



Welcome to today's webinar, *Employer Basics 101: Account Withdrawal*. My name is Patty Gordon and joining me today is Todd Wolford.

Todd and I will be using our webcams — however, your cameras are turned off and you are muted. You are encouraged to submit questions in the Q&A tab in your control panel.

I'd like to suggest that you start a binder for this webinar series and keep a copy of the handouts and slides for today's topic. If you attend other webinars in the series, you can continue to add those materials and create your own workbook for future reference.

## Agenda



- What is account withdrawal?
- Employer responsibility
- Reemployed retirees
- Account withdrawal time frame
- Resources

Today we will be covering:

- The definition of account withdrawal;
- The employer's responsibility when an active member withdraws his or her account;
- Reemployed retiree withdrawals;
- The account withdrawal time frame; and
- Employer resources available.

## What is account withdrawal?

Upon termination of employment in an STRS Ohio-covered position, members and reemployed retirees may elect to withdraw their accounts.



STRS Ohio members and reemployed retirees may elect to withdraw their accounts when they have terminated employment in an STRS Ohio-covered position.

Retirement law does not allow partial withdrawals or loans, just full account withdrawal.

## What is account withdrawal?

For members, withdrawal will cancel:

- STRS Ohio membership
- Accumulated service credit
- Eligibility to qualify for STRS Ohio retirement benefits and access to health care coverage if eligible



First, let's talk about what this means for active members — that is, members who have not retired yet.

- First, members must terminate STRS Ohio-covered employment. They can then visit the member website to access a withdrawal application, or they can fill out an application online.
- Withdrawal will cancel their STRS Ohio membership and all accumulated service credit. They lose access to eligibility for STRS Ohio retirement benefits and access to health care coverage.

## Employer responsibility

### Withdrawal certification

- Email notification sent when form is ready
- Complete certification in Employer Self Service (ESS)
  - Click on “Withdrawal Certification” in banner menu, or
  - Click on the report in the Outstanding Reports section of the home page



If a member chooses to withdraw, your responsibility is to complete the withdrawal certification in Employer Self Service (ESS). If the member taught during the last 18 months, all current-year employers must complete a withdrawal certification as soon as proper amounts of employee contributions and service credit can be accurately determined.

- Your designated contact will receive an email notification when a form is ready to complete.
- Once you are logged in to ESS, you can find the form by clicking on “Withdrawal Certification” in the banner menu or look for the report in the Outstanding Reports section of the home page.

## Employer responsibility

### Withdrawal restrictions – members cannot withdraw their account if they are:

- Under any form of teaching contract, including substitute teaching with an STRS Ohio-contributing employer;
- Under any type of verbal or written agreement for future teaching service;
- On a leave of absence;
- In the STRS Ohio Defined Benefit Plan and terminated employment in an STRS Ohio-covered position but are now working with the **same employer** in an OPERS or SERS position;
- Receiving service retirement or disability benefits from STRS Ohio; or
- Currently contributing to an ARP (alternative retirement plan).



Before completing the withdrawal certification, be aware of the restrictions against withdrawal. Members cannot withdraw their account if they are:

- Under any form of teaching contract, including substitute teaching with an STRS Ohio-contributing employer;
- Under any type of verbal or written agreement for future teaching service;
- On a leave of absence;
- In the STRS Ohio Defined Benefit Plan and terminated employment in an STRS Ohio-covered position but are now working with the **same employer** in an OPERS or SERS position;
- Receiving service retirement or disability benefits from STRS Ohio; or
- For college and university employees, currently contributing to an ARP (alternative retirement plan).

These restrictions are listed on the withdrawal application and the member signs a statement that confirms they are not in violation of any of these restrictions. When you complete the withdrawal certification, you are saying that, to the best of your knowledge, you are not aware that the member is in violation of any of the restrictions.

## Employer responsibility

### Completing the withdrawal certification

- Note the tabs at the top of the screen
- Indicate the member's last day of service and last day on payroll
- Enter service credit earned for each year listed
- ARP question appears for colleges and universities only
- Be sure to click "Save & Submit"



An image of the withdrawal certification screen is available on Page 3 of your handout.

