



# MIAMI BEACH FIREFIGHTERS RELIEF AND PENSION FUND

## FREQUENTLY ASKED QUESTIONS

The following checklist was developed by the Administrator to answer some Frequently Asked Questions about the process to retire and take distributions from your Share Account:

**Why do I need to submit a separate Application to Retire?** The Administrator uses the Retirement Application to document your retirement and to make sure that you have all your current information up to date as you end your career in Miami Beach.

**When should I submit my Retirement Application?** You should submit your application within 30 days of your anticipated retirement date, or if you want, at the same time that you submit your Application to the Big Plan. You may also want to submit a Direct Deposit form for use when you take future distributions from your Share Account. You will not need to submit a new Direct Deposit form with each distribution request unless your checking account changes.

**What should I expect once I submit my Retirement Application?** Nothing more. Each time you want to take money from your Share Account, you will make a separate written request.

**I want money. How long does that take?** The administrator will process most distributions within 10-14 days. Distributions for larger dollar amounts more than \$25,000 or during unusual market periods may take slightly longer to process. You can receive either a check or a direct deposit to your checking account.

**What is the smallest amount that I may request?** You must take distributions of at least \$10,000, up to the entire balance of your account.

**What forms do I need to submit to get money?** You will need to complete a Share Account Distribution Form. You may also need to update your checking account information or wish to change your tax withholding.

- ☐ Share Account Distribution Form
- ☐ Direct Deposit Form (if this is your first distribution or your account has changed)
- ☐ IRS Form W-4P Tax Withholding (only if you want to withhold more than 20%)
- ☐ Special Tax Notice (this form includes required IRS disclosures)

**Can I transfer the balance of my account to another qualified plan?** Of course you can. You will need to provide the proper payment instructions on your Share Account Distribution Form. The administrator will issue a check for all transfers or rollovers. You may incur new IRS restrictions or penalties on your money if you rollover your account to an IRA before age 59 ½, so you should always seek your own qualified legal, tax, or financial counsel when you make these important decisions.

**What about tax withholding?** The IRS requires 20% tax withholding on all withdrawals, so you will receive \$8,000 if you apply to withdraw \$10,000. You can choose to withhold more by filing an IRS Form W-4P.

**What else?** You must begin to take distributions from your account no later than age 72. If you close your account, the Administrator will distribute 90% of your account balance immediately and hold the remaining 10% until final earnings are posted to your account after the quarter period ends. Your account will continue to receive credits of earnings at the same rate as the plan assets based on your average daily account balance during each quarter.

**If I die, can my surviving spouse continue my account?** The Pension Fund allows surviving spouses to continue the account. A beneficiary other than a spouse must withdraw your Share Account balance.