



FLORIDA MUNICIPAL PENSION TRUST FUND

PROTECTING THE RETIREMENT OF THOSE SERVING THE PUBLIC

REQUEST FOR CONVERSION FROM DROP TO NORMAL RETIREMENT

Plan Name: _____

Name: _____ *Social Security #: _____

Address: _____ City: _____ State ____ Zip _____

Last Day of Employment: _____

Home Phone: _____ Cell Phone: _____

PARTICIPANT CERTIFICATION OF DROP WITHDRAWAL

By signing below, I certify that my separation from service with my Employer listed above will occur on the withdrawal date set forth in this document. I understand that by signing this document I am electing to receive the balance in my DROP account and that this action will end my participation in the DROP. I also understand that the plan provisions will continue to govern my retirement benefit that I elected prior to entering the DROP.

Participant Signature

Date

SPECIAL TAX NOTICE REGARDING PLAN DISTRIBUTIONS

Participants should review the Special Tax Notice regarding plan distributions (attached) before deciding how to receive benefits from the Plan. In particular, this notice explains that 20% of your plan distribution is required to be withheld for federal income tax purposes unless you elect a direct rollover of your plan benefits to another qualified plan.

I have reviewed and understood the provisions of the Special Tax Notice regarding plan distributions.

Participant Signature

Date

*Social Security numbers are requested and maintained on behalf of all plan participants, beneficiaries and retirees for data collection, reconciliation, tracking, benefit processing, tax reporting, and identity verification purposes. Social Security numbers are also used as a unique numeric identifier and may be used for death record searches for retirees.

****LUMP SUM PAYMENT OPTIONS**

Your DROP balance from the plan can be taken in two ways. You can have all or any portion of your payment either (A) PAID IN A "DIRECT ROLLOVER" or (B) PAID TO YOU. A rollover is a payment of your plan benefits to your individual retirement account (IRA) or to another qualified employer plan. Your choice will affect the taxes you owe. Consult a tax professional if you have questions. Please make your choice on the line provided.

CHOOSE 1 option below – either Direct Rollover or Paid to you:

DIRECT ROLLOVER

- A. _____ I choose a direct rollover. I am rolling over to (choose one):
_____ Traditional IRA
_____ Deferred Comp 457(b)
_____ Other (specify) _____

MARK YOUR CHOICE BELOW:

_____ **CHECK** - I choose to have a check paid/mailed to my financial institution
Make check payable to: _____ and mail check to _____

_____ **WIRE** - I choose to have my rollover payment wired directly to my financial institution. **I have enclosed a check payable to the Florida League of Cities for \$15 to cover the wire fee. I understand the \$15 payment must accompany this application. The \$15 fee can't we withheld from your distribution amount.**

Wire Instructions:

Bank Name: _____
ABA#: _____
Bank Acct#: _____

PAID TO YOU

- B. _____ I acknowledge that 20% will be withheld from my plan distribution and that additional withholding may be required for early distribution. In order to receive my payment, I have enclosed a completed **Direct Deposit Agreement and voided check** to this form.

Participant Signature

Date

**We are unable to provide tax advice. Please contact a Tax Advisor in order to make your decision on how to receive your distribution. A Special Tax Notice is provided to you along with this request form to provide general guidance.

TO BE COMPLETED BY EMPLOYER

Last day of employment: _____

I have reviewed this request for a DROP withdrawal and certify the above is correct.

Employer Signature, Title

Date

Please submit ALL of the following:

1. Request for Conversion from DROP to Normal Retirement form
2. Copy of your Social Security Card
3. If payable directly to you – Direct Deposit Agreement, including a voided check
4. If you choose a rollover to be wired, include a check for \$15

Return to: FMPTF

P.O. Box 1757
Tallahassee, FL 32302
Fax: (850) 222-3806
Email: FMPTF@flcities.com

Contact Number: (850) 222-9684