

Section 13

Withdrawal Certification

The following instructions explain how to certify a member account withdrawal and reemployed retiree payment in ESS.

Accessing a Withdrawal Certification

Step 1

You will receive an email when a withdrawal certification is ready to complete.

To access the certification from the home page:

1. Click on “Withdrawal Certification” in the banner menu, or
2. Click on “Withdrawal Certification” in the Outstanding Reports section.

This will take you to the Reports To Be Completed tab of the Withdrawal Certification screen shown on the next page.

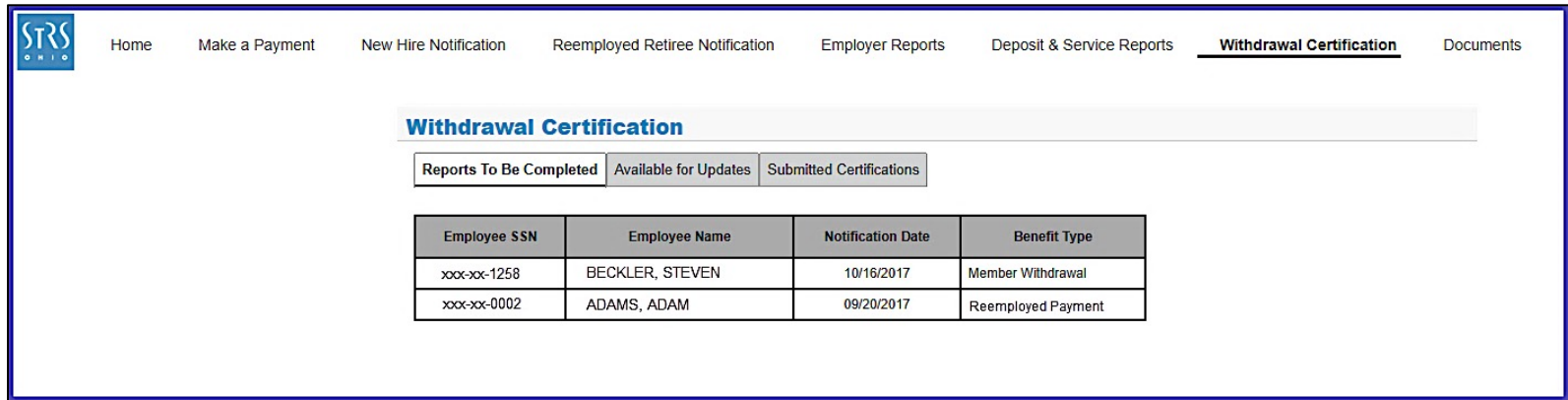
The screenshot shows the ESS home page with a navigation banner at the top. The 'Withdrawal Certification' link is circled in red. Below the banner, there are three main sections: 'Additional Tools', 'Outstanding Reports', and 'News & Alerts'. The 'Outstanding Reports' section contains a table with the following data:

Report Type	Number of Reports
Deposit & Service	6
Purchase Service Credit	1
Service Credit Verification	2
Accrued Verification	1
Employment Verification Reports	1
Withdrawal Certification	2

A red arrow points to the 'Withdrawal Certification' row in the table.

Step 2

1. Click on the employee's SSN to open the certification.
2. This will take you directly to the withdrawal certification screen for the member withdrawal (Page 3) or the reemployed payment (Page 4).



The screenshot displays the STRS Ohio website's 'Withdrawal Certification' page. The navigation menu includes 'Home', 'Make a Payment', 'New Hire Notification', 'Reemployed Retiree Notification', 'Employer Reports', 'Deposit & Service Reports', 'Withdrawal Certification', and 'Documents'. The 'Withdrawal Certification' section features three tabs: 'Reports To Be Completed', 'Available for Updates', and 'Submitted Certifications'. The 'Reports To Be Completed' tab is selected, showing a table with the following data:

Employee SSN	Employee Name	Notification Date	Benefit Type
xxx-xx-1258	BECKLER, STEVEN	10/16/2017	Member Withdrawal
xxx-xx-0002	ADAMS, ADAM	09/20/2017	Reemployed Payment

Navigation Notes

- You will automatically be taken to the Reports To Be Completed tab when you access a withdrawal certification from the home page. Two types of certifications may be listed: member withdrawal and reemployed payment.
- The Available for Updates tab lists existing certifications in need of correction. STRS Ohio will notify you if a correction is needed. Once notified, click on this tab to make the necessary corrections.
- The Submitted Reports tab contains submitted certifications that are available for viewing or printing. Click on this tab if you want to view or print a certification.

Certifying a Member Account Withdrawal

Once you click on the employee's SSN for a member withdrawal, you will be taken to the certification screen.

