



FORT HAYS STATE UNIVERSITY

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Information Regarding Withdrawals from the Kansas Board of Regents (KBOR) 403(b) Retirement Plans Mandatory Plan

Under 403(b) regulations, KBOR must approve all withdrawal requests from its Retirement Plans. KBOR policy prohibits accessing funds in the **mandatory** retirement account prior to termination of employment. The only in-service distribution allowed is for Phased Retirement participants. Before we can authorize the retirement company to distribute funds, a triggering event (termination of employment or start of Phased Retirement) must have occurred.

Please note: income derived from the KBOR mandatory and voluntary retirement plans is currently exempt from Kansas State income tax. Accumulations transferred to funds outside of the KBOR program lose this exemption status. To determine tax exempt status in future years, please refer to the most recent Kansas Individual Income Tax Booklet, under Exempt Retirement Benefits, to see if Kansas Pension Plans, State Board of Regents is listed. You can access this document at the Kansas Department of Revenue Office or their website: www.ksrevenue.org.

If a triggering event has occurred, you can request access to your funds by using planwithease.com (a link can be found at http://www.kansasregents.org/about/regents_retirement_plans/accessing_kbor_retirement_plan_funds.) Your initial User ID is your nine-digit Social Security number, and your password is your birth date, in MMY format. When you log in for the first time, you will be prompted to create your own unique User ID and password.

Planwithease.com receives data from the KBOR Mandatory Retirement Plan providers (current authorized providers are Voya (formerly ING) and TIAA-CREF, as well as former authorized providers Lincoln National and Security Benefit Group) and from the KBOR state universities. After you log in to planwithease.com, you should review your account information. If **all** of your account information from your KBOR employment is in planwithease.com, complete the on-line request for the distribution. If your request is approved, you will receive documentation you will then provide to the approved provider to access your funds.

If you do not find your account information in planwithease.com, or if you find some but not all account information, you will need to:

1. contact the investment provider directly to obtain the necessary distribution forms and return the forms to the HR Office where you were last employed to request employer authorization to access the funds **and**
2. complete the Termination of Employment section on this form and provide it to the same HR Office.
(If all of your account information is in planwithease.com, and you can complete the on-line distribution request, you do not need to provide this form or other documentation to your HR Office.)

TERMINATION OF EMPLOYMENT AND SIGNATURE SECTION (This section is required **ONLY** when the request to access funds cannot be processed through planwithease.com)

Are you currently employed or have you accepted employment at a KBOR state university or Board Office in any position including a temporary or student position? ____ Yes ____ No
(If no, you are authorized to access your Mandatory Retirement Funds, even if you are going to work for a non-KBOR State of Kansas agency.)

If yes, are you currently employed under a Phased Retirement agreement? ____ Yes ____ No
(If yes, you are authorized to access your Mandatory Retirement Funds.)

Please Print Your Name

Signature

Social Security Number

Date

Please fax to 785-628-4006 or mail this form to the HR Office at 110 Sheridan, 600 Park Street, Hays, KS 67601
03/15 (web)