

**REQUIRED**

Member Number: E or G

Last 4 Digits  
of SSNEmployee  
Identification Number**BERS**Board of Education  
Retirement SystemMAILING ADDRESS | 55 WATER STREET, 50TH FLOOR  
NEW YORK, NY 10041

This form can be submitted via our document upload link on [nycbers.org](https://nycbers.org).  
You may also submit this form via fax to (718) 935-4124 or (718) 935-3830.

Name

M.I.

Last Name

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Home/Legal Address

Apt. No.

--	--

City

State

Zip Code

--	--	--

Mailing Address (if different from above)

Apt. No.

--	--

City

State

Zip Code

--	--	--

Primary Telephone Number

Secondary Telephone Number

<div>Is this a Cell # <input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div>Is this a Cell # <input type="checkbox"/> Yes <input type="checkbox"/> No</div>
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**REQUIRED** - Primary Email Address

Secondary Email Address

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OFFICIAL DATE OF RECEIPT

**REQUIRED MINIMUM DISTRIBUTION**

**REQUIRED**

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**BERS**

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## Distribution options

To enable BERS to calculate the Required Minimum Distribution (RMD), you must elect one of the two calculation methods described below. BERS can provide an estimate of the required distribution amounts under each of the options to assist you with your decision.

You may not change the election method selected below after payments have been made. This selection is irrevocable.

## CHOOSE ONE

- ☐ 1. **Uniform Life Expectancy Method** – Select this option if you are: unmarried, married and your spouse is not more than 10 years younger than you, or you are married, but your spouse is not the sole beneficiary of your TDA account.
- ☐ 2. **Recalculated Joint Life Expectancy Method (spousal beneficiary only)** – Select this option if your spouse is more than 10 years younger than you and your spouse is the sole beneficiary of your TDA account.

If you wish to elect the Recalculated Joint Life Expectancy Method, you must also complete and submit a TDA Beneficiary Designation form, making your spouse the sole primary beneficiary of your TDA account. Please contact BERS or visit <https://www.bers.nyc.gov/site/bers/plan-information/forms.page> and download the form. If you elect the Joint Life Expectancy Method (Sole Beneficiary Only), you must also submit proof of marriage and proof of age for your spouse. You must also fill in the information below:

Name of Spouse

Spouse's Date of Birth

	MM / DD / YYYY
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**Please Note:** IRS FACTOR — The IRS Uniform Life Expectancy Table is generally used to determine the factor to apply to your account balance.

- If your spouse is more than 10 years younger than you and is the sole beneficiary of your TDA account, you can use a factor from the IRS joint life expectancy table as an alternative to calculate your annual RMD amount.

## Preferred Month

	Month	Year
I would like to receive my first RMD in		

	Month
I would like to receive all subsequent RMDs in	

Please note that, if you select payment in October, November, or December, BERS may need to process your RMD earlier in the year, due to the high volume of transactions in October, November, and December.



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### For members with multiple Tax-Deferred Annuity (403 (b)) accounts

If you have or will receive in this calendar year a distribution from another Tax Deferred Annuity (TDA) 403(b) account that is equal to the RMD amount for all your TDA accounts, you may elect not to receive an RMD from your BERS TDA for this calendar year. This election amount will only apply to this year.

Please Note: You must submit the RMD Update Form each year that you will take the RMD from another 403(b) account and check off the proper section.

[https://www.bers.nyc.gov/assets/bers/downloads/pdf/forms/required\\_minimum\\_distribution\\_update.pdf](https://www.bers.nyc.gov/assets/bers/downloads/pdf/forms/required_minimum_distribution_update.pdf)

☐ I have already received a distribution from another Tax Deferred Annuity (TDA) 403(b) account that is equal to the RMD amount for all my TDA accounts. I am requesting that BERS not issue an RMD to me this year. I understand that failure to receive my RMD may result in the IRS assessing an excise tax of 25% of the RMD amount.

