

OPTIONS FOR TERMINATING / SEPARATING EMPLOYMENT

Members of Fairfax County

Employees', Police Officers, and Uniformed Retirement Systems

Terminated employees with LESS than 5 years of service must choose between Options 1 through 3

Option 1

Elect a refund of your contributions and accumulated interest (Police System does not earn interest)

Refunds are subject to:

- 20% Federal income tax withholding
 - 4% VA State income tax withholding (For VA Residents only) AND a
 - 10% penalty* if under age 55 ERS (age 50 for most public safety URS & PORS).**
- Contact Retirement Systems to obtain the appropriate refund form.
- Complete and return the form to the Retirement Systems office.
Your signature must be notarized.

A refund will be processed within 60-90 days. A manual check will be mailed to you; there is no direct deposit option.

**This information is provided based on Section 72(t) of the Internal Revenue Code. Additionally, this information is provided only as general information and should not be considered as legal or tax advice. Please consult a tax professional before taking a distribution from your 401(a) Qualified Pension Plan. **The definition of a "qualified public safety employee" is an employee of a state or political subdivision of a state (e.g. a county) who provides police protection, firefighting services, or emergency medical services for any area of the jurisdiction.*

Option 2

Elect to roll over your contributions and accumulated interest to a traditional Individual Retirement Account (IRA) or eligible employer plan.

- Contact the Retirement Systems office for the appropriate rollover form.
- Complete and return the form to the Retirement Systems office. (Note: The financial institution or employer plan accepting the rollover must complete a portion of the form.)

Transfer will be completed within 60-90 days. A manual check will be sent directly to the trustee institution; there is no direct deposit option.

Option 3

Elect not to receive a refund.

- Contact the Retirement Systems office to obtain and complete the Acknowledgement of Employment Termination" form. If you choose to leave your money in the retirement system, it will continue to earn interest at the rate of 5% for the first 5 years after termination (*Employees' and Uniformed Systems only*). If you return to County employment in the same system, and your account balance is intact, you will re-enter the same System and Plan and begin accruing service towards retirement eligibility.

See additional information on the reverse of this page

Option 4

Elect a Deferred Vested Retirement – only if you have 5 years or more of eligibility service. There are two types of Deferred Vested Retirement:

1. Normal – benefit will begin at age 65 (Age 55 for Police and Uniformed members)
2. Early – benefit to begin when eligibility plus age equals 75 (Reduced Benefit)
(Early Deferred Vested benefit is only available to Employees' System members)

Please see the following steps to apply for a Normal OR Early Deferred Vested Retirement:

- Request a **Deferred Vested Retirement Estimate** by completing a “Acknowledgement of Employment Termination” form.
You can obtain this form by contacting the Retirement Systems, Refund Section.
- Complete and return the “Acknowledgement of Employment Termination” form to the Retirement Systems.
- After receiving your request we will complete a deferred vested retirement estimate and send it to your address on file or new address on the signed request form.
- After you review the estimate, if you decide that you want to apply for a deferred vested retirement, contact the Retirement Systems office for deferred vested retirement application.
- Complete and return application.
- We will send you an acknowledgement letter advising you of future actions.

Approximately 90 days prior to commencing your deferred vested retirement benefit, we will contact you in order to complete all remaining forms.

General Information:

You must continue to keep us informed of your current address and phone number, by a written and signed request, in order for us to send you the required forms.

You may request a refund or roll over your account balance anytime after terminating your employment, even after completing an application for a deferred vested retirement – as long as your request is received before your retirement benefit has commenced.

Remember, once you remove (refund, rollover) your contributions, no further retirement benefits are payable.

***Additional information about these options can be found
in the Fairfax County Retirement System Handbooks for Active Employees***

Retirement Systems Hours of Operation:

Monday - Friday, 8:00 am to 4:30 pm

Walk-in hours: 11:00am to 2:00pm Phone: 703-279-8200 TTY: 711

Limited services are available during walk-in hours

For additional information you may visit our website at: <http://www.fairfaxcounty.gov/retirement/>