

**STATE OF CALIFORNIA  
SAVINGS PLUS PROGRAM**

**PART-TIME, SEASONAL, TEMPORARY, RETIREMENT PLAN**

**Benefit Payment Application**

This package contains information for your use. Use the applicable information to create the payment method that best meets your needs. Enclosed are the following:

- PST Payment Application
- Special Tax Notice Regarding Plan Payments 402(f)

These instructions summarize the major provisions of federal and State of California tax rules that may apply to your payment. The tax rules are complex and contain many conditions and exceptions that are not included in these instructions. You can find more specific information on the tax treatment of payments from eligible retirement plans in Internal Revenue Service (IRS) Publication 575, *Pension and Annuity Income*, and IRS Publication 590, *Individual Retirement Arrangements*. These publications are available from your local IRS office or by calling 1-800-TAX-FORM (1-800-829-3676).

***All information is current as of the date this application was printed. The Plan Administrator reserves the right to amend any of the procedures or plan provisions as outlined in this application or the official Plan Document to conform with governing laws or Internal Revenue Code regulations issued subsequent to the publication of this application. Such changes may be enacted without prior announcement or the expressed consent or agreement of plan participants. If there is any contradiction between the terms of the official Plan Document and this application, the official Plan Document will govern.***

## INSTRUCTIONS

### **Section I - Participant Information**

Complete the information requested. Provide either your separation date **or** your CalPERS eligible date. Print clearly.

### **Section II - Payment Methods - Check one box only.**

#### **Direct Payment**

This option allows you to receive your entire account balance. This payment will be reported to the Internal Revenue Service (IRS) as ordinary income. If your account balance is less than \$200, Federal and State income taxes will **NOT** be withheld. There will be a **mandatory** 20% withholding for Federal income taxes on amounts of \$200 or more. State income taxes will be withheld at a rate of single with 0 (zero) allowances. A 1099-R will be issued by January 31<sup>st</sup> of the following year for tax reporting purposes.

#### **Direct Rollover to SPP 457 DCP**

As a member of CalPERS, this option will rollover the Part-Time, Seasonal, Temporary (PST) Retirement Plan funds to the Savings Plus Program (SPP) 457 Deferred Compensation Plan's (DCP) Vanguard Total Bond Market Index Fund. Upon posting to the 457 DCP you may exchange all or a portion of the funds to any of the other investments offered through SPP. Exchanges are done via the Voice Response System (VRS) or the SPP Web site. To initiate a salary deferral and select an investment option(s), you will use the VRS or the SPP Web site. You agree to establish a Personal Identification Number (PIN) and be responsible for safeguarding the PIN. The electronic systems will require you to furnish information confirming your identity as the sole person authorized to access the account.

This option will initiate the process of enrolling in a 457 DCP and/or a 401(k) Thrift Plan with the SPP. It authorizes the SPP to establish an account for you, but it does not authorize the amount of your paycheck deductions to go into the account nor set up investment options. To begin paycheck deductions ("salary deferrals") and select your investment option(s), you will be sent an information kit with instructions for completing this process after we receive your signed application. This kit will be sent within 10 business days.

By selecting this option, you agree to read the Summary Plan Description (*Getting Started in Savings Plus* handbook) and to all other terms and conditions of the plan(s). It is your responsibility to obtain and read a copy of the prospectus or disclosure documents pertaining to the investment option(s) you select. You authorize your payroll office to deduct and transmit any deferral amount you may subsequently elect.

If your application is processed on or before the 15<sup>th</sup> day of any month, you will have an account established by the 25<sup>th</sup> day of that month. You have until 1:00 p.m. (PT) on the last business day of that month to access the VRS or SPP Web site to start the payroll deduction and choose your investment option(s). For example, if your initial deferral and investment selection is completed by 1:00 p.m. (PT) on September 30<sup>th</sup> (the last business day of the month), your deferrals will begin with the October pay period (the check you receive in early November).

#### **Direct Rollover to Another Entity**

A Rollover from the PST Plan account to an Individual Retirement Account, 401(k) or 403(b) Tax Sheltered Annuity is permitted as a result of the federal Economic Growth and Tax Relief Reconciliation Act (EGTRRA) of 2001 as long as the entity sponsoring the plan accepts 457 funds. The certification must be received and attached to the PST Benefit Payment Application. Check the Direct Rollover to Another Entity box and complete Section III of the application.