Initials \_\_\_\_\_

### ELECTION TO WITHHOLD FEDERAL INCOME TAX

Each Required Minimum Distribution (RMD) is taxable in the year in which it is distributed, and may be subject to state and local taxes in addition to federal tax withholding. You must complete a Form W-4R and submit it to BERS along with this form. When filling in the Form W-4R, you will be able to elect the rate of federal tax withholding on your RMD. The RMD is a nonperiodic payment. The form W-4R is available on the IRS' website:

<https://www.irs.gov/pub/irs-pdf/fw4r.pdf>

Note to foreign persons: If you are a "foreign person" within the meaning of the Internal Revenue Code, the Plan is required by law to withhold 30% of your payment for Federal taxes, unless an applicable treaty between the U.S. and your country of residence permits a lower rate. For more information on who qualifies as a "foreign person," you may consult the IRS' website at: <https://www.irs.gov/individuals/international-taxpayers/foreign-persons>.

**Please Note:** The default Federal Tax Withholding amount is 10%. If you do not submit a W-4R form, 10% Federal Tax will be automatically withheld from your RMD. If you are a "foreign person", as noted above, the default Federal tax withholding amount is 30%, unless an applicable treaty between the U.S. and your country of residence permits a lower rate.



<b>REQUIRED</b> Member Number: E or G	Last 4 Digits of SSN	Employee Identification Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

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## COMPLETE THIS SECTION FOR ELECTRONIC FUNDS TRANSFER

My TDA RMD should be deposited via EFT to the same account as my pension check. ☐ YES ☐ NO

If you checked YES, do not fill in your banking information below. You may submit this form via the BERS DocUpload portals at [www.nycbers.org](http://www.nycbers.org). Scan the QR codes below for quick access to the DocUpload portals.

If you checked NO, please enter your banking information below. You may submit your form via fax to (718) 935-4124 or (718) 935-3830, by mail to Board of Education Retirement System, 55 Water St., 50th Fl., New York, NY 10041 or in person at the BERS service center, 65 Court St., Room 101, Brooklyn, NY 11201.

Exact Name of Financial Institution	Type of Account
<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Name of Account Holder
<input type="text"/>

Transit Routing / ABA Number <small>Must be 9 Numbers</small>	Account Number
<input type="text"/>	<input type="text"/>

- ☐ I hereby authorize the Board of Education Retirement System to electronically transfer these funds to my account.
- ☐ I understand that any incorrect information provided will affect the transfer of my funds.

## DOCUPLOAD PORTAL INSTRUCTIONS

You must upload one document at a time and select TDA Required Minimum Distribution (TF8209) from the Document Type drop-down list. A document is all the pages that belong to a form and should be combined into one PDF file. Please do not upload one page at a time. All 7 pages of this Required minimum Distribution application **and** the IRS W-4R form must be combined into a single pdf document before you upload.

RETIREE



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### ACKNOWLEDGEMENT

I hereby elect to receive the Required Minimum Distribution as indicated on this form.

I understand that any person who presents false or fraudulent information in an application with intent to defraud BERS is guilty of a crime and may be subject to fines and confinement in prison.

**DO NOT SIGN OR DATE UNLESS IN FRONT OF A NOTARY**

**Signature**

**REQUIRED** \_\_\_\_\_

**Date** \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20 \_\_\_\_\_

personally appeared before me the said \_\_\_\_\_

to me known to be the individual described in and who executed the foregoing document, and he (she) duly acknowledged to me that he (she) executed the same, and the statements contained therein are true.

\_\_\_\_\_  
*Signature of Notary Public or Commissioner of Deeds*

**Affix official seal in the box below**

**REQUIRED MINIMUM DISTRIBUTION**



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## REQUIRED MINIMUM DISTRIBUTION SUMMARY

In general, Tax-Deferred Annuity (TDA) distributions are required for members who have left service (having elected to defer their TDA balance) and who have reached age 73 by December 31 of a given year. In most cases, you will have to meet minimum distribution requirements for every year that you maintain a TDA balance.

