

**STEPS TO PURCHASE PERMISSIVE SERVICE CREDIT WITH A
ROLLOVER/TRANSFER FROM AN ELIGIBLE RETIREMENT
PLAN**

1. Obtain the cost to reinstate previously withdrawn service or to purchase service credit as allowed under WV Code by contacting the WV Consolidated Public Retirement Board (CPRB). (800) 654-4406.
2. Contact the trustee of the retirement plan from which the funds shall be withdrawn to obtain the paperwork that they require to be completed for a distribution. Complete *their* forms to begin the distribution process.
3. Complete the participant portion of the Application to Purchase Permissive Service Credit provided by the CPRB. **(Only tax deferred contributions and associated earnings may be used for the purchase of permissive service credit.)** Make a copy of the form for your records.
4. Send the original Application to Purchase Permissive Service Credit form to the current trustee of your retirement funds for their signature along with a copy of the letter from the CPRB stating the cost for you to purchase the permissive service credit. The current trustee will complete the lower portion of the Application to Purchase Permissive Service Credit and should mail the original form, CPRB cost letter and rollover/transfer payment to the CPRB. **Please read: if all information is not received together, this may cause further delays in processing your purchase and may cause additional interest to be incurred due to not meeting the required deadline per the CPRB Cost Letter.**
5. If you are using personal funds to make this purchase whole, make your personal check payable to CPRB. **Along with your payment, you must reference your social security number and that the remainder of funds will be forthcoming via a rollover/transfer when remitting payment to the retirement board.** All payments should be mailed to the address listed above.

PLEASE BE ADVISED ALL FORMS INCLUDING THE CHECK(S) MUST BE TURNED IN TOGETHER!!!

Note: The WV Retirement Board reserves the right to reject any request for repurchase of service due to incomplete or missing documentation. No service purchases using funds from rollovers/transfers will be accepted without prior authorization from the current trustee that the source of funds is an eligible retirement plan as defined under the applicable section of the Internal Revenue Code.

**APPLICATION TO PURCHASE PERMISSIVE SERVICE CREDIT WITH
 A ROLLOVER/TRANSFER FROM AN ELIGIBLE RETIREMENT PLAN**

PARTICIPANT COMPLETES THIS SECTION

Participants are permitted to rollover or transfer amounts to the Consolidated Public Retirement Board (CPRB) solely for the purpose of purchasing permissive service credit as defined in the West Virginia Code. No amounts greater than the amount required for the purchase of service shall be accepted into any of the retirement plans under the administration of the CPRB. For each rollover/transfer, certification is required from the current trustee/custodian that the plan is an eligible retirement plan as defined under the applicable section of the Internal Revenue Code.

Participant Name: _____ SSN: _____
 PLEASE PRINT

Address: _____

Telephone Number: _____ e-mail address: _____

Retirement System in which you are repurchasing service: _____

In addition to the rollover/transfer below, I will be using personal funds in the amount of \$_____ to make up the difference required to complete this purchase of permissive service credit. **I understand that this form and the check(s) must be received together or at the same time. One received without the other will be returned to me until such time all documents can be sent in together.**

By signing this form, I verify that the indicated amount is eligible for rollover treatment as a direct rollover from a qualified retirement plan and verify that the funds being used for this service credit purchase originate from the source indicated below. I further certify that this direct rollover to the retirement system will not include after-tax contributions. I assume responsibility for any tax consequences that may result if the certifications on this form are not correct. I understand that the CPRB must approve my service purchase and receive all required documents before any rollover or purchase of service credit will become effective.

Participant's Signature: _____ Date: _____

CURRENT TRUSTEE/CUSTODIAN COMPLETES THIS SECTION

Tax Deferred Funds are being transferred from: IRC 401(a) IRC 403(b)
 (mandatory to circle one) IRC 401(k) IRC 457(b)
 Traditional IRA (IRC 408(a)(b))

Name of current trustee/custodian: _____ Phone #: _____

Amount of rollover: _____

As current trustee/custodian of the above referenced account, I certify that this account is classified as an eligible retirement plan as defined by the section of the Internal Revenue Code indicated above.

Signature of plan trustee/custodian: _____ Date: _____

Note to current trustee/custodian: Make all checks payable to: "CPRB FBO: Participant's Name/SSN".
PLEASE MAIL 1.) PAYMENT 2.) COMPLETED APPLICATION (Original) AND 3.) CPRB COST LETTER TO THE WV CPRB OFFICE AT THE ADDRESS ABOVE.