

Montgomery County Public Schools 

Instructions for Requesting

# **PENSION CONTRIBUTION REFUNDS & ROLLOVERS**

*for former employees*

# Register for a PenPoint Account

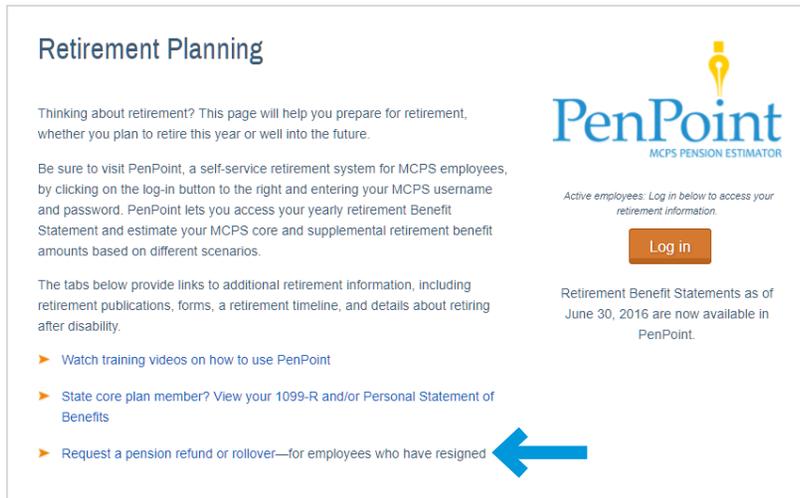
**Retirement Planning**

Thinking about retirement? This page will help you prepare for retirement, whether you plan to retire this year or well into the future.

Be sure to visit PenPoint, a self-service retirement system for MCPS employees, by clicking on the log-in button to the right and entering your MCPS username and password. PenPoint lets you access your yearly retirement Benefit Statement and estimate your MCPS core and supplemental retirement benefit amounts based on different scenarios.

The tabs below provide links to additional retirement information, including retirement publications, forms, a retirement timeline, and details about retiring after disability.

- ▶ Watch training videos on how to use PenPoint
- ▶ State core plan member? View your 1099-R and/or Personal Statement of Benefits
- ▶ Request a pension refund or rollover—for employees who have resigned



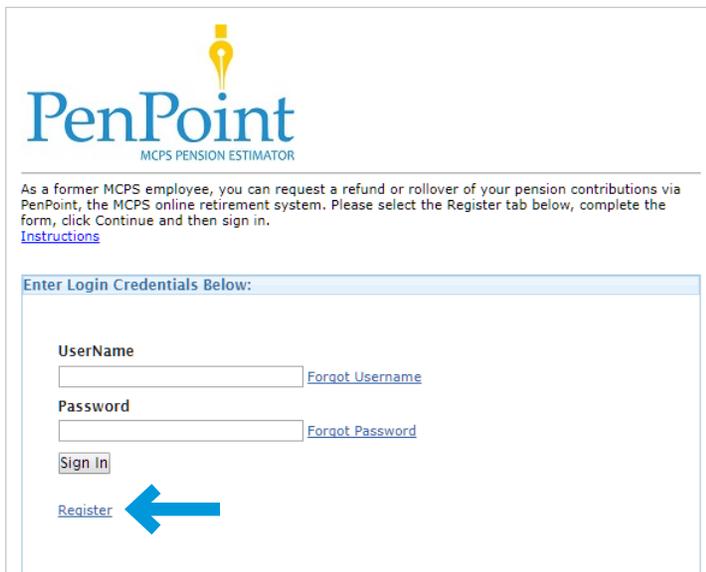
**PenPoint**  
MCPS PENSION ESTIMATOR

Active employees: Log in below to access your retirement information.

**Log in**

Retirement Benefit Statements as of June 30, 2016 are now available in PenPoint.

