

INSTRUCTIONS

The *Tier-To-Tier Transfer Form* is to be completed for any vested member who has an inactive pension membership account and wishes to transfer the pension service credit from their inactive vested membership to their current active pension membership in the same retirement system. The member's pension service credit will transfer as long as the member has not withdrawn from the vested account.

Notes on Question #7 regarding your inactive membership account:

- If you were dismissed from your position and are in the process of appealing that dismissal, you cannot complete the transfer until a decision has been rendered or your appeal is withdrawn.
- If your position was abolished due to a layoff or a reduction in force, your employer must notify the NJDPB in writing, and your membership in the fund can remain inactive for a maximum of 10 years (five years for PFRS and SPRS members).
- An employee's membership will not end two years after his or her last contribution if he or she is granted an official leave of absence (the two-year period begins at the end of the leave of absence).
- Extensions are not automatic. You must provide the NJDPB with supporting documentation from your employer that evidences layoff, the abolishment of your position, or extension of a leave of absence.

For additional information regarding membership tiers (questions #9 and #11), please visit the NJDPB website at: www.nj.gov/treasury/pensions

If your membership has been withdrawn, you cannot transfer any service credit from the old membership; however, you may be eligible to purchase the prior pension service credit rendered under the former membership. See the *Purchasing Service Credit* Fact Sheet available on our website.

Note: The member should ensure that all items are complete prior to submission of this form. If any items on this form are incomplete or left blank processing will be delayed.

Return completed form to:

**New Jersey Division of Pensions & Benefits
Enrollment Section
P.O. Box 295
Trenton, NJ 08625-0295**