If you wish to transfer your PST account to purchase California Public Employees' Retirement System (CalPERS) or California State Teachers' Retirement System (CalSTRS) Service Credit, do not use this form. You must first contact CalPERS at (800) 352-2238 or CalSTRS at (800) 228-5453.

If you are age 70½ or older and elect to rollover your funds, the Required Minimum Distribution will be processed and paid directly to you before the funds are rolled over to the provider. Please refer to the enclosed 402(f) Notice for information regarding Required Minimum Distributions.

### **Section III – Entity Information and Certification**

Obtain accepting entity's certification that they will accept 457 Plan funds. This can be done by attaching the other entity's certification form or by having an authorized agent of the accepting entity sign the certification on this form. Check the type of plan that will receive the funds. Specify the amount that will be rolled over to that entity. Provide the name of the accepting entity, their address, and your account number with that plan.

### **Section IV – Participant Certification**

Read the Special Tax Notice Regarding Plan Payments 402(f), sign, and date the application.



## INFORMATION

The Economic Growth and Tax Relief Reconciliation Act of 2001 allows for rollovers from PST Plans to 401(k) Plans, 403(b) Plans and Individual Retirement Accounts, so long as the receiving entities will accept 457 funds. Before the Savings Plus Program can process a roll over, certification by the receiving entity must be attained. The certification must be received and attached to the PST Benefit Payment Application.

You are eligible for a distribution after you retire or separate from all state employment, or have attained CalPERS eligibility. Eligibility will be verified before payment is issued. Payments will be issued 90-120 days after your last contribution posts. Your payment will be mailed to the address you provide on this application.

Distributions from your PST Plan paid directly to you will be reported as a taxable event to the IRS. Distributions for a direct roll over will be reported as a non-taxable event to the IRS. The recordkeeper will mail you a 1099-R by January 31<sup>st</sup> of the year following distribution.

If you wish to transfer your PST account to purchase CalPERS or CalSTRS Service Credit, do not use this application. You must first, contact CalPERS at (800) 352-2238 or CalSTRS at (800) 228-5453 to request information regarding the purchase of service credit and for the dollar amount of your service credit purchase. Second, complete the *457 Deferred Compensation or Part-Time, Seasonal, Temporary Plan Purchase of Service Credit Form*. This form is available on the SPP Web site or by calling our automated Voice Response System. This form will also provide additional information and instruction on how to complete the process.

### RETURN THIS APPLICATION TO:

**SAVINGS PLUS PROGRAM  
PST RETIREMENT PLAN  
1800 15<sup>TH</sup> STREET  
SACRAMENTO, CA 95814-6614**

### CONTACT INFORMATION

Voice Response System (VRS):  
Customer Service:

(866) 566-4777 24 hours a day, 7 days a week  
8:30 a.m. - 4:00 p.m. (PT), Monday - Friday.  
To speak with a customer service representative, press \*0.

SPP Office:

Open 8:00 a.m. - 5:00 p.m. (PT), Monday - Friday

TDD:

(916) 327-4266

Fax:

(916) 327-1885

SPP Web site:

[www.sppforu.com](http://www.sppforu.com)

## **SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS, 402(f) 457 DEFERRED COMPENSATION PLAN**

This notice explains how you can continue to defer federal income tax on your retirement savings in the 457 Deferred Compensation (the "Plan") and contains important information you will need before you decide how to receive your Plan benefits.

This notice is provided to you by the Savings Plus Program (your "Plan Administrator") because all or part of the payment that you will soon receive from the Plan may be eligible for rollover by you or your Plan Administrator to a traditional IRA or an eligible employer plan. A rollover is a payment by you or the Plan Administrator of all or part of your benefit to another plan or IRA that allows you to continue to postpone taxation of that benefit until it is paid to you. Your payment cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account (formerly known as an education IRA). An "eligible employer plan" includes a plan qualified under section 401(a) of the Internal Revenue Code, including a 401(k) plan, profit-sharing plan, defined benefit plan, stock bonus plan, and money purchase plan; a section 403(a) annuity plan; a section 403(b) tax-sheltered annuity; and an eligible section 457(b) plan maintained by a governmental employer (governmental 457 plan). The Plan is a governmental 457 plan.

