



# Request for Transfer or Direct Rollover to NMERB For Allowed or Withdrawn Service Credit Purchase

Custodian/trustee to mail completed form to address below

Complete with black or blue ink only. Your request will be rejected if there is any whiteout on this form.

## COMPLETED BY MEMBER

I request a transfer or direct rollover of my funds from the below named retirement plan/IRA in the amount of \$\_\_\_\_\_ to the New Mexico Educational Retirement Board under the terms and regulations of Section 402 and other applicable provisions of the Internal Revenue Code.

Name (First, Middle, Last)		Last 4 digits of your SSN XXX-XX-	
Mailing address			
City	State	Zip	Phone

By signing below, I certify the following:

1. The funds being transferred or rolled over to purchase service credit are comprised solely of pre-tax contributions made to a qualified retirement plan (401(a), eligible 403(b), governmental 457(b), or Traditional IRA) and do not include ineligible after-tax contributions.
2. I understand that if any transfer or rollover contribution is subsequently determined to be ineligible, the New Mexico Educational Retirement Board will distribute the ineligible amount and any related earnings.
3. I have read and understand the form and the information I have provided is true and correct.



X

Member's signature

Date (mm/dd/yyyy)

**IMPORTANT:** Give your Custodian/Trustee this application, **including** the Instructions on page 2 to avoid delays in processing.

## COMPLETED BY CUSTODIAN/TRUSTEE (please see Instructions on page 2)

This request is approved and funds will be transferred as a tax-free plan-to-plan transfer or direct rollover under Section 402 and other applicable provisions of the Internal Revenue Code.

Custodian/Trustee name			
Mailing address			
City	State	Zip	Phone
Account number		Plan type (i.e.: 401(a), 457, etc.)	
Representative name	Title	Date (mm/dd/yyyy)	



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## INSTRUCTIONS

1. The New Mexico Educational Retirement Board (NMERB) is a qualified plan under section 401(a) of the Internal Revenue Service Code. In accordance with the provisions of the Economic Growth and Tax Relief Reconciliation Act of 2001, effective January 1, 2002, the NMERB will accept a transfer or direct rollover of funds from the following sources:
  - Eligible Deferred Compensation IRC 457(b) (maintained by a governmental employer only—457(e)(17))
  - Another Qualified Employer Plan IRC 401(a) (including 401(k))
  - Tax Sheltered Annuity (TSA) IRC 403(b)(13)
  - Individual Retirement Account (IRA) IRC 408 (certain restrictions apply; does not include Roth IRAs)
2. The NMERB will only accept a transfer or direct rollover of pre-tax monies.  
**\*Check is payable to: New Mexico State Treasurer**
3. Both the member and the custodian/trustee must complete this form. The custodian/trustee should mail this completed form along with the Payment Transmittal Document and an issued check to the address below. Once the NMERB has received this completed form, the completed Payment Transmittal document and the rollover check from the custodian/trustee, we will notify the member accordingly.

New Mexico Educational Retirement Board  
P.O. BOX 26129  
Santa Fe, NM 87502-0129