



Department of Technology, Management & Budget  
 Office of Retirement Services  
 www.michigan.gov/ors (800) 381-5111  
 P.O. Box 30171  
 Lansing MI 48909-7671

# Qualified Plan-to-Plan Transfer Certification

For Purchasing Service Credit

MEMBER'S NAME (LAST, FIRST, M.I.)	MEMBER ID OR SSN	DATE OF BIRTH
MAILING ADDRESS		DAYTIME PHONE NUMBER ( )
CITY, STATE, ZIP CODE	IF RETIRING IN NEXT 6 MONTHS, WHEN ARE YOU RETIRING? _____ 1, 20_____	

## Section I – Service Credit Purchase(s)

See reverse side for purchase conditions and instructions.

RETIREMENT SYSTEM (CHECK ONE)

Public School Employees       State Employees       State Police       Judges

TYPE OF SERVICE CREDIT BEING PURCHASED (LIST EACH IF MORE THAN ONE)	MEMBER BILLING STATEMENT(S) INVOICE NUMBER(S)	AMOUNT OF PURCHASE
1. _____	1. _____	1. \$ _____
2. _____	2. _____	2. \$ _____
3. _____	3. _____	3. \$ _____

PAYING OFF EXISTING TDP AGREEMENT WITH A TRANSFER (ONLY IF YOU ARE RETIRING OR TERMINATING EMPLOYMENT)

Yes, I want to apply this transfer to the balance of my existing TDP Agreement. I understand I MUST be retiring or terminating employment to apply this to my TDP balance, and I MUST have a *Payoff Options* form on file with ORS to complete my transfer.

## Section II – Account Information

NAME OF FINANCIAL INSTITUTION (PLAN ADMINISTRATOR)	TOTAL TRANSFER AMOUNT OR APPROXIMATE VALUE \$
ADDRESS OF FINANCIAL INSTITUTION	CONTACT PERSON (ING-STATE OF MICHIGAN, LEAVE BLANK)
CITY / STATE / ZIP CODE	PHONE NUMBER ( )

## Section III – Certification

I certify I have verified with my plan administrator that the source of the transfer dollars I am using to purchase service credit is (check any that apply):

QUALIFIED PLAN:     401(a)       401(k)       403(b)       457

OR CONDUIT IRA FROM:     401(a)       401(k)       403(b)       457

*I understand ORS will rely fully on this certification and will not be responsible for any tax consequences relating to this transfer.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this form to ORS, P.O. Box 30171, Lansing, MI 48909-7671**



# Purchase Service Credit with Plan-to-Plan Transfer

You may purchase service credit by transferring pre-tax money from a qualified plan to the Office of Retirement Services (ORS). You can transfer money from Sections 401(a), 401(k), 403(b), and 457 plans, as well as a conduit IRA from any of these sources. You cannot transfer money from a traditional IRA. You must be an active contributing member of the Defined Benefit plan to initiate a plan-to-plan transfer.

Talk to your tax advisor or the IRS regarding tax implications.

## 5 Steps to Complete the Transfer

**Step 1. Request a Member Billing Statement.** For most service credit types, start with the application found under Forms and Publications on our website, [www.michigan.gov/ors](http://www.michigan.gov/ors). Log in to miAccount to request a *Billing Statement* for universal buy-in.

**Step 2. Determine service credit amount and cost.** Use your *Member Billing Statement* to determine the amount of service credit you wish to purchase. For most types you can purchase any amount up to the total years of service available to purchase.

**Step 3. Complete this form.** Enter your purchase information in Section I. If you are terminating and paying off a TDP agreement, check the box.

Provide contact details for the financial institution that you are transferring funds from in Section II.

Certify the source of your transfer dollars and sign in Section III.

Keep a copy of this form for your records. Send the original to ORS.

**Step 4. Request the transfer of funds.** Contact your financial institution and follow their procedures for transferring your money.

ORS must receive payment from your financial institution before the due date shown on your *Member Billing Statement* and while you are an active employee. If payment is received after the due date, request a new billing statement with a recalculated purchase cost.

**Note:** Some institutions may require you to liquidate your account. If so, advise the company to send one check to ORS for the exact amount of the purchase. You can have the institution send any excess to an

investment company of your choice or directly to you; you may be responsible for any taxes and penalties.

**If you are retiring or leaving employment, ORS must receive the payment by your termination date.** If payment arrives after that, it will be returned and service will not be credited. Talk with your financial institution to determine how long it may take to complete the transfer (generally 6-8 weeks).

**Transfers from the state of Michigan Deferred Compensation plan.** If you are transferring funds from a qualified Michigan ING plan (the state's Deferred Compensation plan) your transfer can usually be completed within a month of your request. Send this form to ORS and send a copy to:

ING – SOM Deferred Compensation Plan  
P.O. Box 55497  
Boston, MA 02205-5497

**Transfers from any other financial institution.** If you are transferring funds from any other qualified plan, follow their instructions. Allow 6-8 weeks for them to process your request and remit payment to ORS. Remember, ORS must receive your payment by the billing statement due date, or by the date you terminate employment, whichever is first.

**Step 5. Payment.** Payment must be for the exact amount of the purchase, made payable to the State of Michigan. Send it to:

Regular Payments	Overnight Payments
ORS – Finance Division P.O. Box 30673 Lansing MI 48909-8173	DTMB-Cashiering -ORS 4th Floor Lewis Cass Bldg., 320 S. Walnut Lansing, MI 48909

Have your financial institution include the following on the payment: your name, your Member ID or last four digits of your social security number, and the invoice number from your billing statement.

## Paying off a TDP

Plan-to-Plan transfers can be applied to an existing *Tax-Deferred Payment (TDP) Agreement* only if you are retiring or terminating employment. To pay off your TDP agreement, you do not need an updated *Member Billing Statement*. Submit a *Payoff Options* form to ORS in addition to this transfer form. The *Payoff Options* form and more information is on our website, [www.michigan.gov/ors](http://www.michigan.gov/ors).