



Form **5TR**  
**Transferring Service and  
Contributions Between Systems**

Please print or type in black ink.

Section A. Tell us about yourself.				
FIRST NAME	MI	LAST NAME	SUFFIX	
MAILING ADDRESS			SSN	
CITY	STATE	ZIP CODE	TELEPHONE NO.	MEMBER ID
E-MAIL ADDRESS			DATE OF BIRTH	

Section B. Please tell us the Retirement System from which you wish to transfer service.	
In what retirement system did your former employer participate?  Teachers' and State Employees' Retirement System Local Governmental Employees' Retirement System Legislative Retirement System Consolidated Judicial Retirement System	LAST EMPLOYER IN PRIOR SYSTEM  LAST DAY OF WORK  POSITION TITLE

Section C. Please tell us the Retirement System into which you wish to transfer service.	
In what retirement system does your latest employer participate?  Teachers' and State Employees' Retirement System Local Governmental Employees' Retirement System Consolidated Judicial Retirement System	CURRENT OR LATEST EMPLOYER  FIRST DAY OF WORK  POSITION TITLE

**Section D. Please authorize a transfer from your prior System to your latest System.**

I certify that the above-stated information is true and correct to the best of my knowledge. I request the transfer of my accumulated contributions and service credit from the Retirement System under which my former employment was covered to the Retirement System under which my latest employment is covered. I understand that any liability for future monthly retirement benefits or the return of my accumulated contributions is transferred between Systems along with the transfer of funds and service credits. I understand that upon completion of the transfer, I lose all pending and accrued rights to any benefits from my membership in the Retirement System from which I am transferring my accumulated contributions and service credits.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section E. Please have this form notarized. Improperly notarized forms will not be accepted.**

**Notary Public Certification**

State of \_\_\_\_\_ County of \_\_\_\_\_

I, \_\_\_\_\_, a notary public for said State and County,

do hereby certify that \_\_\_\_\_ personally appeared

before me this date and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Signature of Notary** \_\_\_\_\_

My commission expires \_\_\_\_\_

INK SEAL  
HERE

**Please submit this form according to the instructions in Section G.**



**Section F. Former employer, please provide final payroll information.**

You (the applicant) should ask your former employer to complete the following only if you left employment within the last three (three) months (that is, if your **Last Day of Work** in Section B was within the last three months).

- 1 What was the last date *for* which the employee was (or will be) paid?   
(Do not include vacation days paid out).
- 2 What was (or will be) the effective date of termination, if different from the last date paid?   
(See 1, above)

I hereby certify that the information in Section F about the employee named in Section A is true and correct to the best of my knowledge, and that this employee is now not employed with us, nor is under contract for employment with us.

Employer Contact's Signature \_\_\_\_\_ Date \_\_\_\_\_

CONTACT FIRST NAME	CONTACT LAST NAME	POSITION TITLE	
EMPLOYER/AGENCY			UNIT NO.
E-MAIL ADDRESS		TELEPHONE NO.	FAX NO.

**Section G. Please submit this form to the appropriate organization.**

If you have left employment with your former employer within the last three months, you must submit this form to that employer so that the employer's personnel or payroll office can complete Section F. The employer will then forward it to the Retirement Systems Division.

However, if you left employment with your former employer more than three months ago, please submit this form directly to the Retirement Systems Division.

- You may mail the completed form to the address below.
- You may fax the completed form to (919) 855-5800

You will receive an acknowledgement letter when we have received this form.

**Thank you.**

**N.C. Department of State Treasurer, Retirement Systems Division**  
3200 Atlantic Avenue, Raleigh, North Carolina 27604  
1-877-NCSECURE (1-877-627-3287) toll-free  
[www.myncretirement.com](http://www.myncretirement.com)

MEMBER LAST NAME	MEMBER SSN
<input type="text"/>	<input type="text"/>

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**5TR**

**Guide A. May I transfer service? What should I consider before making a transfer?**

If you have service in more than one Retirement System, it may be possible for you to transfer your service (which is number of years) and contributions (which is the dollar amount you have contributed) from a *prior System* into the System that retains your latest service and contributions.

The general rules for eligibility for a transfer are as follows:

- You may only transfer to the System that retains your latest service and contributions, your *latest system*.
- The laws must allow the latest System to receive a transfer.
- Your latest system may have further requirements for eligibility.

The most likely reason that you are considering a transfer is that you want to increase your retirement benefit. However, when you transfer service and contributions between systems, you are forfeiting all pending and accrued rights to benefits from the prior System. This means that each type of transfer has advantages and disadvantages. You must carefully consider the consequences of a transfer and be sure that a transfer is in your best interest.

Some of the most significant considerations are the following:

- A retirement benefit is calculated using a certain rate, called

**Guide B. What are some of the advantages and disadvantages of a transfer?**

**If your latest system is the Teachers' and State Employees' Retirement System (TSERS).** . . .

. . . **And your prior service is with the Local Governmental Employees' Retirement System (LGERS):** You may transfer the service without meeting further requirements. Be aware that the TSERS currently offers individual health insurance to those who have earned five (5) years of membership service with the TSERS, but any years of service transferred from the LGERS will not help you meet the five-year requirement for the health insurance benefit. Be aware that the accrual rate for the TSERS is currently lower than the accrual rate for the LGERS.

