



## Watertown Contributory Retirement System

### APPLICATION FOR REFUND OF ACCUMULATED RETIREMENT CONTRIBUTIONS

Enclosed you will find the required documentation to be filed with the office of the Watertown Retirement Board to receive a refund of the total accumulated deductions in your annuity savings (retirement) account.

Please complete pages 1, and 2, and sign page 3.

✓ **REVIEW THE FOLLOWING CHECKLIST VERY CAREFULLY PRIOR TO APPLYING FOR WITHDRAWAL**

**ELIGIBILITY FOR WITHDRAWAL:**

Only eligible members are allowed to receive a refund of their retirement contributions. An eligible member is one who:

- Has terminated his or her employment with a governmental unit; **this includes ALL employment.**
- Is not receiving workers' compensation;
- Is not seeking to be restored to his or her position; and
- Is not accepting a position in the service of the Commonwealth or one of its political subdivisions.

**TERMINATION OF MEMBERSHIP:**

Taking a refund of your total accumulated deductions terminates your rights in the retirement system. If you later return to public service you will be considered a new employee and will be subject to the benefit plan changes in effect at the time of your re-employment. **If you re-join the System on or after April 2, 2012 there will be a number of changes affecting the plan including but not limited to:**

- Increased minimum retirement age
- New age factors for calculating retirement allowances
- Unavailability of Section 10 Termination allowance
- Applicability of Section 105 to elected officials
- Five Year Average Annual Rate of Regular Compensation for calculating allowances rather than a three year average;
- Proration of benefits earned for service in different Group classifications
- New contribution rates

**If you have ten years or more of creditable service, you may be eligible for a retirement allowance now or in the future.** By taking a withdrawal of your accumulated total deductions, you will lose any right to this retirement allowance. Before proceeding with a withdrawal, please contact this office for a personalized estimate of any benefits that you will forego by withdrawing.

**If at all possible, please return the Membership Certificate issued to you when you first became a member of the Watertown Retirement System. If you are unable to locate the certificate at this time, please sign and return the enclosed form along with your refund application.**

**LIMITATIONS ON INTEREST:**

The amount of interest that members receive will vary, depending upon the years of creditable service and the nature of the separation from employment. - **Please carefully review the interest provisions outlined on page 4 of the application.**

**FEDERAL TAX:**

Taking a refund of your total accumulated deductions may subject you to tax implications. Please be aware of your options to roll over your deductions to another qualified plan. Please carefully review the "Special Tax Notice" that accompanies this application. If you have unresolved concerns, you may wish to consult an attorney or tax professional.

**ROLLOVERS TO IRA ACCOUNTS:**

If you wish to transfer your account directly to an IRA or qualified retirement vehicle, please provide an **ACCOUNT VERIFICATION issued by the financial institution** complete with delivery instructions for cash distribution and mailing information.

**The funds cannot be released without this documentation.**

**An individual's ability to obtain a refund may be negatively impacted by a Department of Revenue Child Support Enforcement Order.**

**Prior to initiating the refund process, your Employer must certify the termination of your employment and the Town Auditor must certify that you owe no obligation to the Town under an employee benefit plan.**

**Although the length of time it takes to process a refund varies, it generally takes a minimum of 30 days. However, MGL C 32 requires that you shall receive your refund within 60 days after your completed application is filed with the office of the Watertown Retirement Board.**

**I have reviewed all of the information outlined above and fully understand that by withdrawing my accumulated retirement deductions, my membership in the Watertown Retirement System is terminated. If I later return to public service I will be considered a new employee and subject to the benefit changes in effect at the time of my re-employment.**

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

**THIS SIGNED APPLICATION MUST BE ACCOMPANIED BY A COPY OF PHOTO IDENTIFICATION**