



PAYMENT OPTION INSTRUCTION CHECKLIST

INSTRUCTIONS: Please review the two payment options listed below. It is important to note the corresponding documentation that must be accompanied by this checklist to receive a refund of your contributions. Please review the Special Tax Notice included with the refund packet.

OPTION I: TOTAL LUMP SUM DISTRIBUTION PAID DIRECTLY TO YOU

- Copy of member's social security card
(If unavailable, a signed and dated IRS W- 9 form is acceptable)
 - Completed "Terminated Member's Application for Refund of Accumulated Contributions"
 - Original application must be returned to NHRS
 - Application must be notarized
 - The former employer must complete Section 4 for members who terminated employment after January 1, 2012
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OPTION II: ROLLOVER OF ASSETS TRUSTEE TO TRUSTEE TRANSFER

- Copy of member's social security card
(If unavailable, a signed and dated IRS W- 9 form is acceptable)
- Completed "Terminated Member's Application for Refund of Accumulated Contributions"
 - Original application must be returned to NHRS
 - Application must be notarized
 - The former employer must complete Section 4 for members who terminated employment after January 1, 2012
- NHRS "Trustee to Trustee Transfer" form
 - Original form must be returned to NHRS
 - Form must be notarized
- The receiving financial institution must:
 - Certify to NHRS, in writing, that it is qualified and willing to accept a direct rollover of assets from NHRS
 - Indicate to whom the check is payable
 - Indicate the mailing address for the financial institution