- In ESS, you can find all withdrawal certifications by using the tabs at the top of the page — they show reports to be completed, reports available for updates and submitted certifications.
- On the form, indicate the member's last day of service and last day on payroll.
- Enter the service credit earned for each year listed. More than one fiscal year may appear.
- Only colleges and universities will see the question about the member contributing to an ARP.
- Be sure to click the "Save & Submit" button when you are finished.

## Employer responsibility

### Completing the withdrawal certification

- Amount certified by the employer must agree with the amount provided on the annual report
  - Overpayment to the member as a result of certification or reporting errors will be the employer's responsibility



Remember, all information about service credit and contributions must match what you list on your annual report. If there is an overpayment to a member due to employer errors on the withdrawal certification or annual report, employers are then required to reimburse STRS Ohio for that overpayment.



## Employer responsibility

### Tips for completing the withdrawal certification

- Check the box if member is still working/under contract
- Last day of service versus last day on payroll
- Payroll Report Summary available in ESS
- Service credit calculator



Take a look again at the withdrawal certification screen on Page 3.

- If the member is still working or under contract, click the checkbox under the member's name and Social Security number to indicate that he or she has not terminated employment. This will cancel the member's withdrawal application — he or she cannot apply for withdrawal until after employment is terminated.
- Keep in mind that the last day of service and last day on payroll are not always the same day.
- You can generate a Payroll Report Summary in ESS for reference. This will list all of a member's contributions to STRS Ohio over a specified time period. You can find more information about how to generate a Payroll Report Summary in the ESS Instructions available on the STRS Ohio employer website.
- There is a link to the online service credit calculator on the form, next to the Service credit earned field. Use this tool to help calculate service credit accurately.

## Reemployed retirees

### Members can only retire once!

- Once retirees become reemployed, their contributions fund an additional annuity or lump-sum payment
- Retirees can collect the benefit upon termination of employment in an STRS Ohio-covered position



Let's talk about reemployed retirees.

- Remember — members can only retire once!
  - Reemployed retirees can receive a lump-sum payment of the contributions in their retiree account.
  - If a member is age 65 or older, he or she can opt to receive a monthly annuity payment in addition to the monthly retirement benefit from STRS Ohio.
- Just like active members, reemployed retirees can receive their lump-sum payment or annuity upon termination of employment in an STRS Ohio-covered position.
- You can see an example of the reemployed retiree withdrawal certification on Page 4 of your handout. Note that there is no field to enter service credit — reemployed retirees do not earn service credit.

## Account withdrawal time frame

### When will members receive their account balance?

- **Member** – after STRS Ohio has received the final payroll contribution
- **Reemployed retiree** – after receipt of employer withdrawal certification



To ensure the member or retiree receives the correct amount due in a timely manner, do not complete the withdrawal certification until you are confident of the individual's final earnings.

- STRS Ohio will process active member withdrawals after receiving the final payroll contribution for the individual.
- Reemployed retiree withdrawals will be processed after the employer withdrawal certification is received.

## Resources

- **Visit our website: [www.strsoh.org/employer](http://www.strsoh.org/employer)**
  - ESS Instructions
  - Tutorial videos
- **Call us toll-free: 888-535-4050**
- **Email us: [report@strsoh.org](mailto:report@strsoh.org)**



If you have additional questions as you are completing withdrawal certifications, visit the employer website at [www.strsoh.org/employer](http://www.strsoh.org/employer) for step-by-step ESS Instructions and helpful tutorial videos.

For specific questions, call us toll-free or send us an email at [report@strsoh.org](mailto:report@strsoh.org).

## Thank you!

- Additional questions?
- Certificates of completion
- Recorded webinar will be available on employer website
- Please complete the evaluation after exiting the webinar



Thank you for participating in today's webinar. We will stay connected to the webinar for a few more minutes to answer any additional questions.

Certificates of completion will be sent within two weeks of the last scheduled date for this webinar topic.

A recording of this live webinar will be available on the employer website to view on demand. Click on "Webinars" in the Education & Training section to access the recorded webinars library.

As you exit the webinar, a short evaluation will pop up for you to complete. Please take a minute and let us know your thoughts about today's webinar. Your feedback helps us improve our educational materials for employers.