An eligible employer plan is not legally required to accept a rollover. Before you decide to roll over your payment to another employer plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts as a rollover. You should also find out about any documents that are required to be completed before the receiving plan will accept a rollover. Even if a plan accepts rollovers, it might not accept rollovers of certain types of distributions. If this is the case, you may wish instead to roll your distribution over to a traditional IRA or to split your rollover amount between the employer plan in which you will participate and a traditional IRA. If an employer plan accepts your rollover, the plan may restrict subsequent distributions of the rollover amount or may require your spouse's consent for any subsequent distribution. A subsequent distribution from the plan that accepts your rollover may also be subject to different tax treatment than distributions from this Plan. Check with the administrator of the plan that is to receive your rollover prior to making the rollover.

If you have additional questions after reading this notice, you can contact your plan administrator at 866-566-4777.

### **SUMMARY**

There are two ways you may be able to receive a Plan payment that is eligible for rollover:

- (1) certain payments can be made directly to a traditional IRA that you establish or to an eligible employer plan that will accept it and hold it for your benefit ("DIRECT ROLLOVER"), or
- (2) the payment can be PAID TO YOU.

If you choose a DIRECT ROLLOVER:

- Your payment will not be taxed in the current year and no income tax will be withheld.
  1. You choose whether your payment will be made directly to your traditional IRA or to an eligible employer plan that accepts your rollover. Your payment cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account because these are not traditional IRAs.
  2. Your payment will be taxed later when you take it out of the traditional IRA or the eligible employer plan. Depending on the type of plan, the later distribution may be subject to different tax treatment than it would be if you received a taxable distribution from this Plan.

If you choose to have a Plan payment that is eligible for rollover PAID TO YOU:

- You will receive only 80% of the taxable amount of the payment, because the Plan Administrator is required to withhold 20% of that amount and send it to the IRS as income tax withholding to be credited against your taxes.
  1. The taxable amount of your payment will be taxed in the current year unless you roll it over.
  2. You can roll over all or part of the payment by paying it to your traditional IRA or to an eligible employer plan that accepts your rollover within 60 days after you receive the payment. The amount rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan.
  3. If you want to roll over 100% of the payment to a traditional IRA or an eligible employer plan, you must find other money to replace the 20% of the taxable portion that was withheld. If you roll over only the 80% that you received, you will be taxed on the 20% that was withheld and that is not rolled over.

### Your Right to Waive the 30-Day Notice Period.

Generally, neither a direct rollover nor a payment can be made from the plan 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 the 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 the Plan Administrator.

## **MORE INFORMATION**

- I. PAYMENTS THAT CAN AND CANNOT BE ROLLED OVER
  - II. DIRECT ROLLOVER
  - III. PAYMENT PAID TO YOU
  - IV. SURVIVING SPOUSES, ALTERNATE PAYEES, AND OTHER BENEFICIARIES
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### **I. PAYMENTS THAT CAN AND CANNOT BE ROLLED OVER**

Payments from the Plan may be "eligible rollover distributions." This means that they can be rolled over to a traditional IRA or to an eligible employer plan that accepts rollovers. Payments from a plan cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account. Your Plan administrator should be able to tell you whether your payment is an eligible rollover distribution.

The following types of payments cannot be rolled over:

Payments Spread over Long Periods. You cannot roll over a payment if it is part of a series of equal (or almost equal) payments that are made at least once a year and that will last for:

- your lifetime (or a period measured by your life expectancy), or
- your lifetime and your beneficiary's lifetime (or a period measured by your joint life expectancies), or
- a period of 10 years or more.

Required Minimum Payments. Beginning when you reach age 70 1/2 or retire, whichever is later, a certain portion of your payment cannot be rolled over because it is a "required minimum payment" that must be paid to you.

Unforeseeable Emergency Distributions. A distribution on account of an unforeseeable emergency cannot be rolled over.

Distributions of Excess Contributions. A distribution that is made because legal limits on certain contributions were exceeded cannot be rolled over.

Loans Treated as Distributions. The amount of a plan loan that becomes a taxable deemed distribution because of a default cannot be rolled over. However, a loan offset amount is eligible for rollover, as discussed in Part III below. Ask the Plan Administrator of this Plan if distribution of your loan qualifies for rollover treatment.

The Plan Administrator of this Plan should be able to tell you if your payment includes amounts which cannot be rolled over.

### **II. DIRECT ROLLOVER**

A DIRECT ROLLOVER is a direct payment of the amount of your Plan benefits to a traditional IRA or an eligible employer plan that will accept it. You can choose a DIRECT ROLLOVER of all or any portion of your payment that is an eligible rollover distribution, as described in Part I above. You are not taxed on any taxable portion of your payment for which you choose a DIRECT ROLLOVER until you later take it out of the traditional IRA or eligible employer plan. In addition, no income tax withholding is required for any taxable portion of your Plan benefits for which you choose a DIRECT ROLLOVER. This Plan might not let you choose a DIRECT ROLLOVER if your distributions for the year are less than \$200.