- From the MCPS **Retirement Planning web page**, click on **Request a Pension Refund or Rollover**. This will take you to the PenPoint sign-in screen.\*



**PenPoint**  
MCPS PENSION ESTIMATOR

As a former MCPS employee, you can request a refund or rollover of your pension contributions via PenPoint, the MCPS online retirement system. Please select the Register tab below, complete the form, click Continue and then sign in.  
[Instructions](#)

**Enter Login Credentials Below:**

**UserName**  
 [Forgot Username](#)

**Password**  
 [Forgot Password](#)

**Sign In**

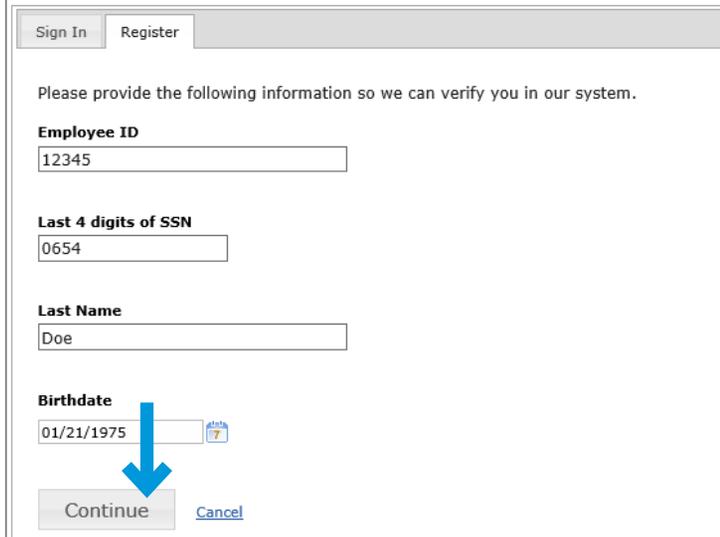
[Register](#)

- From the sign-in screen, click on **Register**.

*\*Note: PenPoint will time out after 10 minutes of no activity.*

# Register for a PenPoint Account *(continued)*

As a former MCPS employee, you can request a refund or rollover of your pension contributions via PenPoint, the MCPS online retirement system. Please select the Register tab below, complete the form, click Continue and then sign in.



Sign In Register

Please provide the following information so we can verify you in our system.

**Employee ID**  
12345

**Last 4 digits of SSN**  
0654

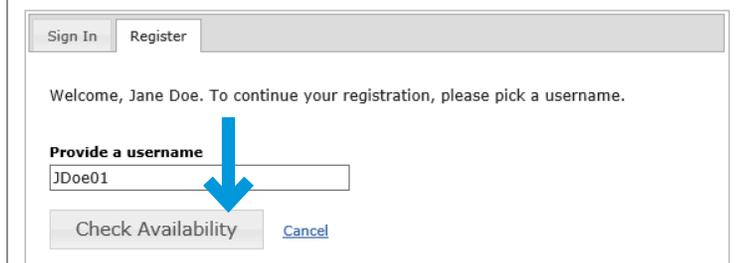
**Last Name**  
Doe

**Birthdate**  
01/21/1975

Continue [Cancel](#)

- From the registration screen, fill in the spaces for your employee ID, the last four digits of your Social Security number, your last name, and your birthdate. Click on **Continue**.

As a former MCPS employee, you can request a refund or rollover of your pension contributions via PenPoint, the MCPS online retirement system. Please select the Register tab below, complete the form, click Continue and then sign in.



Sign In Register

Welcome, Jane Doe. To continue your registration, please pick a username.

**Provide a username**  
JDoe01

Check Availability [Cancel](#)

- On the next screen, provide a username, then click on **Check Availability**.

# Register for a PenPoint Account *(continued)*

As a former MCPS employee, you can request a refund or rollover of your pension contributions via PenPoint, the MCPS online retirement system. Please select the Register tab below, complete the form, click Continue and then sign in.

Sign In Register

Welcome, Jane Doe. To continue your registration, please pick a username.

The Username **JDoe01** is available. Please click Continue.

Continue Cancel

- If your username is available, click on **Continue**. If it is not available, follow the on-screen instructions to enter another username.

