

**West Virginia
Consolidated Public Retirement Board (CPRB)**

601 57th Street SE, Suite 5
Charleston, WV 25304
www.wvretirement.com

**Application to Purchase Permissive Service Credit with a Rollover
or Trustee to Trustee Transfer from an Eligible Retirement Plan**

1. Obtain the cost to reinstate previously withdrawn service or to purchase service credit as allowed under WV Code by contacting the WV CPRB at (800) 654-4406.
2. Contact the trustee of the retirement plan from which the funds shall be withdrawn to obtain the paperwork that they require to be completed for a distribution. Complete their forms to begin the distribution process.
3. Complete the participant portion of the Application to Purchase Permissive Service Credit provided by the CPRB. **(Only tax deferred contributions and associated earnings may be used for the purchase of permissive service credit.)** Make a copy of the form for your records.
4. Send the original Application to Purchase Permissive Service Credit form to the current trustee of your retirement funds for their signature along with a copy of the letter from the CPRB stating the cost for you to purchase the permissive service credit. The current trustee will complete the lower portion of the Application to Purchase Permissive Service Credit and should mail the original form, CPRB cost letter, and rollover/transfer payment to the CPRB. **Please note that failure to submit all the required information at the same time may cause further delays in processing your service purchase and may cause additional interest to be incurred due to not meeting the required deadline per the CPRB Cost Letter.**
5. If you are using personal funds to make this purchase whole, make your personal check payable to CPRB. **Along with your payment, you must reference your social security number and that the remainder of funds will be forthcoming via a rollover/transfer when remitting payment to the CPRB.** All payments should be mailed to the address listed above.

Be advised that ALL forms, including the check(s), must be submitted together.

The CPRB reserves the right to reject any request for purchase of service due to incomplete or missing documentation. No service purchases using funds from rollovers/transfers will be accepted without prior authorization from the current trustee that the source of funds is an eligible retirement plan as defined under the applicable section of the Internal Revenue Code.

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Section 1: To be Completed by the Participant

Participants are permitted to rollover or transfer amounts to the CPRB solely for the purpose of purchasing permissive service credit as defined in the West Virginia Code. No amounts greater than the amount required for the purchase of service shall be accepted into any of the retirement plans under the administration of the CPRB. For each rollover or trustee to trustee transfer, certification is required from the current trustee / custodian that the plan is an eligible retirement plan as defined under the applicable section of the Internal Revenue Code.

| | | | | |
|------------------|---|---------|------------------|----------|
| Participant Name | SSN | CPRB ID | Telephone Number | |
| Mailing Address | City | | State | Zip Code |
| Email Address | Retirement System in which you are purchasing service credit: _____ | | | |

In addition to the rollover or trustee to trustee transfer below, I will be using personal funds in the amount of \$_____ to make up the difference required to complete this purchase of permissive service credit. **I understand that this form and the check(s) must be received together or at the same time. One received without the other will be returned to me until such time all documents can be sent together.**

By signing this form, I verify that the indicated amount is eligible for rollover treatment as a direct rollover or trustee to trustee transfer from a qualified retirement plan and verify that the funds being used for this service credit purchase originate from the source indicated below. I further certify that this direct rollover or trustee to trustee transfer to the retirement system will not include after-tax contributions. I assume responsibility for any tax consequences that may result if the certifications on this form are not correct. I understand that the CPRB must approve my service purchase and receive all required documents before any rollover or purchase of service credit will become effective.

| | |
|-------------------------|------|
| Participant's Signature | Date |
|-------------------------|------|

Section 2: To be Completed by the Current Plan Trustee / Custodian

Tax Deferred Funds are being transferred from:

| | |
|---------------------------------|------------|
| IRC 401(a) | IRC 403(b) |
| IRC 401(k) | IRC 457(b) |
| Traditional IRA (IRC 408(a)(b)) | |

| | |
|---------------------------------------|---|
| Current Plan Trustee / Custodian Name | Amount of rollover or trustee to trustee transfer \$ _____ |
|---------------------------------------|---|

As current plan trustee / custodian of the above referenced account, I certify that this account is classified as an eligible retirement plan as defined by the section of the Internal Revenue Code indicated above.

| | | |
|---------------------------------------|------------------|------|
| Signature of Plan Trustee / Custodian | Telephone Number | Date |
|---------------------------------------|------------------|------|

Note to current Plan Trustee / Custodian: Make all checks payable to CPRB FBO: Participant's Name/SSN. Mail the payment, original completed application and the CPRB cost letter to the CPRB office at the above address.