DIRECT ROLLOVER to a Traditional IRA. You can open a traditional IRA to receive the direct rollover. If you choose to have your payment made directly to a traditional IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to a traditional IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish a traditional IRA to receive the payment. However, in choosing a traditional IRA, you may wish to make sure that the traditional IRA you choose will allow you to move all or a part of your payment to another traditional IRA at a later date, without penalties or other limitations. See IRS Publication 590, Individual Retirement Arrangements, for more information on traditional IRAs (including limits on how often you can roll over between IRAs).

DIRECT ROLLOVER to a Plan. If you are employed by a new employer that has an eligible employer plan, and you want a direct rollover to that plan, ask the plan administrator of that plan whether it will accept your rollover. An eligible employer plan is not legally required to accept a rollover. Even if your new employer's plan does not accept a rollover, you can choose a DIRECT ROLLOVER to a traditional IRA. If the employer plan accepts your rollover, the plan may provide restrictions on the circumstances under which you may later receive a distribution of the rollover amount or may require spousal consent to any subsequent distribution. Check with the plan administrator of that plan before making your decision.

DIRECT ROLLOVER of a Series of Payments. If you receive a payment that can be rolled over to a traditional IRA or an eligible employer plan that will accept it, and it is paid in a series of payments for less than 10 years, your choice to make or not make a DIRECT ROLLOVER for a payment will apply to all later payments in the series until you change your election. You are free to change your election for any later payment in the series.

Change in Tax Treatment Resulting from a DIRECT ROLLOVER. The tax treatment of any payment from the eligible employer plan or traditional IRA receiving your DIRECT ROLLOVER might be different than if you received your benefit in a taxable distribution directly from the Plan. See the sections below entitled "Additional 10% Tax May Apply to Certain Distributions."

### **III. PAYMENT PAID TO YOU**

If your payment can be rolled over (see Part I above) and the payment is made to you in cash, it is subject to 20% federal income tax withholding on the taxable portion (state tax withholding may also apply). The payment is taxed in the year you receive it unless, within 60 days, you roll it over to a traditional IRA or an eligible employer plan that accepts rollovers. If you do not roll it over, special tax rules may apply.

#### **Income Tax Withholding:**

**Mandatory Withholding.** If any portion of your payment can be rolled over under Part I above and you do not elect to make a DIRECT ROLLOVER, the Plan is required by law to withhold 20% of the taxable amount. This amount is sent to the IRS as federal income tax withholding. For example, if you can roll over a taxable payment of \$10,000, only \$8,000 will be paid to you because the Plan must withhold \$2,000 as income tax. However, when you prepare your income tax return for the year, unless you make a rollover within 60 days (see "Sixty-Day Rollover Option" below) you must report the full \$10,000 as a taxable payment from the Plan. You must report the \$2,000 as tax withheld, and it will be credited against any income tax you owe for the year. There will be no income tax withholding if your payments for the year are less than \$200.

**Voluntary Withholding.** If any portion of your payment is taxable but cannot be rolled over under Part I above, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. If you do nothing, an amount will be taken out of this portion of your payment for federal income tax withholding. To elect out of withholding, ask the Plan Administrator for the election form and related information.

**Sixty-Day Rollover Option.** If you receive a payment that can be rolled over under Part I above, you can still decide to roll over all or part of it to a traditional IRA or to an eligible employer plan that accepts rollovers. If you decide to roll over, you must contribute the amount of the payment you received to a traditional IRA or eligible employer plan within 60 days after you receive the payment. The portion of your payment that is rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan.

You can roll over up to 100% of your payment that can be rolled over under Part I above, including an amount equal to the 20% of the taxable portion that was withheld. If you choose to roll over 100%, you must find other money within the 60-day period to contribute to the traditional IRA or the eligible employer plan, to replace the 20% that was withheld. On the other hand, if you roll over only the 80% of the taxable portion that you received, you will be taxed on the 20% that was withheld.

