

**SPECIAL ISSUE FOR CITY CORRESPONDENTS:**

**New and Revised Forms for Rollovers, Payroll Submission, and Death Notification;  
Keeping Addresses Current; City Portal Status; Annual Training Seminar in September**

**New Rollover Form Will Be Sent with Refunds and PLSDs**

When receiving a refund or when choosing a Partial Lump Sum Distribution (PLSD) at retirement, TMRS members have the option of rolling over all or a portion of the money to an IRA or employer plan. Starting August 2, 2010, TMRS members will use a new rollover form to make this choice. This new rollover form will be posted on the website and will be included as an attachment to all forms that deal with refunding member deposits or receiving a PLSD.

The new rollover form will be used with the [Refund Application \(TMRS-0005\)](#) and the [Selection of Partial Lump Sum Distribution \(TMRS-PLSD\)](#). These forms have also been revamped. The forms that have previously been used will be REPLACED by the new forms that include the new Rollover of Refund or PLSD form (TMRS-ROLL), which will be posted on the website beginning August 2, 2010. The new rollover form includes the option for members to roll funds over into a personal Roth IRA. If a member wishes to roll funds into more than one account, he or she will need to submit a separate TMRS-ROLL for each account.

The important thing for members and City Correspondents to be aware of is that the **TMRS-ROLL form cannot be submitted alone**. It must be submitted in combination with either the refund form (TMRS-0005) or the retirement packet PLSD selection form (TMRS-PLSD).

Note that the Special Tax Notice Regarding Plan Payments, included with all withdrawals and payments, has also been revised to include the updated rollover information. The revised notice contains detailed information about how members may roll over funds to a personal Roth IRA. The important distinction between a Roth IRA and other IRAs or employer plans (such as a traditional IRA or a governmental 457(b) plan) is that the Roth is an “after-tax” plan. The money rolled into a Roth is reported as taxable income in the year the funds are withdrawn, rather than being tax-deferred, as in other qualified plans.

TMRS will accept the old forms just until the end of this year. After December 31, 2010, cities and members will need to use the new forms.

**Payroll Form has been Updated!**

We are pleased to announce that the [TMRS-0003](#) has been revised so that it is clearer and more interactive.

Here are some of the improvements we have made to the form, based on staff suggestions and feedback from payroll personnel in TMRS cities:

1. Added a check box at the top for submitter to indicate Regular or Supplemental Payroll
2. Added a drop-down selection field for Employee Deposit Rate of 3, 5, 6, or 7 percent
3. Added a function that automatically calculates the employee contribution amount (in dollars) based on gross earnings and employee deposit rate (as input in #2 above).
4. Added **instructions in red** to explain how to enter numerical values to calculate amounts correctly
5. Changed the Municipal Contribution Rate (2a) field so that after the user inserts the percentage, the form automatically calculates and populates the Municipal Contributions field

The new form is posted on the TMRS website, and we strongly suggest you begin using it right away and recycle any copies of the old form you may have. We hope you will find this new version of the payroll form easier to use.

### **Member/Retiree Death Notification**

City Correspondents are often notified of deaths of TMRS members and retirees. When the city is notified of an employee/retiree/beneficiary death, we would appreciate the city calling TMRS as soon as possible to report the death.

When you contact TMRS about a deceased person, we will request the following information:

- Name of deceased person
- Social Security number
- Date of death
- Family contact information (name/relationship/address/phone number)
- Marital status

Once we receive notification of a death, we review the beneficiary designations and benefit options of the deceased person. To ensure that there is no delay in our processing, we ask that the city notify family members that the death has been reported to TMRS. We will contact the beneficiary by letter usually within 1 to 2 weeks of receiving notification of a death. We will advise the beneficiary of any benefits payable and include all the necessary death benefits applications. The city is also provided a copy of this letter.

**Important Note:** Death benefit applications (such as the Supplemental Death Benefits Application, Vested Death Benefit Application, and Death Refund Application) were recently updated. If your city has any of the older death forms, the forms should be discarded (please recycle). All applications to apply for death benefits should be obtained from TMRS (via our transmittal to the beneficiaries). The forms are not available on our website. If you have any questions, call TMRS!

## **We Need Your Assistance to Keep Addresses Up-to-Date!**

This is just a reminder that it is very important for members to keep their addresses current with TMRS. Without a valid address, employees will not receive annual statements, estimates, or TMRS newsletters. We would appreciate your help with reminding your city employees to keep their address information updated with TMRS. If an employee needs to update their address, they need to complete a TMRS-CHNG (Address or Name Change) and fax it to 512.476.5576 or mail it to PO Box 149153, Austin, TX 78714-9153.

## **Just Around the Corner: TMRS City Portal**

TMRS is well underway on its development of the TMRS City Portal, a new web feature that will enable cities to perform several administrative functions online, including member inquiry, report generation, member estimates, and payroll submission. Between now and the end of the year, TMRS will be working with the portal Preview Team to finalize design. We hope to train the first users at the September Annual Training Seminar with a widespread rollout in 2011.

## **Annual Training Seminar Planned for September 26-28**

The TMRS 2010 Annual Training Seminar, “TMRS and Cities: Staying in Tune,” is right around the corner. The training seminar takes place September 26 – 28 at the Sheraton Austin Hotel at the Capitol, 701 East 11<sup>th</sup> Street, Austin ([registration form](#)).

On Sunday evening, September 26, TMRS will host a welcome reception for all registrants. The training sessions will be held in the Sheraton all day Monday September 27 and a half-day Tuesday September 28. Hope to see you there!

*NOTE - Previously issued e-bulletins are posted in the E-Bulletin section under the [Publications](#) page on the TMRS Website.*