

REFUND INSTRUCTIONS AND CHECKLIST

Please verify the following information before submitting refund paperwork. *Incomplete forms will delay the processing of your refund.*

- Form WRS-8(a) - (required)**
 - Is the appropriate box marked indicating how you want your refund processed? You have several options; however, you can mark only one (1) box.
 - Does your name match WRS records? If not, you must complete form WRS-3 and include required documentation.
 - Is your Social Security Number, Address, Telephone Number, Email address complete?
 - Did you mark the appropriate box showing your marital status?
 - Have you signed the form? - If you are married, your spouse must also sign. All signatures MUST BE signed in front of a notary.

- Form WRS-8(b) - (must be submitted with the WRS-8(a) form if you are rolling funds from WRS into another financial institution)**
 - Is your Name and Social Security Number complete?
 - Have you signed the form?
 - Section 2 **MUST BE** fully completed by New Institution and/or Trustee/Custodian.
 - Who should the check be made payable to?
 - FBO (for benefit of) - this should be your legal name.
 - Mailing address of new financial institution, including city, state, zip.
 - New financial institution's telephone number.
 - Is this being rolled over into an IRA or another qualified retirement plan?
 - Has an authorized administrator of the new financial institution signed the form and indicated their title and the date signed?
 - Did you complete the WRS-8(a) form?

- Form WRS-4 Response Form for Vested Members - (required if you have at least 48 contributions in WRS; this form is only available through the Refund Department at WRS)**
 - Have you marked one (1) box with your decision regarding your retirement funds?
 - If you elect to withdraw your funds in a lump sum, did you indicate whether the funds are to be sent to another financial institution as a rollover, or directly to you?
 - Is the form signed and dated?
 - Is your Social Security Number and address complete?
 - Did you sign the WAIVER (if you want to waive the 30-day waiting period)?

- Your request will be processed within **10-12 weeks** from the date of your last working day or the date we receive your completed forms (whichever is later).
- Your refund cannot be processed until we receive the final contributions from your employer.
- Employers submit contributions to WRS once a month. Please keep in mind, employers have until the 12th of the month to submit contributions for the PREVIOUS month. For example, if you terminate employment on the 5th of November, the earliest we would receive your final contributions would be the middle of December.
- If for any reason your employer does not submit your final contributions by the 12th of the following month, your refund may be delayed an additional month.
- Every employer has a payroll cutoff for the month, so if you terminate your employment after your employer's payroll cutoff, your refund may be delayed an additional month.
- If your account has been inactive, we will make every attempt to process your refund on the next processing date. However, refunds are processed in the order received, so depending on the number of pending refunds, it may take 6-8 weeks to process.
- If you are vested in WRS (having 48 contributions or more), additional paperwork is required. This paperwork can only be obtained through the Refund Department at WRS. If you downloaded this packet from WRS' Web site, the packet is NOT complete; please contact a Benefit Specialist at 307-777-7691.

Wyoming Retirement System
WITHDRAWAL OF MEMBER CONTRIBUTIONS

Please allow 10-12 weeks (from the later of your last working day or the day we receive your forms) for processing

- TO BE ELIGIBLE FOR A REFUND, you cannot be employed by a participating employer of WRS
IF YOU ARE VESTED (48 or more months of service) additional paperwork and processing time is required

- Refund by Direct Rollover to Institution/Trustee named on attached WRS-8(b). Previously taxed contributions will be paid to me.
Refund by Direct Rollover of \$ (must be at least \$200) to Institution/Trustee named on attached WRS-8(b), with the balance of my account payable to me. I understand 20% of the taxable amount of the balance payable to me will be withheld for income tax.
Refund total amount of account to me. I understand a refund is a total distribution of my contributions and accrued interest and 20% of the taxable amount will be withheld for income tax. By choosing a refund, I forfeit the matching employer contributions.

