North Carolina Total Retirement Plans

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REFUNDS ONLINE CHECKLIST

Here is what you may need to complete Refunds Online.

The following will be verified as you move through the process:

- [ ] Name, Address & Date of Birth
- [ ] Social Security Number
- [ ] Work History & Termination Date

If you are updating or changing information we have on file for you, we will need you to upload verification documents. Have these on hand when using Refunds Online.

- [ ] If you are rolling over your refund to an eligible institution, you must have an open account and provide a letter from the institution receiving the rollover.

This letter must meet the following requirements:

- Be from the financial institution (on its letterhead)
- Give your name and your account number of the eligible IRA or employer plan
- Give the type of retirement plan, such as IRA or another qualified employer plan
- Clearly state that the institution will accept a rollover
- Clearly state how to make the check payable
- Have an authorized signature of an agent of the institution.

Remember, If you withdraw your contributions (receive a refund), you will forfeit all current or future rights to your retirement service credit and any pending or accrued benefits, including any state-paid health coverage, if applicable, provided by the Retirement System, and/or disability benefits through Retirement System and/or the Disability Income Plan of North Carolina.

If you are vested (5 or more years of retirement service credit), you may be forfeiting your potential monthly retirement benefit for yourself, once your age qualifies you, as well as any survivor and/or beneficiary benefits for all serviced earned up to the time your application is approved.

By law, no refund checks can be issued until 60 days after your effective date of termination.