



# LEAVING PERF/TRF HYBRID PLAN-COVERED EMPLOYMENT

INDIANA PUBLIC RETIREMENT SYSTEM

## Will I lose my PERF/TRF account when I leave my job?

There are two parts to the PERF and TRF Hybrid plans. The first part is the defined contribution account (DC). This money is yours. There are requirements for withdrawing this money, but leaving your PERF/TRF-covered job doesn't reduce or eliminate this benefit. The second part is the defined benefit. To be eligible for a defined benefit when you retire, you must meet certain age requirements and be vested.

## How do I know if I'm vested?

Vested in the PERF/TRF Hybrid plan means a member has at least 10 years of covered service (certain elected officials have eight-year vesting). You earn service by working in a PERF/TRF-covered position, but may also be eligible for service credit if you have military service leave or other authorized leaves. Information about service is available in the *PERF/TRF Hybrid Plan Member Handbook*, available at [www.inprs.in.gov](http://www.inprs.in.gov).

If you're thinking of leaving employment or retiring and have between nine and 11 years of service credit, you may wish to check with INPRS to verify your actual vested status.

## Can I leave my money invested in my DC if I'm not working in a PERF/TRF-covered position?

**Yes!** The funds in your DC belong to you even if you're no longer working in a covered position. You are under no obligation to take a distribution until you reach 72 years of age. You won't be able to contribute any more money to your account if you aren't in a covered position, but you'll be able to remain in any of the current investment options. You'll also continue to receive electronic quarterly statements and be able to change your investment option choices. If you're vested, you can simply remain invested until you apply for retirement. Your account will be available whenever you choose a distribution.

## Will INPRS ever lose track of where I am?

After you leave your covered employment, INPRS no longer receives contributions or wage reports for you. INPRS maintains all the information related to your account and reports from your employer(s) in member files. You should

## LEAVING PERF/TRF HYBRID PLAN-COVERED EMPLOYMENT DOES NOT MEAN YOU LEAVE THE FUND!

You do have options with your account. The choices you make can have a big impact on your later years. This fact sheet explains these choices and how each might impact your life. If you have questions, please contact INPRS.

receive an electronic quarterly statement (every three months) with the details of your DC investments. Or, if you opted to receive a paper statement, it will be mailed to your home. Unfortunately, members often forget to tell INPRS when they move or experience a life change that might require them to name a new beneficiary.

Regardless of whether you're currently employed in a covered position, you have the responsibility of keeping your personal information up-to-date. If you opted-in to receive a paper statement, and have not received it within the past four months, please contact INPRS to change your address, or you can change your address using your secure online account at [www.myinprsretirement.org](http://www.myinprsretirement.org). Be sure the beneficiary named in your account is the person you intend.

## ABOUT DISTRIBUTIONS

### Can I withdraw my DC account?

When you leave covered employment before retirement, you may be tempted to take a distribution of your DC account. Although taking a distribution may give you money to cover immediate expenses, you may end up walking away with less than expected. ***If you are under age 59 1/2 when you leave employment and take a distribution, you may be required to pay an additional 10 percent tax unless you qualify for certain exemptions set forth by the Internal Revenue Service.*** Before you receive the money, INPRS must also withhold 20 percent as pre-payment of your current year's federal income tax. Depending on your income tax bracket, you could owe additional taxes on your total income at tax time.

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# LEAVING PERF/TRF HYBRID PLAN COVERED EMPLOYMENT

## If I take a DC distribution, do I still get a retirement benefit?

With the hybrid plans, members may withdraw all or a portion of their DC account and still receive their retirement benefit when retirement eligible. A member is eligible to withdraw his or her DC and not lose his or her retirement benefit if he or she is vested, terminates employment, and does not perform service in a PERF/TRF covered position for at least 30 days after terminating his or her employment. If a member is eligible for an unreduced retirement benefit they must elect to retire. Once you are vested and meet eligibility requirements, you will receive a retirement benefit check every month after you retire **for the rest of your life!** If you are not vested you will not qualify for a retirement benefit.

## How do I get a distribution of my DC?

You can log in to your secure online account to initiate your request for a distribution. You may also call (844) GO-INPRS to initiate your distribution request via phone with a customer service representative. You must choose whether to take your DC as a single cash distribution or roll it over into another qualified retirement account. Some of your DC contributions may have been made with money you've already paid taxes on (post-tax) and some contributions may have been made before taxes were paid (pre-tax). The application includes further explanations. You may wish to speak with a tax advisor before making your distribution choices.

## What's a rollover distribution and how do I take it?

Rather than take a cash distribution of your DC, you can roll money into a qualified retirement account outside of INPRS, such as an IRA or certain employer retirement plans. (Your funds are not reduced by taxes or penalties.) Consult with your tax advisor for further information on taxes.

## ABOUT RETIREMENT

### How do I apply for my retirement benefits?

Retirement from PERF or TRF means you receive a monthly retirement benefit payment. You can apply for full PERF/TRF retirement benefits if you have at least 10 years of service and are at least age 65 or are at least age 60 with 15 years of service. You may also apply for full benefits if you meet the Rule of 85, which requires that a member be at least 55

years old and their age and years of service total 85. If you have 15 years of service and are age 50 through 59, you are eligible for a reduced benefit amount. The amount of the reduction is a percentage of the full amount based on your age and years of service at retirement. See the *PERF/TRF Hybrid Plan Member Handbook* for more details.

PERF and TRF will only pay up to six months of retroactive benefits from the date of your retirement application. Your application cannot be processed until all information from you and your employer(s) is submitted. **Submit your application no later than 90 days prior to your retirement date.** Generally, if members submit their application 90 days before their retirement date AND the employer submits to INPRS their final day worked and wage information, members can expect their first retirement benefit check one to two months following their retirement date. If members annuitized their funds with MetLife, the timeframe on when they will receive their monthly annuity payment depends on when their application was submitted and when their employers submit to INPRS their final day worked and wage information. For more information, go to <http://bit.ly/inprsannuityfaq>. If you are not old enough to retire when you leave PERF/TRF-covered employment but are vested, you do not need to do anything. Your benefits will be there when you reach retirement age, even if you never return to covered service.

### What do I do if I've recently become disabled?

To qualify for a PERF or TRF disability retirement, you must have at least five years of creditable service and qualify for Social Security benefits. A member who becomes disabled while receiving a salary or employer provided income protection benefits, or who is on leave under the Family and Medical Leave Act, is entitled to receive benefits effective the month following the Social Security disability onset date.

When applying for benefits, you will be required to provide INPRS with a Social Security Disability Award Letter which **must show** the onset date of your disability. INPRS cannot process your disability without this information. Qualified members will be entitled to receive PERF/TRF disability benefits for as long as they continue to be eligible for Social Security disability benefits. You are required to notify INPRS if your Social Security disability benefits are terminated.

**What do I do now?** Remember you can fill out the online retirement application in advance, but you're not eligible to receive any PERF/TRF benefit (retirement or distribution) until after your last wage earning day with your PERF/TRF employer. Distributions always require some information that must be supplied by that employer. For further information and assistance, check the website, [www.inprs.in.gov](http://www.inprs.in.gov), or call customer service toll-free, (844) GO-INPRS.