

**CITY OF PHOENIX  
EMPLOYEES' RETIREMENT SYSTEM**  
200 W. Washington St., 10<sup>th</sup> Floor  
Phoenix, AZ 85003  
Phone: (602) 534-4400 FAX: (602) 495-2008



**PLEASE ATTACH  
\$95 APPLICATION FEE  
HERE PAYABLE TO  
'COPERS'**

### **APPLICATION TO TRANSFER SERVICE CREDITS FROM ASRS TO COPERS**

Pursuant to A.R.S. 38-922, I hereby make application for *a calculation* to transfer retirement service credits on account from ASRS to COPERS. We cannot send you an offer to transfer/purchase service credit until we receive this information.

### **STATEMENT OF SERVICE**

#### **SECTION ONE: EMPLOYEE INFORMATION: (TO BE COMPLETED BY THE EMPLOYEE)**

I am claiming service from: \_\_\_\_\_ to \_\_\_\_\_  
Hire date (mm/dd/yy) Termination Date (mm/dd/yy)

_____ Your Complete Name (including any previous names)	_____ Name of Government/Agency where this period of service took place
_____ Social Security Number	_____ Date of Birth
_____ Your Home Address	_____ Retirement System you belonged to during this period
_____ City State Zip	_____ Retirement System Address
_____ City State Zip	_____ City State Zip

#### **AFFIDAVIT**

I, \_\_\_\_\_ being first duly sworn, upon my oath, and as inducement for COPERS to approve the above request, certify the following:

1. I have not received or will forfeit any benefits for the service credits which are the subject of this request.
2. I clearly understand if I was to receive any benefits on account of this service from any governmental agency (excluding Social Security), I and/or my designated survivor (as applicable) shall be liable to COPERS for any pension payments paid, which I/we would not have been eligible to receive had it not been for the purchase of service herein requested.

**I hereby request COPERS calculate the amount required to be transferred/paid in order to accomplish the requested transfer pursuant to A.R.S. Sections 38-922.**

Dated \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Signature of Member

**PLEASE RETURN THIS FORM TO COPERS, DO NOT MAIL IT TO YOUR FORMER EMPLOYER**

ARTICLE 7 – Transfers to Another Retirement System of Plan  
TRANSFER or REDEMPTION of Service Credits

38-922. Transfer or redemption of service credits

- A. Service credits qualified in accordance with section 38-730 or 38-921 may be transferred or redeemed in accordance with this section.
- B. In the case of a member whose contributions remain on deposit with the prior retirement system or plan, the following shall be calculated:
1. The prior system or plan shall calculate the amount equal to the actuarial present value of a member's projected benefits to the extent funded on a market value basis as of the most recent actuarial valuation under the prior system or plan as calculated by that system's or plan's actuary using the same actuarial method and assumptions used in calculating that system's or plan's funding requirements based on the transferring member's service credits at the time of transfer. If a system's or plan's market value is greater than one hundred per cent, the system or plan shall use a one hundred per cent market value.
  2. The system or plan to which the member is transferring shall calculate the increase in the actuarial present value of the projected benefits provided as a result of the transfer of the member's service credits. This calculation shall be performed by that system's or plan's actuary using the same actuarial method and assumptions used in calculating that system's or plan's funding requirements based on the transferring member's service credits at the time of transfer.
- C. In the event a member decides to transfer:
1. If the amount calculated in subsection B, paragraph 2 is greater than the amount calculated in subsection B, paragraph 1:
    - (a) The prior system or plan shall transfer to the present system or plan the greater of the amount calculated in subsection B, paragraph 1 or the member's accumulated contribution account balance.
    - (b) If the amount transferred is less than the amount calculated under subsection B, paragraph 2, the transferring member shall elect either to pay the difference or to accept a reduced transfer of service credits. If the member elects to pay the difference, the amount paid shall be added to the member's accumulated contribution account balance. If the member elects to accept a reduced transfer of service credits, the amount of service credits transferred shall be equal to the amount of service credits used in making the calculation under subsection B, paragraph 1 multiplied by the ratio of the amount calculated under subsection B, paragraph 1 to the amount calculated under subsection B, paragraph 2.
  2. If the amount calculated in subsection B, paragraph 2 is less than or equal to the amount calculated in subsection B, paragraph 1, the prior system or plan shall transfer to the present system or plan the greater of the amount calculated in subsection B, paragraph 2 or the member's accumulated contribution account balance.
- D. In the case of an applicant who has withdrawn the applicant's member contributions from another prior system or plan of this state, the applicant shall pay into the new system or plan to which the applicant is transferring an amount equal to the increase in the actuarial present value of the projected benefits provided by the service credits being redeemed and this amount shall be included in the member's current accumulated contribution account balance. This calculation shall be performed by the actuary of the system or plan to which the service credits are being transferred using the same actuarial method and assumptions used in calculating that system's or plan's funding requirements.
- E. Service credits shall not be applied to the applicant's account until such time as complete payment is made to the retirement system or plan to which the applicant is transferring. On completion of the transfer provided for in this article, the member's rights in the retirement system or plan from which the member is transferring are extinguished.
- F. A member electing to transfer to or redeem service with the public safety personnel retirement system, the elected officials' retirement plan or the corrections officer retirement plan pursuant to this section may pay for the service being transferred or redeemed in the form of a lump sum payment to the system or plan, a trustee-to-trustee transfer or a direct rollover of an eligible distribution from a plan described in section 402(c)(8)(B)(iii), (iv), (v) or (vi) of the internal revenue code or a rollover of an eligible distribution from an individual retirement account or annuity described in section 408(a) or (b) of the internal revenue code.