Member Information (please print) Check box if new address

Name (must match WRS records)* Social Security Number

Address

City, State, Zip

Telephone Number Last Working Day

Email Address

* If name differs from WRS records, please complete form WRS-3 and include required documentation

SIGNATURES MUST BE ACKNOWLEDGED BY A NOTARY

Please check appropriate box below-this must be done for WRS to process your refund; all signatures must be notarized. By signing this acknowledgment, I certify I have received and read the Special Tax Notice from WRS.

- Please refund my account as designated. As of the date indicated below, I am not married.
Please refund my account as designated. As of the date indicated below, I am married. I understand my spouse's signature is required.

Member's Signature: X Date

(If applicable) Spouse's Signature: X Date

NOTARY ACKNOWLEDGMENT

State of County of } SS.

On (date), before me personally appeared

(Member's Name),

(Spouse's Name)

- proved to me on the basis of satisfactory evidence OR personally known to me to be the signer of the above document and he/she acknowledged to me that he/she executed the same.

WITNESS my hand and official seal.

X Signature of Notary Public

My Commission Expires

Notary Seal

WRS Office Use Only

Ret #

Agy# Vstd

Last Cont

Ref Date

Pend

Entered:

Verified:

Wyoming Retirement System
Rollover Acceptance Form
MUST BE COMPLETED IF FUNDS ARE BEING ROLLED FROM WRS
INTO ANOTHER FINANCIAL INSTITUTION
Must accompany WRS-8(a) Form

Section 1 - (To be completed by Member)

I certify that I have ceased employment with all participating employers of the Wyoming Retirement System (WRS) and have instructed WRS to roll my funds into my account with your financial institution. WRS is a qualified retirement plan as defined under section 401(a) of the Internal Revenue Code.

I understand that a refund is a total distribution of my contributions and accrued interest. By choosing a refund, I forfeit the matching employer contributions and give up any right to future benefits with WRS. I assume full responsibility for the direct rollover transaction and will not hold the Plan Administrator, Trustee, Custodian, or issuer of either the distributing or receiving plans liable for any adverse consequences that may result.*

Member's Name: _____

Social Security Number: _____

X _____
Member Signature Date

Section 2 - To be completed by New Institution and/or Trustee/Custodian

Make Check Payable to: _____

FBO: _____

Mailing Address: _____

City, State, Zip: _____

Telephone Number: _____

As an authorized administrator of this financial institution, we agree to serve as successor custodian/trustee for the assets of your above-named member. I certify the funds will be placed into: (please check one only)

a traditional IRA OR an eligible employer plan*

Type or Print Name of Authorized Administrator/Trustee

Authorized Administrator/Trustee's Title

X _____
Authorized Administrator/Trustee's Signature

Date

► Note: Check will be mailed to the above address

** An "eligible employer plan" includes a plan qualified under section 401(a) of the Internal Revenue Code, including a 401(k) plan, a section 403(a) annuity plan, a section 403(b) tax-sheltered annuity, or an eligible governmental section 457(b) plan.*

Please note, due to administrative constraints, we are unable to transfer funds into a Roth IRA at this time.

WRS Office Use Only

Entered: _____
Verified: _____

(Revised 1/16)

SPECIAL TAX NOTICE REGARDING REFUND PAYMENTS **YOUR DECISION MAY AFFECT THE AMOUNT OF FEDERAL INCOME TAX YOU OWE**

You are receiving this notice because all or a portion of a payment you are receiving from the Wyoming Retirement System (“WRS” or “the Plan”) is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do such a rollover.

This notice describes the rollover rules that apply to payments from WRS that are not from a designated Roth account (a type of account with special tax rules in some employer plans). Rules that apply to most payments from a plan are described in the “General Information About Rollovers” section. Special rules that only apply in certain circumstances are described in the “Special Rules and Options” section.

GENERAL INFORMATION ABOUT ROLLOVERS

How can a rollover affect my taxes?

You will be taxed on a payment from the Plan if you do not roll it over. Unless an exception applies, if you are under age 59½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions. However, if you do a rollover, you will not have to pay tax until you receive payments later and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception applies).