Failure to comply with the Required Minimum Distribution rules may result in a **25% excise tax charged to the member** by the IRS on the difference between the required distribution amount and the actual amount distributed during that calendar year.

Your account is divided into two portions for Required Minimum Distribution (RMD) purposes:

**Pre-1987 balance:** The IRS allows your Pre-1987 balance to be exempt from the required distributions that begin at age 73. Your Pre-1987 balance is made up of your contributions and earnings as of December 31, 1986. Your first distribution of Pre-1987 funds must be paid before April 1st of the year after the year you reach age 75.

**Post-1986 balance:** Your Post-1986 balance consists of all contributions and earnings credited to your account since December 31, 1986. If you retire or otherwise leave employment before age 73, then you must begin to receive distributions from your Post-1986 balance. Your first distribution must be paid before April 1st of the year after the year you reach age 73.

If you retire or otherwise leave employment after age 73, then you must begin to receive distributions from your Post-1986 balance. You may elect to take the first distribution in the year that you retire or otherwise leave employment. However, you may elect to defer distribution of your first RMD prior to April 1st of the following year. You will also be required to take a second distribution prior to December 31st of the same year.

### Calculating the Required Minimum Distribution:

When you are between the ages of 73 and 75, and not in active service, your annual Required Minimum Distribution (RMD) amount is calculated as follows: We take your TDA account balance as of December 31 of the previous year and subtract your pre-1987 balance to get a total. BERS will divide this total by an IRS factor\* based on your age. **If you request any TDA refunds in the same calendar year before BERS processes your RMD, your RMD amount will be reduced for that year.** This may mean that your RMD for the year could be already satisfied by your TDA refund(s).

Once you attain age 75, your RMD is calculated using your *entire* account balance at the end of the previous year. **If you request any TDA refunds in the same calendar year before BERS processes your RMD, your RMD amount will be reduced for that year.** This may mean that your RMD for the year could be already satisfied by your TDA refund(s).

**Please Note:** IRS FACTOR — The IRS Uniform Life Expectancy Table is generally used to determine the factor to apply to your account balance.



## REQUIRED MINIMUM DISTRIBUTION SUMMARY (CONT'D)

- If your spouse is more than 10 years younger than you and is the sole beneficiary of your TDA account, you can use a factor from the IRS joint life expectancy table as an alternative to calculate your annual RMD amount.

### What you need to do:

There are several distribution options available to you. You may choose the option that best suits your financial needs while complying with the minimum distribution requirements. The following is a brief description of the choices available:

- You may make annual withdrawals from your BERS or other TDA account in amounts at least as much as your RMD amounts.
- If you do take RMDs outside of BERS that satisfies your BERS TDA RMD amount, BERS will still issue an RMD for your BERS TDA account unless you notify BERS of the outside RMD via the RMD Update Form. You must notify BERS annually, and preferably at the very beginning of the year to prevent BERS issuing your RMD for the given year.
- Until you withdraw the entire account balance, RMDs will be issued unless BERS has been notified that you have satisfied BERS TDA RMD outside of BERS annually.
- You may elect to annuitize your entire TDA account balance. If you choose to annuitize, you will receive an annuity each month calculated so that you will receive the actuarial value of your TDA account balance over your life expectancy. This annuity will continue as long as you are living. You may also select an option so that you will receive a lower amount while living, but BERS will continue payment of a benefit to a beneficiary after your death, depending on the option chosen. If you are interested in annuitizing your TDA balance, please ask BERS for a form.

### Deadlines

- If you are no longer in active service and you turned age **73 in calendar year 2024**, you have until **April 1, 2025** to receive your first distribution, and your second distribution must be taken by **December 31, 2025**.
- If you are no longer in active service and you turned **73 prior to 2024**, your next distribution must be taken by **December 31, 2024**.

**Pre-1987 balance:** For members with a Pre-1987 balance, the IRS allows your Pre-1987 balance to be exempt from the required distributions that begin at age 73. Your Pre-1987 balance is made up of your contributions and earnings as of December 31, 1986. You may defer distribution of this balance, regardless of your employment status, through March 31st of the year following the year in which you reach age 75.

