



State of New Jersey • Department of the Treasury

DIVISION OF PENSIONS & BENEFITS — ENROLLMENT SECTION

P.O. Box 295, Trenton, NJ 08625-0295

TIER-TO-TIER TRANSFER FORM**INDICATE RETIREMENT SYSTEM**

- Public Employees' Retirement System (PERS)
 Teachers' Pension and Annuity System (TPAF)
- Police and Firemen's Retirement System (PFRS)
 State Police Retirement System (SPRS)

PART 1 — MEMBER INFORMATION

Social Security Number _____ Pension Membership Number _____

Name _____
Last First Middle MaidenAddress _____
Street City State Zip Code

Phone Number _____

PART 2 — INACTIVE ACCOUNT INFORMATION

Inactive pension membership number _____

- I certify that I (check one)
- Resigned
 Was dismissed with no appeal pending
 Was dismissed with appeal pending
 Was laid off

from my position as _____
Title of Position

Date of termination ____/____/____ Membership tier of inactive membership _____

PART 3 — CURRENT ENROLLMENT INFORMATIONNew Employer _____
New Employer Name County

Membership tier under current (active) membership (cannot be the same as your inactive account tier) _____

I hereby apply for the transfer of my inactive membership to the active membership tier indicated above and authorize payment of the withdrawal value of my account be made to that new membership tier subject to the statutes, rules, and regulations of the retirement system. The transfer shall include all eligible pension service credit and corresponding pension contributions.

- I understand that once my *Tier-To-Tier Transfer Form* is submitted to the New Jersey Division of Pensions & Benefits (NJDPB), I cannot change my decision to transfer.
- I understand that prior to submitting this form, I have the right to request a retirement estimate based on my inactive pension membership.
- By signing the *Tier-To-Tier Transfer Form*, I understand that I am irrevocably waiving all rights to any benefits provided to me under my inactive pension membership.

Signature of Applicant_____/_____/_____
Date

INSTRUCTIONS

The *Tier-To-Tier Transfer Form* is to be completed for any vested member who has an inactive pension membership account and wishes to transfer the pension service credit from their inactive vested membership to their current active pension membership in a different tier within the same retirement system. The member's pension service credit will transfer as long as the member has not withdrawn from the vested account.

Notes regarding your inactive membership account:

- If you were dismissed from your position and are in the process of appealing that dismissal, you cannot complete the transfer until a decision has been rendered or your appeal is withdrawn.
- If your position was abolished due to a layoff or a reduction in force, your employer must notify the NJDPB in writing, and your membership in the fund can remain inactive for a maximum of 10 years (five years for PFRS and SPRS members).
- An employee's membership will not end two years after his or her last contribution if he or she is granted an official leave of absence (the two-year period begins at the end of the leave of absence).
- Extensions are not automatic. You must provide the NJDPB with supporting documentation from your employer that evidences layoff, the abolishment of your position, or extension of a leave of absence.

For additional information regarding membership tiers, please visit the NJDPB website at: www.nj.gov/treasury/pensions

If your membership has been withdrawn, you cannot transfer any service credit from the old membership; however, you may be eligible to purchase the prior pension service credit rendered under the former membership. See the *Purchasing Service Credit* Fact Sheet available on our website.

Note: The member should ensure that all items are complete prior to submission of this form. If any items on this form are incomplete or left blank processing will be delayed.

Return completed form to:

**New Jersey Division of Pensions & Benefits
Enrollment Section
P.O. Box 295
Trenton, NJ 08625-0295**