



Mail completed form to:
30-30 47th Avenue, 10th Fl
Long Island City, NY 11101



Application for Refund of Additional Member Contributions

While a member of NYCERS you are required to make basic contributions and depending on your plan, Additional Member Contributions (AMCs). The fact sheet on pages 2 and 3 contains our most frequently asked questions about refunds of AMCs. Complete details are available on NYCERS' Refund Brochure (#913) which you can obtain from our website. **NOTE: If the address you provide on this form is different from your address in our system, the new address will become your official address in our records.** Should you have any questions, please contact our Call Center at 347-643-3000.

Member Number	Last 4 Digits of SSN	Home Phone Number ()	Work Phone Number ()
First Name		M.I.	Last Name
Address			Apt. Number
City		State	Zip Code

Please check the box that relates to you:

I am not in City Service. My City Service in the position of _____
with the Department of _____
ceased on the ^[MM/DD/YYYY] ____ / ____ / ____

I am now in City Service in the Department of _____
since ^[MM/DD/YYYY] ____ / ____ / ____ . My title is _____

Check here if you would like your refund to be directly deposited into the bank account of your choice. If you wish to do this, you must fill out the bank information on Page 4.

I would like to withdraw my AMCs from NYCERS and understand that by doing so I will forfeit any rights to a benefit under the special plan which required such AMCs. If I am not eligible to withdraw my contributions, I understand that no action will be taken on this application.

Signature of Member	Date

This form must be acknowledged before a Notary Public or Commissioner of Deeds

State of _____ County of _____ On this ____ day of _____ 20____, personally appeared
before me the above named, _____, to me known, and known to
me to be the individual described in and who executed the foregoing instrument, and he or she acknowledged to me that he or she
executed the same, and that the statements contained therein are true.

Signature of Notary Public or
Commissioner of Deeds _____

Official Title _____

Expiration Date of Commission _____

If you have an official seal, affix it



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Fact Sheet

Who is entitled to a refund of Additional Member Contributions?

Members who are no longer eligible to participate in a special retirement plan may be eligible to receive a refund of their Additional Member Contributions. In most of those plans, Participants with 15 or more years of Credited Service are not eligible to receive a refund of their Additional Member Contributions. Participants should check NYCERS' Refund Brochure (#913) or speak to a NYCERS Representative for details.

Once I submit a refund application what happens next?

Once an application for a refund of Additional Member Contributions is received, NYCERS will:

- (1) Verify your title, plan and membership information to confirm you are eligible for a refund of such contributions.
- (2) Calculate the amount of your Additional Member Contributions, plus interest.
- (3) Send you an Election of Payment Notice.

You are given 30 days to return your Election of Payment Notice to NYCERS. If you do not return the notice within 30 days from the date on the notice, we will process your full refund, less 20% Federal income tax withholding on the taxable portion of your distribution.

Once the Election of Payment Notice is returned or 30 days from the date on the notice has passed, a check is issued within 15 business days.

What is an Election of Payment Notice?

An Election of Payment Notice contains the amount you contributed to NYCERS while a member, plus interest accumulated during that time. The Election of Payment Notice contains three options under which you can elect to roll over the taxable portion of your refund:

- (1) a direct refund, including the taxable portion, subject to 20% Federal income tax withholding.
- (2) a rollover of the taxable portion of the refund into an IRA (Individual Retirement Account) or Employer Plan.
- (3) a rollover of a portion of the taxable distribution, designated by you, into an IRA or Employer Plan.

Is this refund going to be taxable?

Withdrawal of your Additional Member Contributions will result in Federal income tax liability unless you elect to roll over the taxable portion. The taxable distribution is outlined in your Election of Payment Notice, along with an explanation of the Federal income tax consequences.

Is there a penalty for withdrawing your Additional Member Contributions?

Withdrawal of your Additional Member Contributions may result in an additional 10% early distribution tax penalty and may also reduce or affect your retirement benefit from NYCERS. This penalty does not apply to rollovers. For complete details on whether this withdrawal will affect your retirement benefit, please speak with a NYCERS representative.

Is there a way to avoid Federal income tax consequences?

Yes, you can temporarily avoid the tax consequences by rolling over the taxable portion of the distribution into an IRA or Employer Plan.

Sign this form and have it notarized, page 1

WALK-IN CENTER 340 Jay Street
Brooklyn, NY 11201
(347) 643-3000

Skip a Trip to NYCERS!
Activate your secure MyNYCERS account at
www.nycers.org

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Fact Sheet (Continued)

Can I cancel a refund application?

You may cancel your refund application by submitting a written request at any time before NYCERS mails your refund check or processes your rollover.

What happens to my outstanding loan if I take a refund?

If you have an outstanding loan, your Additional Member Contributions may be reduced by the amount of money you borrowed against your account.

How can I receive my refund check?

Your refund check can be either mailed to you or sent through Electronic Funds Transfer (direct deposit) to your checking or savings account.

We recommend that our members have their refund checks directly deposited into their accounts because it's: **SAFE** - eliminates the risk of your refund check being lost or stolen, **FAST** - no more waiting for the bank to clear your check, and **EASY** - no more waiting in line to deposit the check.

Where can I find more information about applying for a refund?

We strongly recommend you visit NYCERS' Customer Service Center to apply for a refund so that our representatives can fully explain potential penalties, consequences of a refund, taxability, impact of outstanding loan balances, etc.

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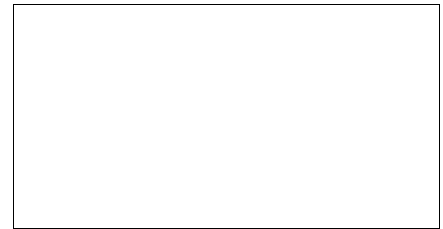
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EFT Authorization

Read and complete the information in this section **ONLY** if you choose to have your check deposited directly into your Checking Account or Savings Account by Electronic Fund Transfer (EFT):

- Make sure you checked the appropriate box on Page 1 of this application.
- Attach one of your preprinted personal checks or preprinted savings deposit slips in the space provided below. If your bank no longer provides personal checks or preprinted savings deposit slips, attach a copy of the top portion of your Checking or Savings Account Bank Statement.
- If submitting a preprinted check or deposit slip, write VOID (in large letters) across the face, as indicated in the sample below.
- Do NOT sign the check that you are attaching to this page.
- Write in your **Bank Name, Account Number, the Bank Routing Code** and select which account you want your funds directly deposited into under "Banking Information."

Sample Check

My Name 72-74893 1152
My Address 9255254
My City, State, & Zip DATE _____

PAY TO THE ORDER OF **VOID** \$
DOLLARS

Bank Name
 Bank Address

MEMO _____

+ 00186 286 2: 925 525 4 1152

9 Digit Bank Routing Number Your Account Number Check Number

BANKING INFORMATION

Deposit to my Checking Savings

Bank Name _____

Account # _____

Bank Routing Number _____

Sample Deposit Slip

DEPOSIT TICKET

My Name
My Address
My City, State, & Zip

DATE _____

Account routing number 001862898

Bank Name
 Bank Address

CASH →

SUBTOTAL →

LESS CASH →

NET DEPOSIT \$

+ 00186 286 2: 925 525 4

9 Digit Bank Routing Number Your Account Number

Note: Your bank may use different routing numbers for deposits. If your deposit slip has this notation, use this routing number for your direct deposit.