

REQUEST FOR COST NOTIFICATION: OPEN WINDOW TRANSFER GUIDE FROM PLAN E TO PLAN D AND CREDIT FOR SERVICE PRIOR TO MEMBERSHIP IN LACERA

Please read the enclosed *Open Window Transfer Guide*. For personalized information on the cost of an Open Window Transfer to Plan D, complete the front and back of this request form, sign and return it to LACERA. Within approximately sixty days of receipt of this form, LACERA will notify you of your cost to transfer to Plan D. If you wish to purchase any credit for service prior to membership, LACERA will verify your service and notify you of that cost. (Certain eligibility requirements apply; see *Open Window Transfer Guide* for additional information.) Verification of your prior service and the computation of the cost of your service credit may affect the time required to prepare your Cost Notification Letter.

This form is merely a request to receive information on your cost for an Open Window Transfer; it does not obligate you to take any further action.

1. LAST NAME, FIRST NAME, AND MIDDLE INITIAL										2. MARITAL STATUS*		3. EMPLOYEE NUMBER			
4. ADDRESS—NUMBER AND STREET										5. SOCIAL SECURITY NUMBER					
6. CITY										7. STATE		8. ZIP CODE			
9. CURRENT PLAN & TYPE		10. DEPT. NO.		11. PAY LOCATION		12. BIRTHDATE		13. ESTIMATED RETIREMENT DATE							
E G															
14. TELEPHONE		AREA CODE		BUSINESS PHONE		EXTENSION		BUSINESS HOURS							
AREA CODE		HOME PHONE													

*S-SINGLE, M-MARRIED, D-DIVORCED, W-WIDOWED, P-DOMESTIC PARTNER

TO PURCHASE PRIOR SERVICE

If you want to **purchase service credit for service prior** to membership in LACERA, list that service on the back of this form.

1. Plan E members who transferred from Plan A, B, C, or D prior to 1993 and received, or were eligible to receive, credit at no cost must purchase all required County service credit within the 10-year transfer contract period.
2. Plan E members who joined Plan E following a break in County service, and had ten or more years of vested Plan E service, must purchase all of their prior vested Plan E service credit in order to complete the transfer to Plan D.
3. Plan E members who joined Plan E when entering County service are not eligible to purchase service credit for any work performed prior to LACERA membership until the transfer to Plan D is completed.
4. Members entitled to a pension from another retirement system now, or in the future, may not purchase that service credit.

LEGAL AND BINDING LIMITATIONS

Irrevocable Contracts

If you decide on an Open Window Transfer to Plan D, **your contract will be paid using before-tax dollars, and is irrevocable.** You cannot change or revoke the contract regardless of personal or financial hardships.

Before-tax contributions made through automatic payroll deduction are tax-deferred contributions. You will not pay tax on these contributions until you receive them as part of your retirement allowance, or you request a withdrawal of contributions after you terminate County employment, or your beneficiary receives them as part of a benefit payment after your death.

Your contract may also be paid with a before-tax, lump-sum rollover from a 401(k), conduit IRA, or other qualified employer plan. **Note:** your County 401(k) Savings Plan funds may not be available for in-service distribution. Consult with your plan administrator and your financial professional before deciding on this method of payment.



**CREDIT FOR SERVICE PRIOR TO MEMBERSHIP IN LACERA
For Open Window Transfers from Plan E to D**

List all service prior to membership in LACERA that you want to purchase with this Open Window Transfer to Plan D.

Eligible County service may include: Temporary (non-permanent, seasonal, intermittent, or part-time); permanent part-time service (less than 3/4 time); redeposit of withdrawn contributions for prior Los Angeles County service, and absence without pay due to illness or maternity.

Eligible non-County service may include: U.S. Government and military service; State of California; service with any county or public agency/entity located in California. Refer to the *Open Window Transfer Guide* for complete eligibility requirements and provisions.

Please attach any document that will verify the service you are requesting to purchase.

SERVICE PRIOR TO MEMBERSHIP IN LACERA	SERVICE CREDIT DATES					PREVIOUSLY REQUESTED		FOR LACERA USE ONLY				
	TEMP.	PERM.	FROM	TO	TOTAL MOS.	YES	NO	VERIFIED		TOTAL MOS.	NOT ELIG.	
								FROM	TO			
COUNTY DEPARTMENT IN L.A. COUNTY												
FULL-TIME ACTIVE MILITARY SERVICE (ATTACH DD214) (BRANCH OF SERVICE)												
UNITED STATES GOVERNMENT SERVICE (AGENCY) (POSITION TITLE)												
STATE OF CALIFORNIA SERVICE (AGENCY) (POSITION TITLE)												
SERVICE WITH ANY COUNTY OR PUBLIC AGENCY/ENTITY IN CALIFORNIA (AGENCY) (POSITION TITLE)												
OTHER NAME(S) USED FOR EMPLOYMENT IF DIFFERENT FROM NAME ON APPLICATION									TOTAL SERVICE			
PREVIOUS EMPLOYEE NUMBER(S) IF DIFFERENT FROM NUMBER ON APPLICATION									PROCESSED BY			
									DATE			

ACKNOWLEDGMENT AND SIGNATURE

By my signature on this Request for Cost Notification Form, I acknowledge:

I have read and understand the *Open Window Transfer Guide*, including the payment options, payment terms, and tax considerations; and I understand that:

- This form is only a request for a cost estimate and does not obligate me to transfer plans, sign the forthcoming Payment Contract, nor purchase service credit.

I also understand that *if* I decide to initiate an Open Window Transfer from Plan E to Plan D:

- I will remain a Plan E member until I have paid **all** required contributions, including interest, to LACERA.

- Current monthly contributions to Plan D will be deducted from my paycheck in addition to the deductions for my transfer to Plan D.
- My contract is **irrevocable**.
- I can choose the terms of the contract (from one month to 120 months) depending on the limitations for the service described under Service Categories in the *Open Window Transfer Guide*.
- I will not receive credit from LACERA for service with another retirement system if I am now, or in the future, entitled to receive a pension or retirement allowance from that system.
- If I decide to transfer to Plan D, I will relinquish, waive, and forfeit any and all vested or accrued benefits available under any other LACERA retirement plan, and understand that I shall be entitled only to the benefits available under Plan D.

SIGNATURE **X** _____

DATE _____