As a former MCPS employee, you can request a refund or rollover of your pension contributions via PenPoint, the MCPS online retirement system. Please select the Register tab below, complete the form, click Continue and then sign in.

Sign In Register

Thank you Jane Doe. Your username (**JDoe01**) has been assigned to you, but to complete your registration, please provide the following details.

Password must contain 1 numeric character and 1 uppercase letter. Your password must be at least 8 characters long but no longer than 20 characters. Also your password cannot contain your first name, last name, nor your userid.

**Password**  
.....

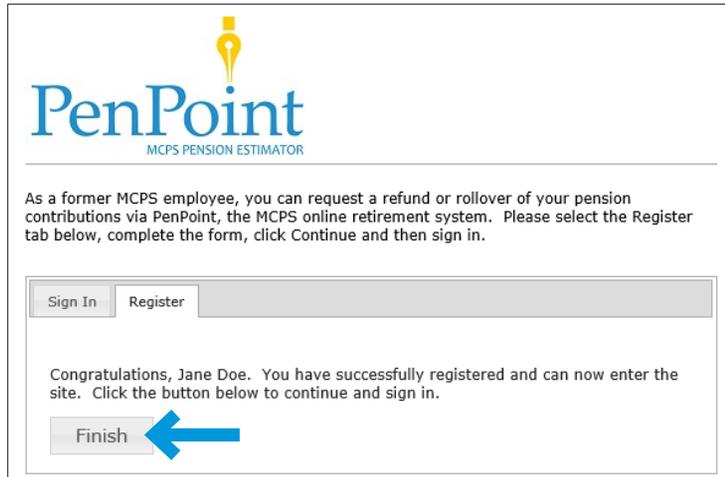
**Confirm Password**  
.....

**Email Address**  
jdoe@abcde.h

Continue Cancel

- On the next screen, enter a password, then again to confirm it. Your password must contain at least 8, but no more than 20 characters. It must also contain a minimum of one numeric character, one uppercase letter, and one special character (e.g., !, #, /).
- Enter your email address. Click on **Continue**.

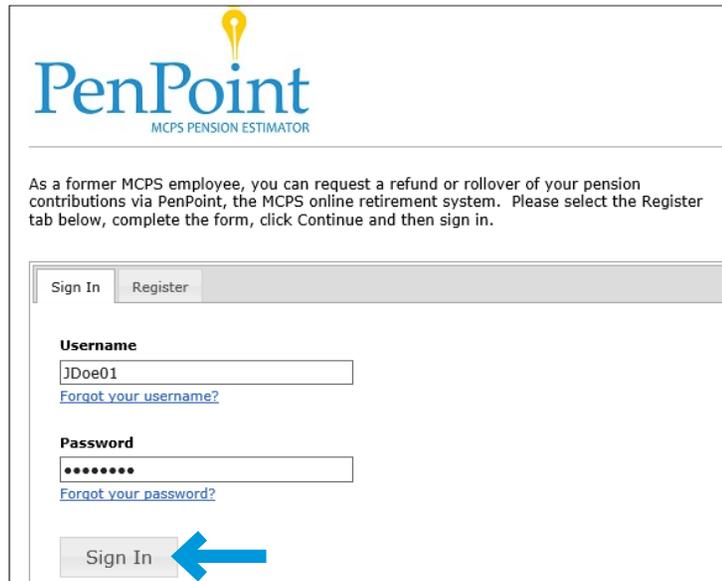
## Register for a PenPoint Account *(continued)*



The screenshot shows the PenPoint logo at the top, followed by the text "MCPs PENSION ESTIMATOR". Below this is a paragraph of instructions: "As a former MCPs employee, you can request a refund or rollover of your pension contributions via PenPoint, the MCPs online retirement system. Please select the Register tab below, complete the form, click Continue and then sign in." There are two tabs: "Sign In" and "Register", with "Register" being the active tab. Below the tabs is a message: "Congratulations, Jane Doe. You have successfully registered and can now enter the site. Click the button below to continue and sign in." At the bottom of the message is a "Finish" button, which is highlighted with a blue arrow pointing to it from the right.