The information contained in this Notice is general and should not be considered legal or tax advice. For advice on how these rules apply to your specific situation, we suggest you contact your own legal or tax counsel.



**Withholding Certificate for Nonperiodic Payments and  
Eligible Rollover Distributions**

OMB No. 1545-0074

**2025**

Give Form W-4R to the payer of your retirement payments.

<b>1a</b> First name and middle initial	Last name	<b>1b</b> Social security number
Address		
City or town, state, and ZIP code		

Your withholding rate is determined by the type of payment you will receive.

- For nonperiodic payments, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100% on line 2. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its territories.
- For an eligible rollover distribution, the default withholding rate is 20%. You can choose a rate greater than 20% by entering the rate on line 2. You may not choose a rate less than 20%.

See page 2 for more information.

<b>2</b> Complete this line if you would like a rate of withholding that is different from the default withholding rate. See the instructions on page 2 and the Marginal Rate Tables below for additional information. Enter the rate as a whole number (no decimals) . . . . .	<b>2</b>	%
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<b>Sign Here</b>	<b>Your signature</b> (This form is not valid unless you sign it.)	<b>Date</b>
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**General Instructions**

Section references are to the Internal Revenue Code.

**Future developments.** For the latest information about any future developments related to Form W-4R, such as legislation enacted after it was published, go to [www.irs.gov/FormW4R](http://www.irs.gov/FormW4R).**Purpose of form.** Complete Form W-4R to have payers withhold the correct amount of federal income tax from your nonperiodic payment or eligible rollover distribution from an employer retirement plan, annuity (including a commercial annuity), or individual retirement arrangement (IRA). See page 2 for the rules and options that are available for each type of payment. Don't use Form W-4R for periodic payments (payments made in installments at regular

intervals over a period of more than 1 year) from these plans or arrangements. Instead, use Form W-4P, Withholding Certificate for Periodic Pension or Annuity Payments. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

**Caution:** If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. Your withholding choice (or an election not to have withholding on a nonperiodic payment) will generally apply to any future payment from the same plan or IRA. Submit a new Form W-4R if you want to change your election.**2025 Marginal Rate Tables**

You may use these tables to help you select the appropriate withholding rate for this payment or distribution. Add your income from all sources and use the column that matches your filing status to find the corresponding rate of withholding. See page 2 for more information on how to use this table.

Single or Married filing separately		Married filing jointly or Qualifying surviving spouse		Head of household	
Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more
\$0	0%	\$0	0%	\$0	0%
15,000	10%	30,000	10%	22,500	10%
26,925	12%	53,850	12%	39,500	12%
63,475	22%	126,950	22%	87,350	22%
118,350	24%	236,700	24%	125,850	24%
212,300	32%	424,600	32%	219,800	32%
265,525	35%	531,050	35%	273,000	35%
641,350*	37%	781,600	37%	648,850	37%

\* If married filing separately, use \$390,800 instead for this 37% rate.



## General Instructions (*continued*)

**Nonperiodic payments—10% withholding.** Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments **unless** you enter a different rate on line 2. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Note that the default rate of withholding may not be appropriate for your tax situation. You may choose to have no federal income tax withheld by entering “-0-” on line 2. See the specific instructions below for more information. Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including “-0-”) on any payments to be delivered outside the United States and its territories.

**Note:** If you don’t give Form W-4R to your payer, you don’t provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can’t honor requests to have a lower (or no) amount withheld. Generally, for payments that began before 2025, your current withholding election (or your default rate) remains in effect unless you submit a Form W-4R.

**Eligible rollover distributions—20% withholding.** Distributions you receive from qualified retirement plans (for example, 401(k) plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over to an IRA or qualified plan are subject to a 20% default rate of withholding on the taxable amount of the distribution. You can’t choose withholding at a rate of less than 20% (including “-0-”). Note that the default rate of withholding may be too low for your tax situation. You may choose to enter a rate higher than 20% on line 2. Don’t give Form W-4R to your payer unless you want more than 20% withheld.