Where may I roll over the payment?

You may roll over 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 the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, no spousal consent rules apply to 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.

An eligible employer plan is not legally required to accept a rollover. Before you decide to roll over your payment to an eligible retirement plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts. Even if a plan accepts rollovers, it might not accept rollover of certain types of distributions, such as after tax amounts. The rules of the eligible retirement plan that holds the rollover will determine your investment options, fees, and rights to payment from the eligible retirement plan (for example, no spousal consent rules apply to IRAs and IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the eligible retirement plan.

How do I do a rollover?

There are two ways to do a rollover. You can do either a direct rollover or a 60-day rollover.

If you do a direct rollover, the Plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. You will have 60 days after you receive the payment to make the deposit. If you do not do a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes. This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from WRS is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Required minimum distributions after age 70½ (or after death)
- Corrective distributions of contributions that exceed tax law limitations

WRS can tell you what portion of a payment is eligible for rollover.

If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?

If you are under age 59½, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the payment not rolled over.

The 10% 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 the 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 your death

- Corrective distributions of contributions that exceed tax law limitations
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO)
- Payments up to the amount of your deductible medical expenses

If I do a rollover to an IRA, will the 10% additional income tax apply to early distributions from the IRA?

If you receive a payment from an IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions from the IRA, unless an exception applies. In general, the exceptions to the 10% 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 after age 55.
- The exception for qualified domestic relations 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 compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I owe State income taxes?

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

SPECIAL RULES AND OPTIONS

If your payment includes after-tax contributions

After-tax contributions included in a payment are not taxed.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Plan and a portion is paid to you, each of the payments will include an allocable portion of the after-tax contributions. If you do a 60-day rollover to an IRA of only a portion of the payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a complete distribution of your benefit which totals \$12,000, of which \$2,000 is after-tax contributions. In this case, if you roll over \$10,000 to an IRA in a 60-day rollover, no amount is taxable because the \$2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan). You can do a 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

Not all plans will accept rollover of after tax contributions. Check with the plan administrator of the receiving plan to make sure after-tax contributions will be accepted.

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 extraordinary 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 user fee. For more information, see IRS Publication 590, Individual Retirement Arrangements (IRAs).

If you were born on or before January 1, 1936

If you were born on or before January 1, 1936 and receive a lump sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, Pension and Annuity Income.

If you roll over your payment to a Roth IRA *(due to administrative constraints, WRS cannot roll funds into a Roth IRA at this time)*

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% 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 59½ (or after your death or disability, or as a qualified first-time homebuyer distribution 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% 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 WRS to a designated Roth account in an employer plan.

If you are not a plan participant

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% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "If you were born on or before January 1, 1936" applies only if the participant was born on or before January 1, 1936.

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 59½ will be subject to the 10% 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 70½.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% 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 70½.

If you are a surviving beneficiary other than a spouse. If you receive 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% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

Payments under a qualified domestic relations order. If you are the spouse or former spouse of the participant who receives a payment from WRS under a qualified domestic relations order (QDRO), you generally have the same options the participant would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). Payments under the QDRO will not be subject to the 10% 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%, WRS is generally required to withhold 30% 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 filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, U.S. Tax Guide for Aliens, and IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Other special rules

If your payments for the year are less than \$200 (not including payments from a 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.

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

YOUR RIGHT TO WAIVE THE 30-DAY NOTICE PERIOD

Generally, neither a direct rollover nor a payment can be made from WRS 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 withdrawal directly rolled over. If you do not wish to wait until this 30 day notice period ends before your election is processed, you may waive this notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your withdrawal will then be processed in accordance with your election as soon as practical after it is received by WRS.

FOR MORE INFORMATION

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



If you participate in the



WRS DEFERRED COMPENSATION PLAN

Please contact a 457 Specialist at
(307) 777-7691 for withdrawal options