- The next screen lets you know that you have successfully registered and can now enter the PenPoint site. Click on **Finish** to return to the sign-in page.
- You will receive email confirmation once you have registered.

# Sign In to PenPoint



PenPoint  
MCPS PENSION ESTIMATOR

As a former MCPS employee, you can request a refund or rollover of your pension contributions via PenPoint, the MCPS online retirement system. Please select the Register tab below, complete the form, click Continue and then sign in.

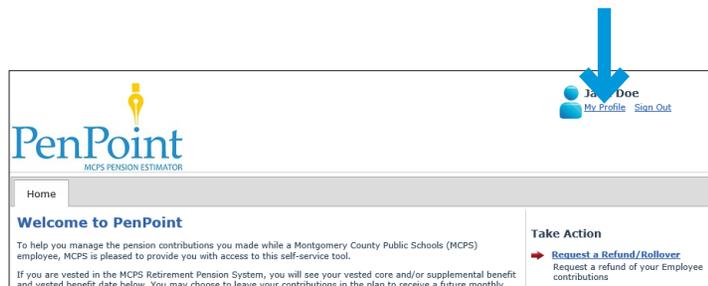
Sign In Register

**Username**  
JDoe01  
[Forgot your username?](#)

**Password**  
••••••••  
[Forgot your password?](#)

Sign In

- Enter the username and password you set up while registering for your PenPoint account. Click on **Sign in**.



PenPoint  
MCPS PENSION ESTIMATOR

Home

Welcome to PenPoint

To help you manage the pension contributions you made while a Montgomery County Public Schools (MCPS) employee, MCPS is pleased to provide you with access to this self-service tool.

If you are vested in the MCPS Retirement Pension System, you will see your vested core and/or supplemental benefit and vested benefit date below. You may choose to leave your contributions in the plan to receive a future monthly

Take Action

Request a Refund/Rollover  
Request a refund of your Employee contributions

Jan Doe  
My Profile Sign Out

- Once you are signed in to PenPoint, you will need to check to be sure your address and email address are up to date. To do so, first click on **My Profile** in the upper right corner of the PenPoint home screen.

# Sign In to PenPoint *(continued)*

<a href="#">About Me</a>	<b>About Me</b>
<a href="#">My Contact Information</a>	<b>Name</b>
<a href="#">My Login Information</a>	Jane Doe
	<b>Birthdate</b>
	01/21/1975
<a href="#">Exit</a>	
	<p><b>i</b> Please check to be sure the information above is correct. If it is not, you can change or correct your name and/or birthdate by completing <b>MCPS Form 445-1: Change in Personal Information.</b></p>

<a href="#">About Me</a>	<b>My Contact Information</b>
<a href="#">My Contact Information</a>	<b>Street Address</b>
<a href="#">My Login Information</a>	123 Main Street
	<b>City</b>
	Rockville
	<b>State</b>
	Maryland
	<b>Zip Code</b>
	20850-
<a href="#">Exit</a>	<b>Personal Email Address</b>
	jdoe@abcde.fgh
	<input type="button" value="Change Email"/>
	<p><b>i</b> Please check to be sure the information above is correct. If it is not, you can change or correct your street address by completing <b>MCPS Form 445-1: Change in Personal Information.</b></p>

- Clicking on My Profile will take you to the About Me page. From there, click on **My Contact Information**.

If your home address and personal email address on the next screen are correct, click on **Exit** to return to the home screen.

If your home address is incorrect, you will need to complete and submit **MCPS Form 445-1B: Change in Personal Information for MCPS Retirees and Former Employees** before proceeding with your refund/rollover request.

If your email address is incorrect, update it by clicking on **Change Email**. Type your correct email address in the spaces provided, then click on **Update**, which will return you to My Contact Information. Once there, click on **Exit** to return to the home screen.

