are submitted, they will be returned to the transferring plan.
7. Mail check and form to:

**W5585 – State of Delaware
P.O. Box 7777
Philadelphia , PA 19175-5585**

8. These funds can also be wired using the following instructions:

**MELLON FINANCIAL CORPORATION
ABA: # 031-000-037
Account: # 8-173-569
CREDIT: State of Delaware Pension Account**

Please call or fax the Office of Pensions Investment & Accounting Section a notice of intent to wire by 3:00 p.m. the day before the wire. Phone 1-800-722-7300 or fax 302-739-7946.

Mail a copy of the completed Trustee-to-Trustee Transfer Form to the Office of Pensions:

Delaware Public Employees Retirement System
McArdle Building
860 Silver Lake Blvd., Suite 1
Dover, DE 19904-2402

IN-SERVICE TRUSTEE-TO-TRUSTEE TRANSFER REQUEST FOR PURCHASE OF PRIOR SERVICE

Delaware Public Employees Retirement System
 McArdle Building
 860 Silver Lake Blvd., Suite 1
 Dover, DE 19904-2402
 Phone: (302)739-4208
 Toll-free: (800)722-7300
 Fax: (302)739-6129
<http://www.delawarepensions.com>

1. Social Security Number — —
--

This form is for the use of governmental employees seeking an In-service Trustee-to-Trustee Transfer for the Purchase of Prior Service.

DPERS, as a 401(a) Qualified Defined Benefit Plan, can accept money from a 401(a), a 457(b), a 403(b) and/or an IRA/annuity described as a 408 plan for the purchase of permissible service credits or to repay previously withdrawal. The payment must not be for more than the cost of the purchase. Any funds submitted in excess of the cost to purchase will be returned to the transferring plan. Please read the *In-Service Trustee-to-Trustee Transfers for Purchase of Prior Service Factsheet* for additional information regarding these transfers.

MEMBER CERTIFICATION (Please print)		
2. Member's Name (First) (MI) (Last) (Jr./Sr.)		
3. Address (Street)		
City	State	Zip
4. Home Phone Number ()	5. Business Phone Number ()	6. Retirement Date (complete if purchasing service)

PAYMENT INFORMATION Use your Cost Letter to complete item 7. Submissions from separate plans require separate forms. If you plan to transfer funds from more than one account, calculate the amounts from each separately.
--

7. Amount to be transferred from financial institution	Enter only the amount of the payment transferred with this form.
---	--

8. By completing this form, I certify I have read the Information contained in the <u><i>In-Service Trustee-to-Trustee Transfers for Purchase of Prior Service Factsheet</i></u> . I further certify that I understand DPERS may only accept a transfer in an amount up to the cost to purchase. Any additional amount will be returned to the transferring plan.
Member's Signature _____ Date _____

Any person who knowingly presents a false or fraudulent claim is subject to criminal and civil penalties.

PLAN SERVICE PROVIDER INFORMATION

9. Type of Plan (include only one per form)

- 408 Individual Retirement Account/Annuity 403(b) Tax Savings/Sheltered Annuity
 457 Governmental Deferred Compensation Plan 401 Qualified Plan

10. Name of Financial Institution

11. Address of Financial Institution (Street)

City

State

Zip

12. Contact Person

13. Phone Number

()

14. Amount of funds transferred

Pre tax \$ _____

Post tax \$ _____

Enter the exact amount of funds transferred from the member's plan to DPERS. This amount should be no more than the amount shown in box 7.

15. I hereby certify the above member was a participant in our 401(a), 403(b), 408, and/or 457(b) plan. In addition, I certify our plan has adopted provisions to allow In-Service Trustee-to-Trustee Transfers for the purpose of purchasing permissive service credits to a 401(a) Defined Benefit Plan. I further certify the funds being transferred are from the plan indicated above and eligible to be transferred to a 401(a) Defined Benefit Plan.

Name of certifying employee (please print) _____

Signature of certifying employee _____ Date _____

Any person who knowingly presents a false or fraudulent claim is subject to criminal and civil penalties.

If submitting by check, please mail along with this form to:

W5585 – State of Delaware
P.O. Box 7777
Philadelphia, PA 19175-5585

If wiring the funds, please send to:

Mellon Financial Corporation
ABA: #031-000-037
Account: #8-173-569
Credit: State of Delaware Pension Account

Please call or fax the Office of Pensions Investment & Accounting Section a notice of intent to wire by 3:00 p.m. the day before the wire. Phone 1-800-722-7300 or fax 302-739-7946.