Note that the following payments are **not** eligible rollover distributions for purposes of these withholding rules:

- Qualifying “hardship” distributions;
- Distributions required by federal law, such as required minimum distributions;
- Distributions from a pension-linked emergency savings account;
- Eligible distributions to a domestic abuse victim;
- Qualified disaster recovery distributions;
- Qualified birth or adoption distributions; and
- Emergency personal expense distributions.

See Pub. 505 for details. See also *Nonperiodic payments—10% withholding* above.

**Payments to nonresident aliens and foreign estates.** Do not use Form W-4R. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

**Tax relief for victims of terrorist attacks.** If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, enter “-0-” on line 2. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

## Specific Instructions

### Line 1b

For an estate, enter the estate’s employer identification number (EIN) in the area reserved for “Social security number.”

### Line 2

**More withholding.** If you want more than the default rate withheld from your payment, you may enter a higher rate on line 2.

**Less withholding (nonperiodic payments only).** If permitted, you may enter a lower rate on line 2 (including “-0-”) if you want less than the 10% default rate withheld from your payment. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter “-0-”.

**Suggestion for determining withholding.** Consider using the Marginal Rate Tables on page 1 to help you select the appropriate withholding rate for this payment or distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on those sources of income has not been paid through other withholding or estimated tax payments, you can pay that tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

The marginal tax rate is the rate of tax on each additional dollar of income you receive above a particular amount of income. You can use the table for your filing status as a guide to find a rate of withholding for amounts above the total income level in the table.

To determine the appropriate rate of withholding from the table, do the following. Step 1: Find the rate that corresponds with your total income not including the payment. Step 2: Add your total income and the taxable amount of the payment and find the corresponding rate.

If these two rates are the same, enter that rate on line 2. (See *Example 1* below.)

If the two rates differ, multiply (a) the amount in the lower rate bracket by the rate for that bracket, and (b) the amount in the higher rate bracket by the rate for that bracket. Add these two numbers; this is the expected tax for this payment. To get the rate to have withheld, divide this amount by the taxable amount of the payment. Round up to the next whole number and enter that rate on line 2. (See *Example 2* below.)

If you prefer a simpler approach (but one that may lead to overwithholding), find the rate that corresponds to your total income including the payment and enter that rate on line 2.

**Examples.** Assume the following facts for *Examples 1* and *2*. Your filing status is single. You expect the taxable amount of your payment to be \$20,000. Appropriate amounts have been withheld for all other sources of income and any deductions or credits.

**Example 1.** You expect your total income to be \$65,000 without the payment. Step 1: Because your total income without the payment, \$65,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$85,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. Because these two rates are the same, enter “22” on line 2.

**Example 2.** You expect your total income to be \$61,000 without the payment. Step 1: Because your total income without the payment, \$61,000, is greater than \$26,925 but less than \$63,475, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$81,000, is

greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. The two rates differ. \$2,475 of the \$20,000 payment is in the lower bracket (\$63,475 less your total income of \$61,000 without the payment), and \$17,525 is in the higher bracket (\$20,000 less the \$2,475 that is in the lower bracket). Multiply \$2,475 by 12% to get \$297. Multiply \$17,525 by 22% to get \$3,856. The sum of these two amounts is \$4,153. This is the estimated tax on your payment. This amount corresponds to 21% of the \$20,000 payment (\$4,153 divided by \$20,000). Enter "21" on line 2.

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**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request additional federal income tax withholding from your nonperiodic payment(s) or eligible rollover distribution(s); (b) choose not to have federal income tax withheld from your nonperiodic payment(s), when permitted; or (c) change a previous Form W-4R (or a previous Form W-4P that you completed with respect to your nonperiodic payments or eligible rollover distributions). To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s).

Failure to provide a properly completed form will result in your payment(s) being subject to the default rate; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.