# Request a Pension Refund or Rollover

Home

Welcome to PenPoint

To help you manage the pension contributions you made while a Montgomery County Public Schools (MCPS) employee, MCPS is pleased to provide you with access to this self-service tool.

If you are vested in the MCPS Retirement Pension System, you will see your vested core and/or supplemental benefit and vested benefit date below. You may choose to leave your contributions in the plan to receive a future monthly benefit to begin on your vested retirement date.

If you are not vested, you will see the balance of your pension contributions and interest below.

Whether vested or not vested, you have the option of requesting either a refund or rollover of your pension contributions via PenPoint. If you do, you will forfeit any future benefit from the MCPS Retirement Pension System.

Please note: If your vested retirement benefits are less than \$100, you are only eligible for a *de minimus* lump sum payment at the time of your retirement.

Retirement Summary

Below are highlights of your retirement information.

**MCPS Core and Supplemental Pension Plan**

You are currently vested terminated in this plan as of 09/27/2014. Your vested benefit payable at Normal Retirement is \$205.15. As of 06/30/2014 you have accumulated the following:

Take Action

- Request a Refund/Rollover
- Tutorial
- Documents and Forms
- External Links
- FAQs and Glossary

Contact Us

Employee and Retiree Service Center  
45 West Gude Drive, Suite 1200  
Rockville, Maryland 20850  
Phone: 301-517-8100  
Fax: 301-279-3642  
Email: [EBSC@mcpsmd.org](mailto:EBSC@mcpsmd.org)

- From the PenPoint home screen, click on **Request a Refund/Rollover**, which you will find in the Take Action column on the right.

Home

**Withdrawal Options** - Please review your options to withdraw your accumulated pension contributions and interest before making a selection.

Your computer must have a free Adobe Reader software to review the options. You can download it [here](#).

Choose the plan for which you are requesting a refund of contributions.

Note: If you have more than one plan listed below, you can only choose a refund for one plan at a time. Once you have filled in the required information for a plan, you can return to this screen and repeat the refund request process for your additional plan.

Please verify that your contact information is accurate by clicking on the "My Profile" link. If it is not accurate, you must change or correct your address by completing [MCPS Form 445-1: Change in Personal Information](#). Please allow up to four weeks for processing of address changes.

Choose Plan	Plans
<input type="radio"/>	PENSION

Please review carefully the information you have entered. You will not have an opportunity to make changes after your request is submitted.

Note: By clicking the submit button you acknowledge that the information you have provided on this form is accurate and that you understand you will forfeit any future benefits from the MCPS Pension Plan. If you are reemployed with MCPS you will be enrolled in the Pension System effective at the date of hire.

Return Home

powered by

Do you want to open or save termCalcLitSet.pdf from uat.sbcsystems.com?

- On the next screen, click on **Withdrawal Options**. A bar will appear at the bottom of your screen; click on **Open** to review important information and learn about your refund or rollover withdrawal options.

# Request a Pension Refund or Rollover *(continued)*

PenPoint  
MCPS PENSION ESTIMATOR

Jane Doe  
My Profile Sign Out

Home

Contribution Balance: \$10,913.71 \*(does not include interest)

Choose the plan for which you are requesting a refund of contributions.  
Note: If you have more than one plan listed below, you can only choose a refund for one plan at a time. Once you have filled in the required information for a plan, you can return to this screen and repeat the refund request process for your additional plan.  
Please verify that your contact information is accurate by clicking on the "My Profile" link. If it is not accurate, you must change or correct your address by completing [MCPS Form 445-1: Change in Personal Information](#). Please allow up to four weeks for processing of address changes.

Choose Plan	Plans
<input type="radio"/>	PENSION

Choose any of the payment types from below.

- Check Payable to myself
- Qualified Plan Rollover
- IRA Rollover
- Roth IRA Rollover

Please review carefully the information you have entered. You will not have an opportunity to make changes after your request is submitted. Note: By clicking the submit button you acknowledge that the information you have provided on this form is accurate and that you understand you will forfeit any future benefits from the MCPS Pension Plan. If you are reemployed with MCPS you will be enrolled in the Pension System effective at the date of hire.

