

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 bar at the top. The 'Withdrawal Certification' link in the banner menu is circled in red. Below the navigation bar, there are three main sections: 'Additional Tools', 'Outstanding Reports', and 'Current Obligations'. A red arrow points to the 'Withdrawal Certification' link in the 'Outstanding Reports' section.

Report Type	Number of Reports
Service Credit Verification	1
Accrued Verification	1
Employment Verification Reports	3
Annual Reporting	1
Withdrawal Certification	2
Pay Date Calendar	1
Violation Period Certification	1

Due Date	Description	Amount
09/12/2023	Payroll-reported contributions due	\$515.78
09/13/2023	PSC employer cost-Kimberly K	\$5,719.60
09/15/2023	Monthly PSC deductions due	\$611.23
	Payment received - not yet applied	-\$276.65

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).

Employee SSN	Employee Name	Notification Date	Benefit Type
XXX-XX-4385	DEJA, DEJA	07/15/2023	Member Withdrawal
XXX-XX-2842	ABBED, ABBED	06/19/2023	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 pay date.
3. Service credit earned for each year listed.
4. 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."
5. 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 tabs for '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 says: '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 fields include: Employee: DEJA, DEJA; SSN: XXX-XX-4385; Last Day of Service: / /; Last Pay Date: / /; Information to be reported on Annual Report: FY 2023-2024 and FY 2022-2023; Service credit earned: (with a 'Service Credit Calculator' link); Annual contributions will be based on reported payrolls. Click here to see [current reported payrolls](#).; Is this applicant currently contributing to an Alternative Retirement Plan (ARP) in an STRS Ohio-covered position with your school? (Yes selected, No unselected); ARP Provider Name: (dropdown menu showing options like AXA EQUITA, FIDELITY, LINCOLN NA, MASS MUTUA, NATIONWIDE, TIAA, VALIC, VOYA FINAN); Optional comments (max 1000 characters); and a disclaimer: '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 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 pay date.
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 STRS Ohio Withdrawal Certification form. At the top is a navigation bar with links: Home, Make a Payment, New Hire Notification, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, **Withdrawal Certification**, and Documents. Below the navigation bar is a header for "Withdrawal Certification" with three tabs: "Reports To Be Completed", "Available for Updates", and "Submitted Certifications". A note specifies the form is for an STRS Ohio Reemployed Retiree applying for reemployed payment. A warning box states that employers must verify information and certify its accuracy, as it is used to determine payment and reimbursement. The form fields include: Employee (ABBED, ABBED) and SSN (XXX-XX-2842); a tip box with a checkbox for "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."; Last Day of Service and Last Pay Date (both with dropdown menus); a section for "FY 2022-2023" with "Information to be reported on Annual Report" and "Employee contributions" (with a dollar sign and input field); and an "Optional comments (max 500 characters)" text area. A disclaimer box at the bottom states that by submitting the certification, the employer certifies that the member is not currently under contract, not on a leave of absence, does not have any other contractual status, is not an applicant for such employment, 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."