**Example:** Your payment that can be rolled over under Part I above is \$10,000, and you choose to have it paid to you. You will receive \$8,000, and \$2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the \$8,000, you may roll over the entire \$10,000 to a traditional IRA or an eligible employer plan. To do this, you roll over the \$8,000 you received from the Plan, and you will have to find \$2,000 from other sources (your savings, a loan, etc.). In this case, the entire \$10,000 is not taxed until you take it out of the traditional IRA or an eligible employer plan. If you roll over the entire \$10,000, when you file your income tax return you may get a refund of part or all of the \$2,000 withheld.

If, on the other hand, you roll over only \$8,000, the \$2,000 you did not roll over is taxed in the year it was withheld. When you file your income tax return, you may get a refund of part of the \$2,000 withheld. (However, any refund is likely to be larger if you roll over the entire \$10,000.)

**Additional 10% Tax May Apply to Certain Distributions.** Distributions from this Plan are generally not subject to the additional 10% tax that applies to pre-age-59 1/2 distributions from other types of plans. However, any distribution from the Plan that is attributable to an amount you rolled over to the Plan (adjusted for investment returns) from another type of eligible employer plan or IRA amount is subject to the additional 10% tax if it is distributed to you before you reach age 59 1/2, unless an exception applies.

Exceptions to the additional 10% tax generally include (1) payments that are paid as equal (or almost equal) payments over your life or life expectancy (or your and your beneficiary's lives or life expectancies), (2) payments that are paid from an eligible employer plan after you separate from service with your employer during or after the year you reach age 55, (3) payments that are paid because you retire due to disability, (4) payments that are paid directly to the government to satisfy a federal tax levy, (5) payments that are paid to an alternate payee under a qualified domestic relations order, or (6) payments that do not exceed the amount of your deductible medical expenses. These exceptions may be different for distributions from a traditional IRA. See IRS Form 5329 for more information on the additional 10% tax.

The additional 10% tax does not apply to distributions from the Plan or any other governmental 457 plan, except to the extent the distribution is attributable to an amount you rolled over to the governmental 457 plan (adjusted for investment returns) from another type of eligible employer plan or IRA.

In addition, any amount rolled over from the Plan to another type of eligible employer plan or to a traditional IRA will be subject to the additional 10% tax if it is distributed to you before you reach age 59 1/2, unless an exception applies.

**Repayment of Plan Loans.** If your employment ends and you have an outstanding loan from your Plan, your employer may reduce (or "offset") your balance in the Plan by the amount of the loan you have not repaid. The amount of your loan offset is treated as a distribution to you at the time of the offset and will be taxed unless you roll over an amount equal to the amount of your loan offset to another qualified employer plan or a traditional IRA within 60 days of the date of the offset. If the amount of your loan offset is the only amount you receive or are treated as having received, no amount will be withheld from it. If you receive other payments of cash or property from the Plan, the 20% withholding amount will be based on the entire amount paid to you, including the amount of the loan offset. The amount withheld will be limited to the amount of other cash or property paid to you. The amount of a defaulted plan loan that is a taxable deemed distribution cannot be rolled over.

#### **IV. SURVIVING SPOUSES, ALTERNATE PAYEES, AND OTHER BENEFICIARIES**

In general, the rules summarized above that apply to payments to employees also apply to payments to surviving spouses of employees and to spouses or former spouses who are "alternate payees." You are an alternate payee if your interest in the Plan results from a "qualified domestic relations order," which is an order issued by a court, usually in connection with a divorce or legal separation.

- If you are a surviving spouse or an alternate payee, you may choose to have a payment that can be rolled over, as described in Part I above, paid in a DIRECT ROLLOVER to a traditional IRA or to an eligible employer plan or paid to you. If you have the payment paid to you, you can keep it or roll it over yourself to a traditional IRA or to an eligible employer plan. Thus, you have the same choices as the employee.
- If you are a beneficiary other than a surviving spouse or an alternate payee, you cannot choose a direct rollover, and you cannot roll over the payment yourself.
- If you are a surviving spouse, an alternate payee, or another beneficiary, your payment is generally not subject to the additional 10% tax described in Part III above, even if you are younger than age 59 1/2.

#### **HOW TO OBTAIN ADDITIONAL INFORMATION**

This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. Therefore, you may want to consult with the Plan Administrator or a professional tax advisor before you take a payment of your benefits from your Plan. Also, you can find more specific information on the tax treatment of payments from qualified employer plans in IRS Publication 575, Pension and Annuity Income, and IRS Publication 590, Individual Retirement Arrangements. These publications are available from your local IRS office, on the IRS's Internet Web Site at [www.irs.gov](http://www.irs.gov), or by calling 1-800-TAX-FORMS.