Return Home

- Click the radio button next to the name of the plan from which you wish to request a pension refund or rollover. After choosing the plan, your available contribution balance will appear at the top of the screen.

## Refund Requests

- If you are requesting a *refund* of your pension contributions, choose **Check Payable to Myself** from the pulldown menu.
- You will receive your refund check via direct deposit. Be sure to provide complete and accurate bank account information in the spaces provided.
- Review your selections carefully. You will not be able to make changes after submitting them. Click **Submit**.

Choose the plan for which you are requesting a refund of contributions.  
Note: If you have more than one plan listed below, you can only choose a refund for one plan at a time. Once you have filled in the required information for a plan, you can return to this screen and repeat the refund request process for your additional plan.  
Please verify that your contact information is accurate by clicking on the "My Profile" link. If it is not accurate, you must change or correct your address by completing [MCPS Form 445-1: Change in Personal Information](#). Please allow up to four weeks for processing of address changes.

Choose Plan	Plans
<input checked="" type="radio"/>	REFORMED

Choose any of the payment types from below.

Check Payable to myself

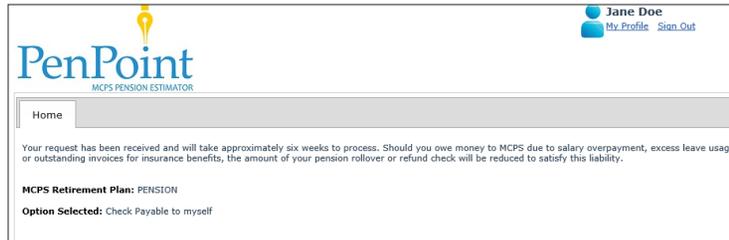
Enter all of the information below for your direct deposit check.

Account Type	<input type="text"/>
Bank Name	<input type="text"/>
Routing Number	<input type="text"/>
Account Number	<input type="text"/>

Please review carefully the information you have entered. You will not have an opportunity to make changes after your request is submitted. Note: By clicking the submit button you acknowledge that the information you have provided on this form is accurate and that you understand you will forfeit any future benefits from the MCPS Pension Plan. If you are reemployed with MCPS you will be enrolled in the Pension System effective at the date of hire.

Return Home Submit

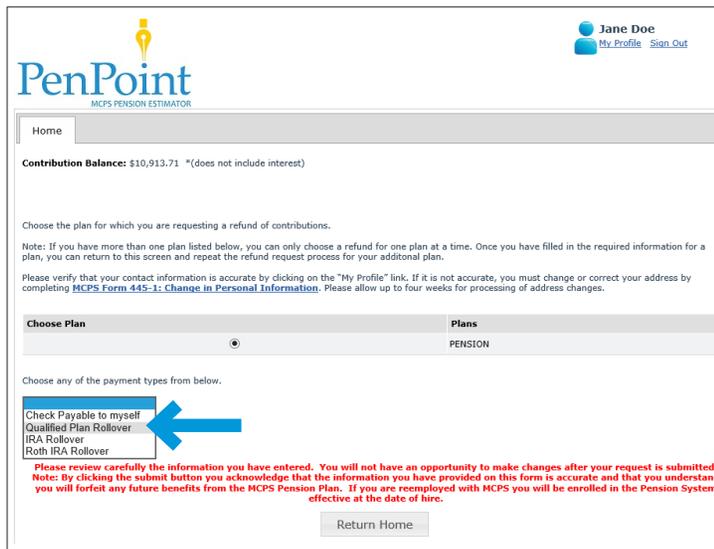
# Request a Pension Refund or Rollover *(continued)*



The screenshot shows the PenPoint website interface. At the top right, the user is identified as Jane Doe with links for My Profile and Sign Out. The main content area displays a confirmation message: "Your request has been received and will take approximately six weeks to process. Should you owe money to MCPS due to salary overpayment, excess leave usage or outstanding invoices for insurance benefits, the amount of your pension rollover or refund check will be reduced to satisfy this liability." Below this, it states "MCPS Retirement Plan: PENSION" and "Option Selected: Check Payable to myself".