Step 1

Enter the following information for the member applying for account withdrawal:

1. Last day of service.
2. Last day on payroll.
3. Employee contributions for each year listed.
4. Service credit earned for each year listed.
5. The alternative retirement plan (ARP) question appears for colleges and universities only. Click "Yes" if the member is currently contributing to an ARP. Then select the ARP provider from the drop-down menu. Otherwise, leave the selection marked as "No."
6. Include any comments necessary to help STRS Ohio process the withdrawal.

Step 2

When finished, click "Save & Submit."

To print a copy of the certification after it has been submitted, click on the Submitted Certifications tab.

The screenshot shows the 'Withdrawal Certification' page on the STRS Ohio website. The navigation bar includes links for Home, Make a Payment, New Hire Notification, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, **Withdrawal Certification**, and Documents. The main heading is 'Withdrawal Certification' with three tabs: 'Reports To Be Completed', 'Available for Updates', and 'Submitted Certifications'. A note states: '(For an STRS Ohio Member Applying for Account Withdrawal)'. A warning box reads: 'Under Ohio law, employers must verify information and certify only accurate and correct information about an applicant's service credit and contributions. This information is used to determine payment due to the applicant. Employers are required to reimburse STRS Ohio for any overpayment of funds resulting from an error in employer certification.' The form displays employee information: 'Employee: Adam, Adam' and 'SSN: xxx-xx-1234'. A tip indicates that if the member is still active, the certification cannot be completed. There are input fields for 'Last Day of Service' and 'Last Day on Payroll', both showing '11'. Below is a table for 'Information to be reported on Annual Report' with columns for 'FY 2018-2019' and 'FY 2017-2018'. Fields include 'Employee contributions', 'Service credit earned', and 'Calculated earnings'. A question asks if the applicant is currently contributing to an ARP, with 'Yes' and 'No' radio buttons. An 'ARP Provider Name' dropdown menu is open, showing a list of vendors including AXA, Fidelity, Lincoln National, Mass Mutual, Nationwide, TIAA, Valic, and Voya Financial. An 'Optional comments (max)' text area is also present. A disclaimer box at the bottom states: 'By submitting this Employer Certification, you are certifying that to the best of your knowledge the member named above, who is applying for an STRS Ohio account withdrawal, is not currently under contract with your school in an STRS Ohio-contributing position as defined in retirement law; is not on a leave of absence from such employment; does not have any other contractual status; is not an applicant for such employment, including substitute teaching; and is under no verbal or written agreement for future teaching.' At the bottom right are 'Back to List' and 'Save & Submit' buttons.

Tip! If the member is still working, click the box under the member's name and Social Security number. (A check mark will appear.) Then click "Save & Submit."

Certifying a Reemployed Retiree Payment

Once you click on the employee's SSN for a reemployed payment, you will be taken to the certification screen.

Step 1

Enter the following information for the member applying for a reemployed payment:

1. Last day of service.
2. Last day on payroll.
3. Employee contributions for each year listed.
4. Include any comments necessary to help STRS Ohio process the payment.

Step 2

When finished, click "Save & Submit."

To print a copy of the certification after it has been submitted, click on the Submitted Certifications tab.

The screenshot shows the 'Withdrawal Certification' page on the STRS Ohio website. The navigation bar includes links for Home, Make a Payment, New Hire Notification, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, **Withdrawal Certification**, and Documents. The main heading is 'Withdrawal Certification' with three tabs: 'Reports To Be Completed', 'Available for Updates', and 'Submitted Certifications'. A sub-heading reads '(For an STRS Ohio Reemployed Retiree Applying for Reemployed Payment)'. A warning box states: 'Under Ohio law, employers must verify information and certify only accurate and correct information about an applicant's contributions. This information is used to determine payment due to the applicant. Employers are required to reimburse STRS Ohio for any overpayment of funds resulting from an error in employer certification.' The form displays employee information: 'Employee: Beckler, Adam' and 'SSN: xxx-xx-1357'. A 'Tip!' section contains a checkbox and text: 'The reemployed retiree is still active because he or she has not terminated employment, is an applicant for employment, is on a leave of absence or has agreed to teach in the future. I cannot complete the certification at this time. I understand this will cancel the reemployed retiree's application process.' Below this are fields for 'Last Day of Service' and 'Last Day on Payroll', both showing '11'. A dropdown menu is set to 'FY 2017-2018'. The 'Information to be reported on Annual Report' section includes 'Employee contributions' with a '\$' symbol and a yellow input field. There is also an 'Optional comments (max 500 characters)' text area. A final warning box states: 'By submitting this Employer Certification, you are certifying that to the best of your knowledge the member named above, who is applying for an STRS Ohio reemployed payment, is not currently under contract with your school in an STRS Ohio-contributing position as defined in retirement law; is not on a leave of absence from such employment; does not have any other contractual status; is not an applicant for such employment, including substitute teaching; and is under no verbal or written agreement for future teaching.' At the bottom are 'Back to List' and 'Save & Submit' buttons.

Tip! If the member is still working, click the box under the member's name and Social Security number. (A check mark will appear.) Then click "Save & Submit."