



Social Security Number

\_\_\_\_/\_\_\_\_/\_\_\_\_

# Georgia Defined Contribution Plan

Two Northside 75, Suite 300, Atlanta, GA 30318

Voice (404) 350-6300 1-800-805-4609

## Application for Refund of Contributions

Refunds include accumulated employee contributions and credited interest earnings (if any). **Checks are mailed no later than the last business day of the month following the month of the last payroll deduction.**

Please type or print in ink. Enter your Social Security Number in the upper right hand box. Then complete Section 1. List your name as it appears on your Social Security Card. Give the completed application to your Personnel/Payroll Department for certification. **DO NOT SEND TO GDCP.**

### ■ SECTION 1 ■

Name \_\_\_\_\_  
last first middle or maiden

Mailing Address \_\_\_\_\_  
number street (apt. #)

\_\_\_\_\_ city state zip telephone #

State Company or Unit of the Board of Regents in which you were employed: \_\_\_\_\_

If the taxable portion of the refund is more than \$200, GDCP is required to withhold Federal Income Tax unless you roll over the taxable portion to another retirement account. You will be notified if this applies to you, and you will receive specific information regarding your refund.

If the taxable portion (interest earned) of the refund is less than \$200, GDCP will withhold Federal Income Tax (typically 30%) or if you are over 59 1/2, 20% will be withheld.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### ■ SECTION 2 ■

#### PERSONNEL/PAYROLL USE ONLY

Termination Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo day yr

Last payroll deduction \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo day yr

Salary \$ \_\_\_\_\_

Contributions \$ \_\_\_\_\_ for \_\_\_\_/\_\_\_\_  
mo yr

I certify that this employee has terminated employment, and the total salary and contributions listed above are for the month of termination.

Signed \_\_\_\_\_  
Fiscal Officer/Reporting Official

Date \_\_\_\_\_

Company/Unit # \_\_\_\_\_

FEIN # \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_