- A confirmation screen will appear, to indicate that your request has been received and will be processed in approximately six weeks. Be sure to read the text on this screen.

*If you are requesting only a refund of your contributions, skip to page 11.*



The screenshot shows the PenPoint website interface for selecting a plan and payment type. At the top right, the user is identified as Jane Doe with links for My Profile and Sign Out. The main content area displays "Contribution Balance: \$10,913.71 \*(does not include interest)". Below this, it asks the user to "Choose the plan for which you are requesting a refund of contributions." and provides a note: "Note: If you have more than one plan listed below, you can only choose a refund for one plan at a time. Once you have filled in the required information for a plan, you can return to this screen and repeat the refund request process for your additional plan." It also includes a verification note: "Please verify that your contact information is accurate by clicking on the 'My Profile' link; If it is not accurate, you must change or correct your address by completing MCPS Form 445-1: Change in Personal Information. Please allow up to four weeks for processing of address changes." A table is shown with two columns: "Choose Plan" and "Plans". The "Plans" column contains "PENSION". Below the table, it asks the user to "Choose any of the payment types from below." and lists three options: "Check Payable to myself", "Qualified Plan Rollover", "IRA Rollover", and "Roth IRA Rollover". A blue arrow points to the "Check Payable to myself" option. A red note at the bottom states: "Please review carefully the information you have entered. You will not have an opportunity to make changes after your request is submitted. Note: By clicking the submit button you acknowledge that the information you have provided on this form is accurate and that you understand you will forfeit any future benefits from the MCPS Pension Plan. If you are reemployed with MCPS you will be enrolled in the Pension System effective at the date of hire." A "Return Home" button is located at the bottom.

## Rollover Requests

- If you are requesting a *rollover* of your pension contributions, select one of the rollover options (*Qualified Plan Rollover, IRA Rollover, or Roth IRA Rollover*) from the pulldown menu.

# Request a Pension Refund or Rollover *(continued)*

Choose the plan for which you are requesting a refund of contributions.

Note: If you have more than one plan listed below, you can only choose a refund for one plan at a time. Once you have filled in the required information for a plan, you can return to this screen and repeat the refund request process for your additional plan.

Please verify that your contact information is accurate by clicking on the "My Profile" link. If it is not accurate, you must change or correct your address by completing [MCPS Form 445-1: Change in Personal Information](#). Please allow up to four weeks for processing of address changes.

Choose Plan	Plans
<input type="radio"/>	PENSION

Choose any of the payment types from below.

Qualified Plan Rollover

Enter all of the information below for your Rollover.

Financial Institution Name	John Doe Investments
Address Line 1	123 Main Street
Address Line 2	
City	Our Town
State	Maryland
Zip Code	12345
Account Number	987654-321
To The Attention Of	John Doe

Under the penalty of perjury, I hereby certify that all the information is correct. I acknowledge I read the [Rollover Options Notice](#) and have been advised of the tax consequences of my distribution and that under the current law, I have 30 days in which to make this election. I hereby waive my right to the 30-day election period and request that my distribution be processed as soon as possible in the manner I have elected.

**Please review carefully the information you have entered. You will not have an opportunity to make changes after your request is submitted. Note: By clicking the submit button you acknowledge that the information you have provided on this form is accurate and that you understand you will forfeit any future benefits from the MCPS Pension Plan. If you are reemployed with MCPS you will be enrolled in the Pension System effective at the date of hire.**

[Return Home](#) [Submit](#)

- Complete the form on the next screen in its entirety. Be sure to review carefully all of the information you have entered to be sure it is correct. You will not be able to make changes after submitting your request. When you are finished, click on **Submit**.

 [Jane Doe](#)  
[My Profile](#) [Sign Out](#)

Home

Your request has been received and will take approximately six weeks to process. Should you owe money to MCPS due to salary overpayment, excess leave usage or outstanding invoices for insurance benefits, the amount of your pension rollover or refund check will be reduced to satisfy this liability.

