



Name	Last	First	Middle	Date of Birth
Address	City			State
Social Security Number		Zip Code		
Email Address				
Home Phone or Cell Phone #	Most Recent NE School Employer		Termination Date	

Nebraska School Application for Refund

The Nebraska School Employees Retirement Plan is a Defined Benefit Plan qualified under § 401(a) of the Internal Revenue Code.

WARNING: DO NOT VIOLATE ANY RETURN TO SERVICE LAWS OR NPERS MUST RECLAIM ALL FUNDS PAID TO YOU.

Notice: Nebraska law states you must observe 180 days of continuous separation where **NO SERVICE** or **ONLY** up to 8 days of substitute and/or volunteer services are provided in a calendar month, **at all school plan employers combined**. If you plan to render more than 8 days of substitute and/or volunteer service in any calendar month during the 180 days of your bona fide separation, then you **cannot** take a distribution of any type. If you violate this law you will be required to repay any distributions you received. **IMPORTANT:** a pre-arranged return to service is also a violation. You must read and understand the bona fide separation and return to service rules found under the Termination Warnings section of this refund application before signing this document.

Your distribution can occur **no sooner than four (4) months (120 calendar days) after termination**, or no sooner than 20 business days following receipt of your complete application, **whichever is later**. Processing times will vary depending on seasonal demands and workloads.

Select Your Distribution Option: ALL distribution types include **ONLY** your contributions plus interest.

1) ☐ I want a **LUMP SUM PAID** directly to me → Subject to 20% Federal and 5% State Income Tax withholding.

- Complete a **Direct Deposit form (NPERS3700)**.
- Exempt status for NE State tax: To claim exempt status from NE State tax, you must submit a W-4N to claim such exemption. For example, if you are not a Nebraska resident and qualify for exempt status from NE State tax, you must submit a W-4N and write "Exempt" on line 3. Do not write zero ("0"), only "Exempt." You must also ensure lines 1 and 2 are empty, or your form will be void.

2) ☐ I want a **DIRECT ROLLOVER**.

- Complete a **Rollover to Financial Institution Form (NPERS3101)**.
- If you select a Roth IRA, you are responsible for paying your own Federal and/or State Income Taxes.
- Any after-tax contributions will be sent directly to you as a check.
- If a Required Minimum Distribution (RMD) is due, RMD amounts cannot be rolled over. YOU must calculate your RMD amount and request a lump sum payment to satisfy your RMD payment, then complete the Combination section below.

3) ☐ I want a **COMBINATION LUMP SUM AND DIRECT ROLLOVER**. Your combination election requires both of the following forms:

1) **Direct Deposit Form (NPERS3700)** and 2) **Rollover to Financial Institution Form (NPERS3101)**

Distribution 1: \$ _____ **OR** _____ % of my account to: ☐ **Lump Sum** ☐ **Rollover**
(Enter amount) or (Enter percentage) (select only one option for distribution 1)

Distribution 2: Remainder of account will apply to the option not chosen under Distribution 1.

Lump sum payments of \$25,000 or more must be issued via direct deposit into a checking or savings account.

You must sign and date on page 2 of this form in the presence of a Notary Public.

IMPORTANT NOTICES

YOU MUST READ THE TERMINATIONS WARNINGS on the following pages of this application. Members requesting any type of distribution must experience a 180-day bona fide separation from ALL NPERS School Plan employers, including some State agencies. **You must review the termination charts provided on the following pages to determine which termination group you are in. After you identify your termination group, please read the separation from service guidance provided for your termination group.** Your employer is required to report your termination date to NPERS. Please ensure you contact NPERS with any questions.

Beneficiary Designations: If you return to employment in a Nebraska Public School after receiving a refund, you must submit a NEW BENEFICIARY DESIGNATION FORM. Any prior beneficiary forms are void after a distribution.

Required Minimum Distributions (RMDs): It is unlawful to rollover RMD amounts. NPERS must distribute any RMD amounts as a lump sum paid directly to you before a rollover is processed. Please calculate your RMD amount and submit your rollover and lump sum request in section 3 on the first page of this form.

A member shall not be deemed to have terminated employment if the Retirement Board determines that a claimed termination was not a bona fide separation from service with the employer or that a member was compensated for a full contractual period when the member terminated prior to the end of the contract.

ATTENTION! A refund erases your years of service credit. Refunds do not include employer matching contributions, only YOUR contributions plus interest. Your annual NPERS account statement reflects your member contributions plus interest. NPERS recommends reviewing the "Terminating Service Before Retirement Age" section of your plan handbook prior to applying for a refund and any instructions provided with your refund form. If you return to public school employment, contact NPERS regarding repayment of this service within the statutory deadlines.

When to Expect Your Distribution: Members of the School Retirement System who terminated employment in a Nebraska Public School are eligible to receive payment of their accumulated account NO SOONER THAN 120 calendar days after their employment termination date or twenty (20) business days after NPERS receives a properly completed and notarized School Application for Refund (and any other required documents), whichever is later. **Be advised:** Our staff will process your request as timely as possible, but processing times will vary due to seasonal demands and workloads.

Trailing/Late Contribution Election

INSTRUCTIONS: If a trailing/late contribution of \$500 or more posts to your account after your initial distribution, your payment will be issued according to your election below.

Make your election by checking **ONLY** one box below.

Your election: ☐ Lump Sum ☐ Rollover (NEW NPERS3101 Form required)

Your payment will be issued in a lump sum check to your address of record if your trailing contribution is less than \$500, if you do not make an election, or if you check more than one box.