. . . **And your prior service is with the Consolidated Judicial Retirement System (CJRS):** You may transfer the service if you have already earned five (5) years of membership service in the TSERS. Be aware that the accrual rate for the TSERS is lower than the accrual rate for the CJRS.

. . . **And your prior service is with the Legislative Retirement System (LRS):** You may transfer the service if you have already earned five (5) years of membership service in the TSERS. Be aware that the accrual rate for the TSERS is lower than the accrual rate for the LRS.

the accrual rate. The accrual rates are set by the General Assembly of North Carolina and differ from system to system. It is important to understand which accrual rate would apply to transferred service.

- A retirement benefit is also calculated using a member's record of compensation. If you are a member transferring from the Consolidated Judicial Retirement System or the Legislative Retirement System, you should note your individual record of compensation in a prior system will not have any bearing on your final retirement benefit.
- Some, but not all, of the Retirement Systems currently offer fully-paid individual health insurance coverage as a retirement benefit. If your prior system offers you this benefit, but you transfer service from the prior system to a system which does *not* offer this benefit, you will lose it.

To review a summary of the advantages and disadvantages of each type of transfer, see Guide B.

To review your retirement formula and accrual rate, see Guide C, or your member handbook, *Your Retirement Benefits*, which is available on our web site [www.myncretirement.com](http://www.myncretirement.com).

**If your latest system is the Local Governmental Employees' Retirement System (LGERS).** . . .

. . . **And your prior service is with the Teachers' and State Employees' Retirement System (TSERS):** You may transfer the service without meeting further requirements. Be aware that the LGERS does **not** offer individual paid health insurance as a retirement benefit. If you have earned five (5) years of service with the TSERS, but you proceed with a transfer to LGERS, you will forfeit this benefit. Please note that retiree health benefits, if any, for LGERS retirees are handled separately by each local employer. Be aware that the accrual rate for the LGERS is currently higher than the accrual rate for the TSERS.

. . . **And your prior service is with the Consolidated Judicial Retirement System:** You may not transfer service under any circumstance.

. . . **And your prior service is with the Legislative Retirement System:** You may not transfer service under any circumstance.

**Please continue to the next page.**

**Guide B. (Continued)**

If your latest system is the Consolidated Judicial Retirement System . . .

. . . And your prior service is with the Teachers' and State Employees' Retirement System (TSERS): You may transfer the service if you already have earned five (5) years of membership service in the CJRS. Be aware that the accrual rate for the CJRS is higher than the accrual rate for the TSERS comparatively, but the higher rate will not apply to any transferred service. The lower accrual rate from the TSERS system will still apply to the transferred service when your retirement benefit is calculated; however, your average final compensation will be based on your CJRS compensation.

. . . And your prior service is with the Local Governmental Employees' Retirement System: You may transfer the service if you already have earned five (5) years of membership service in the CJRS. Be aware that the accrual rate for the CJRS is higher than the accrual rate for the LRS comparatively, but the higher rate will not apply to any transferred service. The lower accrual rate from the LGERS will still apply to the transferred service when your retirement benefit is calculated; however, your average final compensation will be based on your CJRS compensation.

. . . And your prior service is with the Legislative Retirement System: You may transfer the service if you already have earned five (5) years of membership service in the CJRS. Be aware that the accrual rate for the CJRS is possibly lower than the accrual rate for the LRS, but neither system's rate will apply to any transferred service. Instead, the TSERS accrual rate will apply to the transferred service when your retirement benefit is calculated; however, your average final compensation will be based on your CJRS compensation.

If your latest system is the Legislative Retirement System, and your prior service is with the Teachers' and State Employees' Retirement System, or Local Governmental Employees' Retirement System, or the Consolidated Judicial Retirement System: You may not transfer service under any circumstance.

**Guide C. What is the retirement formula for each system?**

Please consult your member handbooks *Your Retirement Benefits*, which is available on our web site [www.myncretirement.com](http://www.myncretirement.com), for a full explanation of these retirement formulas.

**Teachers' and State Employees' Retirement System**

The Average Final Compensation (average final compensation of the four consecutive years of creditable service that produce the highest average) times years of creditable service, times the formula rate of 1.82%, when you meet the age and service eligibility requirements.

**Local Governmental Employees' Retirement System**

The Average Final Compensation (average final compensation of the four consecutive years of creditable service that produce the highest average) times years of creditable service, times the formula rate 1.85%, when you meet the age and service eligibility requirements.

**Legislative Retirement System**

The highest annual salary as a member of the General Assembly times years of creditable service, times the formula rate 4.02%, when you meet the age and service eligibility requirements.

**Consolidated Judicial Retirement System**

The Final Compensation (annual equivalent of rate of compensation most recently applicable to member) times years of creditable service, times the formula rate, which is: 3.02% for district court judges, district attorneys, public defenders, and clerks; 3.52% for judges of superior court of administrative officer of the courts; 4.02% for justices of the supreme court of judges of court of appeals, when you meet the age and service eligibility requirements.

**All Systems**

Any retirement benefit may be reduced by an additional early retirement factor if you do not meet minimum age and years of service requirements for unreduced (service) retirement benefits. Please consult your member handbook at [www.myncretirement.com](http://www.myncretirement.com) to see how early retirement factors affect your benefit.

**These guides are subject to and governed by the General Statutes of the State of North Carolina.**