**MCPS Retirement Plan:** PENSION  
**Option Selected:** Qualified Plan Rollover

**Financial Institution:** John Doe Investments  
**Address 1:** 123 Main Street  
**Address 2:**  
**City:** Our Town  
**State:** MD  
**Zip:** 12345

**Account Number:** 987654-321  
**To the Attention of:** John Doe

[Return Home](#)

- A confirmation screen will appear, to indicate that your request has been received and will be processed in approximately six weeks. Be sure to read the text on this screen. If you wish to request a refund or rollover from a second pension plan, click on **Return Home**, to return to the PenPoint home screen.

# Request a Pension Refund or Rollover *(continued)*

The screenshot shows the PenPoint website interface. At the top right, the user is logged in as Jane Doe, with links for 'My Profile' and 'Sign Out'. The main content area is divided into several sections: 'Welcome to PenPoint', 'Retirement Summary', and 'Take Action'. The 'Take Action' section contains a list of links: 'Request a Refund/Rollover', 'Tutorial', 'Documents and Forms', 'External Links', and 'FAQs and Glossary'. A blue arrow points to the 'Request a Refund/Rollover' link. Below the 'Take Action' section is the 'Contact Us' information for the Employee and Retiree Service Center.

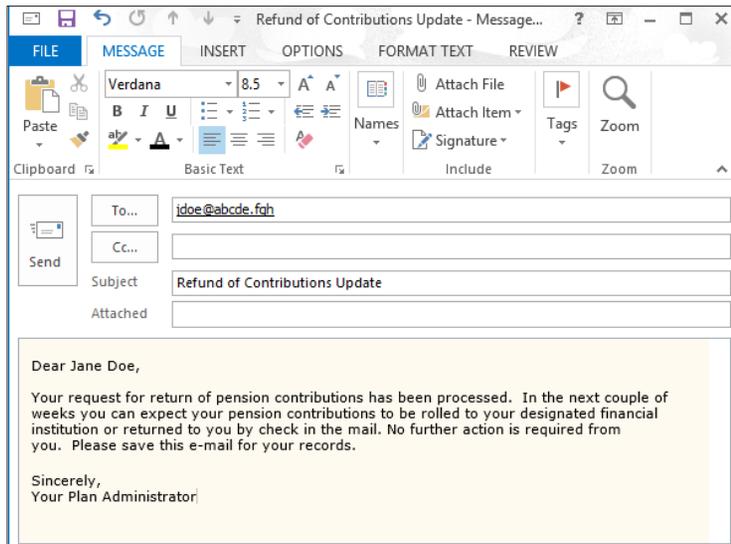
- If requesting a second refund/rollover, click on **Request a Refund/Rollover** again and follow the steps to make your second request.

If you do not have a second pension plan, click on **Sign Out** in the upper right corner of either page to leave PenPoint.

Once you have requested a refund or rollover for your plan(s), you will no longer have access to this PenPoint feature.

This screenshot shows the same PenPoint website interface as the previous one, but with a red message in the 'Take Action' section: '\*\*Please note that a contribution refund has been requested and is currently being processed\*\*'. A blue arrow points to this message. The rest of the page content, including the 'Request a Refund/Rollover' link and the 'Contact Us' information, remains the same.

## Request a Pension Refund or Rollover *(continued)*



- Once your pension contribution refund or rollover has been processed, you will receive an email from the plan administrator. The email will inform you that, within a couple of weeks, you can expect either—
  - to receive a refund of your pension contribution directly into the bank account you provided, or
  - your contribution to be rolled over to your designated financial institution.

# Additional Resources

If you have additional questions that cannot be answered using the resources available on PenPoint, please contact:

Employee and Retiree Service Center  
45 West Gude Drive, Suite 1200  
Rockville, Maryland 20850  
Phone: 240-740-8100  
Fax: 301-279-3642  
Email: [ERSC@mcpsmd.org](mailto:ERSC@mcpsmd.org)