Member Signature

Sign and date **ONLY** in the presence of a Notary Public. **DO NOT** fax or email. This form must be received as an **ORIGINAL**.

- I certify that I have chosen the settlement option(s) on page 1 of this form.
- I understand my selection is **irrevocable**.
- I understand that if I violate any return to service laws NPERS must reclaim all funds paid to me.

Member Signature: _____

Date: _____ / _____ / _____
Month Day Year

I hereby certify that the
above signer, whose identity
I have established to my own
satisfaction, freely and voluntarily
signed this form in my presence.

Stamp Here

Signature dates
MUST match

State of: _____ }
County of: _____ }

Subscribed and sworn before me this _____ day of _____, _____
Day Month Year

Notary Public Signature: _____ My Commission expires: _____

IMPORTANT WARNINGS FOR REFUNDS AND TERMINATION OF EMPLOYMENT:

(This list is not exhaustive. If you have questions regarding refunds and/or employment, contact NPERS for information specific to your situation.)

1. You must review the termination chart provided on the next page to determine which termination group you belong. **After you identify your termination group, please read the separation from service guidance provided for your termination group. Each group is different. Do not observe the separation of service guidance for a different termination group. Please ensure you contact NPERS with any questions. We are here to guide and inform you.**
2. **Refunding Members Must Cease** all regular and ongoing service with ALL School Plan employers, which can include certain State agencies, for at least 180 days to prove a bona fide termination from service exists. A bona fide termination must exist to avoid severe consequences to your refund.
3. **No Prearranged Return to Service** shall be made with ANY School Plan employer, which can include certain State agencies, during the 180-day separation of service period. If you discuss a future position or apply for a position during, or prior to, your 180-day separation, this indicates a pre-arrangement. A pre-arrangement voids your refund, and NPERS must follow the law in reclaiming any funds paid to you.
4. **Substituting/Volunteering Limitations: (Do not violate these terms.)**

Intermittent substitute/volunteer service allowed for:

- **ONLY UP TO 8 DAYS PER CALENDAR MONTH FOR 180 DAYS FROM ALL SCHOOL PLAN EMPLOYERS COMBINED.**
 - Day of work means any length of work as a volunteer or substitute employee provided during a single calendar day.
 - Per Nebraska statute, a substitute is defined as someone temporarily filling in for a regular employee who is temporarily absent. **Filling in for a vacant position is not substitute service.**
 - Track ALL service dates to avoid penalties. If you violate the 8-day substitute/volunteer rule during the 180-day separation of service period, NPERS must follow the law in reclaiming any benefits paid to you (with applicable interest).
5. **Returning to TRAIN YOUR REPLACEMENT** is not substitute service and is not allowed during the 180-day separation of service, unless it is unpaid volunteer service, not to exceed 8 days per calendar month.
 6. **Refereeing, Officiating, and Coaching Restrictions:** Refereeing, officiating, and coaching are regular employment and not allowed during the 180-day separation period. These positions can be seasonal and still violate the pre-arranged return to service rules. If you have questions, contact NPERS.
 7. **Consequences of Non-Compliance/Violation:** *Failure to adhere to these warnings may void your eligibility to receive your refund and may result in severe penalties and financial consequences.*
 - NPERS must apply the law regarding repayment of all distributions and assigned interest.
 - Member and employer will be mandated to make up missed contributions plus interest.
 - Employer must correct reported service and compensation, if applicable.
 - A new 180-day separation period begins from your revised termination date.
 8. **Please note: NPERS is often made aware of violations by fellow plan members.** Do not violate these rules.

IMPORTANT: Review the Termination Chart on the NEXT PAGE to identify and determine your bona fide separation guidelines.

IDENTIFY YOUR TERMINATION DATE GROUP BELOW

TERM GROUP A:

IF YOU TERMINATED ON OR BEFORE 03/18/2024:

Separation of service laws require you to have observed a continuous separation of service **180 days from your TERMINATION DATE** and provide **NO** service or **ONLY** up to 8-days of intermittent substitute or volunteer service in any calendar month during those 180 days.

You may complete your 180-day separation from your termination date, if you did not provide service other than up to 8-days of intermittent service in any calendar month during those 180 days. *If you provide ANY service other than that described for Term Group A during your 180-day separation of service period, you have not satisfied the bona fide separation of service requirements and may not take a distribution. Contact NPERS.*

TERM GROUP B:

IF YOU TERMINATED ON OR AFTER 03/19/2024:

Separation of service laws require you to observe a continuous separation of service and provide **NO** service or **ONLY** up to 8-days of intermittent substitute or voluntary service combined, per calendar month during your 180-day separation period.

IMPORTANT: Your separation period begins 180 days **from whichever is later**, either;

the date NPERS receives your distribution form,

OR

from your termination date.

If you provide ANY service other than that described for Term Group B during your 180-day separation of service period, you have not satisfied the bona fide separation of service requirements and may not take a distribution. Contact NPERS.

It is vital that you correctly determine your Termination Group (A or B) above to ensure you are correctly satisfying all bona fide separation of service laws applicable to you.

Your defined benefit plan offers extraordinary benefits, but the qualification of this plan is regulated with strict rules by the IRS and/or Nebraska law, to which NPERS must adhere. The warnings and consequences are provided because we want you to understand what is at stake. We know you have worked hard for this moment, and we want to serve you as best we can as you enter this new chapter of your life.

NPERS appreciates your service. Please ensure you understand the law as it pertains to your account and consult with NPERS for any clarification and guidance you need to support your decision making. If you have any questions, please contact NPERS Member Services Department at (402) 471-2053 or (800) 245-5712.

We look forward to serving you.