



# NEW YORK CITY EMPLOYEE IRA Transfer/Rollover Form

(888) IRA - NYCE (If Outside NYC)  
(212) 306-7760  
Web site: nyc.gov/nyceira

Please Print - Black Ink Preferred



Before a deposit of funds can be accepted you must have established a Traditional or a Roth NYCE IRA account. To establish a NYCE IRA account, go online at nyc.gov/nyceira (employees only) or complete a NYCE IRA Application (employees and spouses). A separate transfer/rollover form is required for each account.

## 1 ACCOUNT OWNER INFORMATION

Social Security Number				Date of Birth (MM/DD/YY)			Area Code		Home Telephone No.				Area Code		Work Telephone No.			
Last Name				First Name								MI						
Home Mailing Address - Number and Street													Apt. No.					
City								State		Zip Code								

## 2 TYPE OF ROLLOVER

- Direct Transfer/Rollover:** Trustee-to-Trustee transfer - The NYCE IRA will accept direct eligible rollover distributions from an eligible retirement plan. It is your responsibility to initiate the rollover from your previous employer plan or IRA. Payment will come directly from previous plan or IRA.
  - I have completed a Deferred Compensation Plan Distribution Form instructing that my 457 account be transferred.
  - I have completed a Deferred Compensation Plan Distribution Form instructing that my Pre-Tax 401(k) account be transferred.
  - I have completed a Deferred Compensation Plan Distribution Form instructing that my Roth 401(k) account be transferred.
  - I am transferring money from a City 403(b) Plan.
  - I am transferring money from another employer plan.
  - I am transferring money from another Traditional/SIMPLE/Rollover IRA.
  - I am transferring money from another Roth IRA.
- Indirect Rollover:** The NYCE IRA will accept indirect eligible rollover distributions from an eligible retirement plan. Payment will come from you.
  - I am enclosing a check for funds I received from a distribution from my employer's plan or another IRA *within* the past **60** days.
- Conversion:** The Roth NYCE IRA will accept conversions from the Traditional NYCE IRA and other IRAs. 457 and pre-tax 401(k) assets can also be rolled over to the Roth NYCE IRA. Assets distributed from the 457, pre-tax 401(k), Traditional NYCE IRA or other IRAs and converted to the Roth NYCE IRA must be reported to the IRS as a taxable distribution and are subject to applicable income tax.
  - I am converting money from my Traditional NYCE IRA.
  - I am converting money from another traditional IRA/SIMPLE/Rollover IRA.
  - I am rolling over my 457 Plan or pre-tax 401(k) Plan.

## 3 PREVIOUS INVESTMENT PROVIDER/PLAN INFORMATION

If this is an indirect rollover, please attach documentation from the issuing institution stating the dollar amount and the date of the distribution as well as the plan type.

Provider/Plan Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Address: \_\_\_\_\_

Plan Type:     Traditional IRA     Roth IRA     SIMPLE IRA     401(k)/403(b)/401(a)     457

Amount of Transfer (or approximate amount if exact amount is not known): \$ \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_

Account Owner's  
Social Security Number

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## 4 PAYMENT INSTRUCTIONS

Make check payable to either the Traditional NYCE IRA or the Roth NYCE IRA.

Make sure the name and the last four digits of the account owner's Social Security number appear on the check.

**Mail (do not fax) this form and check to:** NYCE IRA  
PO Box 11151A  
New York, NY 10286-1151

## 5 AUTHORIZATION AND SIGNATURE

I understand that only certain types of distributions are eligible for transfer/rollover treatment and that it is solely my responsibility to ensure such eligibility. By signing below, I affirm that the funds I am transferring/rolling over are, in fact, eligible for such treatment. I hereby indemnify the NYCE IRA Administrator and all its agents, affiliates, successors, and employees from any and all liability in the event I fail to meet any IRA requirements concerning my IRA(s).

I have received and read the NYCE IRA Fund Profiles. I understand that I can transfer my money between investment options at any time through the NYCE IRA Web site or by telephone using my PIN. For transactions made through the Web site or by telephone, the Plan will act on my instructions; neither the City of New York, the Plan's recordkeeper, nor the Plan's custodian, will be liable for any investment loss, liability, cost or expense for implementing any such instructions. I understand that I can obtain information about the investment options, including descriptions and/or fund profiles through the Web site or by contacting the NYCE IRA Administrative Office at (212) 306-7760.

I understand that if I have not established a NYCE IRA account, the Plan administrator will return the funds to either me or the issuing institution, whichever is applicable.

I understand that my participation in the NYCE IRA is governed by the 401(k) Plan for the Employees of the City of New York and Related Agencies and Instrumentalities, the Internal Revenue Code, and state and local laws and regulations. By signing below, I hereby consent to the terms of the NYCE IRA Disclosure Statement and the NYCE IRA Fee Disclosure Statement.

I understand that neither the City of New York, its custodian, nor its service providers are responsible for determining or tracking my deductible and my non-deductible contributions to the Traditional NYCE IRA nor the cost basis (non-taxable contributions) to the Roth NYCE IRA.

I understand that starting in 2010, the tax law limiting a Roth conversion to taxpayers with adjusted gross income of \$100,000 or less is being eliminated. Effective in 2010, taxpayers with adjusted gross income of more than \$100,000 will be allowed to convert to a Roth IRA. This change applies to all years beyond 2010 and the income taxes due on the 2010 conversion can be spread over two years.

Please consult a tax advisor prior to making a conversion to the Roth NYCE IRA.

My signature indicates that I have read and understand the effect of my election and agree to all pages of this form. I affirm that all information provided is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_