



City of Austin Employees' Retirement System

Rollover Contributions Directly to IRA or Other Qualified Plan

You may rollover all or any portion of your “eligible rollover distribution” to an Individual Retirement Account (IRA) or Qualified Employer Plan. The eligible rollover distribution is paid directly from the COA ERS plan to an IRA or other qualified plan that accepts rollovers. If you choose a rollover, you defer taxes and any penalties on the monies until you later withdraw the funds from the IRA or qualified plan.

The following documents must be sent to the COA ERS Office:

- **A completed COA ERS Designation of Deposit Form**
- **A Letter of Transfer on an original Transfer / Rollover form from the receiving plan or financial institution.**

The Letter of Transfer or Direct Rollover/ Transfer Form must be an ORIGINAL and signed by both the participant and the new custodian and must include the following information:

- **Name of the Participant/ Member**
- **Member’s Social Security Number**
- **Type of Account (i.e., IRA)**
- **Account Number**

TRANSFER FROM:
City of Austin Employees' Retirement System
418 E. Highland Mall Blvd.
Austin, TX 78752-3720
Type of Plan – 401 (a) Defined Benefit Plan

TRANSFER TO:
Name of company to make CHECK payable
Mailing Address
Contact Person or Department/ phone number

Note: COA ERS does not offer wire transfers for rollover transactions.