**POLICY MANUAL**

<b>SUBJECT</b> Transfer to / from Arizona State Retirement System (ASRS)	<b>POLICY NO</b> 193	<b>CODED NO.</b>
<b>BRIEF SUMMARY</b>  Provides guidance regarding service transfers to and from the ASRS	<b>BOARD ACTION DATE</b>  01/18/2012 08/16/2012 05/04/2017	<b>REFERENCE / SOURCE</b>  ARS §38-730 ARS §38-922

**Policy:** The retirement service credits of an employee of an Arizona charter city that is not an employer under ASRS or an employee of an employer that is under ASRS who becomes employed by the other employer jurisdiction may apply to have the employee's retirement service credits transferred to the retirement system of the new employer.

The retirement service credits of a City of Phoenix Employees' Retirement System (COPERS) employee may be transferred if both the COPERS Board and the Phoenix City Council approve the transfer.

The retirement service credits of an employee of an employer under ASRS shall not be transferred to COPERS unless both the ASRS Board and the COPERS Board approve the transfer.

The accumulated retirement contributions of an employee whose retirement service credits are transferred that are paid to the retirement system of the new employer shall not be withdrawn by the employee unless the employee's employment terminates. Any employer contributions transferred to COPERS through a service transfer transaction (i.e., not a service purchase rollover but a transfer of service credit under this policy) may not be withdrawn by the employee at any time.

The retirement system to which the employee is transferring shall not apply service credits to the employee's account until such time as complete payment is made to the retirement system to which the employee is transferring. On completion of the transfer the employee's rights in the retirement system from which the employee is transferring are extinguished.

An active COPERS member who chooses to apply to transfer service credit from ASRS must submit a written request to COPERS and pay an application fee of \$95.00, via check or money order, payable to the City of Phoenix Employees' Retirement System.

The prior System calculates the actuarial present value (APV) of the employee's projected benefits to the extent funded on a market value basis as of the most recently adopted actuarial valuation.

The System to which the employee is transferring calculates the increase in APV of the projected benefits as a result of the transfer. Per COPERS Board Policy 180 (Purchase of Service), the calculation shall be based on the full actuarial cost of providing COPERS benefits for the period of service being transferred. The full actuarial calculation shall be determined by employing the COPERS actuarial assumptions in effect at the time of the member's application and the member's last twelve (12) months of retirement applicable salary. If less than twelve

(12) months' salary history exists, the salary will be annualized using at least two full pay periods.

The two systems then determine, according to procedures established in statute, the amounts that will be transferred. Because the value of the service may be greater with a prior system, the member may be required to pay an additional amount to transfer the full amount of credited service earned.

If the current system's APV calculation is greater than the prior system's market value APV calculation, the current system will request the greater of the prior system's market value APV or member's account balance to be transferred.

If the current system's APV calculation is less than or equal to the prior system's market value APV calculation, the current system will request the greater of the current system's APV calculation or member's account balance to be transferred.

Because it is frequently beneficial for ASRS transferees into COPERS to use their ASRS employee and employer contributions to purchase COPERS service rather than transfer their ASRS service to COPERS, COPERS staff will review this possibility with ASRS transferees and provide them a copy of this policy before the member makes the final decision to transfer their ASRS service to COPERS.

Upon COPERS Board approval, the COPERS member will have sixty (60) days to finalize the transfer process and complete the purchase (if desired) or begin a payroll deduction plan. The calculations prepared for the member shall expire sixty (60) days after the COPERS Board approval. If the member does not finalize the transfer or initiate a payroll deduction plan within sixty (60) days, or the member wishes to purchase a different amount of service from that which was included in the initial cost calculation, a new application and fee must be submitted and the cost must be recalculated using current actuarial assumptions and salary history.

If an employee chooses to proceed with the transfer the actuarial cost will be offset by the amount transferred from the prior System. If the amount transferred is not sufficient to cover the total to transfer all of the available service credit, the member shall either elect to pay the difference in order to receive all service credit earned under the prior System or elect to accept a reduced transfer of service credit.

Authority: §38-730 Arizona Revised Statutes: Charter city or ASRS retirement service credits; transfers

§38-922 Arizona Revised Statutes: Transfer or redemption of service credits

Adopted by Retirement Board – 01/18/2012.

Amended by Retirement Board – 08/16/2012.

Amended by Retirement Board – 05/04/2017.