



Florida Retirement System

State Community College System Optional Retirement Program (CCORP) Retirement Plan Conversion Form

Your retirement plan conversion election becomes effective on the first day of the month after the FRS Plan Choice Administrator receives your completed and signed form.

1	Enter Your Info PLEASE PRINT	LAST NAME	FIRST NAME	MIDDLE INITIAL		
		LAST 4 DIGITS OF SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)			
2	Select Your Option	<input type="checkbox"/> Buy into the FRS Pension Plan and close my CCORP account			<input type="checkbox"/> Switch to the FRS Investment Plan for future contributions and retain my current CCORP account	<input type="checkbox"/> Switch to the FRS Hybrid Option <i>See special eligibility requirements on page 3.</i>
3	Choose Your Funds	If you selected the FRS Investment Plan or the FRS Hybrid Option, you must choose your Investment Plan funds.				
		<input type="checkbox"/> Choose a Retirement Date Fund for me. Your Plan assets will be invested initially in an age-appropriate Retirement Date Fund.		<input type="checkbox"/> I have indicated my choices in the "Choose Your FRS Funds" section of this form. <i>See next page.</i>		
4	Sign Here	By signing below, I acknowledge that I have read and understand the information on page 3 of this Conversion Form, and I certify all supplied information to be true and correct. I understand that this form cannot be processed without the last four digits of my Social Security number, my date of birth, my plan choice, and my signature.				
		SIGNATURE			DATE	
		EMPLOYER NAME				
		PERSONAL EMAIL				
		PHONE NUMBER WITH AREA CODE				
5	Submit Your Form	<input type="checkbox"/> MOBILE (RECOMMENDED)			<input type="checkbox"/> OTHER	
5	Submit Your Form	By Fax: 1-888-310-5559 Do not include a cover sheet.			By Mail: Plan Choice Administrator P.O. Box 785027 Orlando, FL 32878-5027	
		— OR —				

Questions?

MyFRS Financial Guidance Line
1-866-446-9377, Option 2 (TRS 711)

Get free, unbiased guidance from experienced financial planners about the plans or the election process.

MyFRS.com

Visit anytime for tools and information about the FRS Investment Plan and Pension Plan.



Choose Your FRS Funds

Complete and submit this section only if you selected the FRS Investment Plan or the FRS Hybrid Option.

Choosing Your Investment Plan Funds

- You can allocate your contributions to any combination of funds below, but your total allocation must add up to 100%.
- You can change your selections at any time after your account is activated by calling the MyFRS Financial Guidance Line, Option 4, or by logging in to *MyFRS.com*. Transfer restrictions may apply.
- For more information about each Investment Plan fund, review the fund profiles, Investment Fund Summary, and the Annual Fee Disclosure Statement available on *MyFRS.com*, or call the MyFRS Financial Guidance Line, Option 2, to speak with an experienced, unbiased financial planner.

An Important Note About Fees

Each investment fund charges an annual fee based on a percentage of the balance invested in that fund. Fees vary by fund and are automatically deducted from your account. These are the only fees you will pay as an active member of the Investment Plan.

About Retirement Date Funds

Retirement Date Funds are professionally managed funds that are designed to offer you a single solution for maintaining a diversified portfolio based on the amount of time you have until retirement. As your retirement gets nearer, the fund's investment mix gradually shifts from growth to preservation.

About the Other Funds

The other funds listed below allow you to create your own customized portfolio. "(B)" identifies a fund that will automatically block trades under certain circumstances.

RETIREMENT DATE FUNDS		Enter % for Each Fund
<i>If you are this age ...</i>		
Regular Class	Special Risk or Special Risk Admin.	
Age 24 or younger	Age 19 or younger	FRS 2060 Retirement Date Fund (\$0.73) _____ %
Age 25 to 29	Age 20 to 24	FRS 2055 Retirement Date Fund (\$0.70) _____ %
Age 30 to 34	Age 25 to 29	FRS 2050 Retirement Date Fund (\$0.70) _____ %
Age 35 to 39	Age 30 to 34	FRS 2045 Retirement Date Fund (\$0.70) _____ %
Age 40 to 44	Age 35 to 39	FRS 2040 Retirement Date Fund (\$0.70) _____ %
Age 45 to 49	Age 40 to 44	FRS 2035 Retirement Date Fund (\$0.90) _____ %
Age 50 to 54	Age 45 to 49	FRS 2030 Retirement Date Fund (\$1.00) _____ %
Age 55 to 59	Age 50 to 54	FRS 2025 Retirement Date Fund (\$1.20) _____ %
Age 60 to 64	Age 55 to 59	FRS 2020 Retirement Date Fund (\$1.40) _____ %
Age 65 to 69	Age 60 to 64	FRS 2015 Retirement Date Fund (\$1.50) _____ %
Age 70 or older	Age 65 or older	FRS Retirement Fund (\$1.50) _____ %
OTHER FUNDS		
MONEY MARKET FUND		FRS Money Market Fund (\$0.61) _____ %
MULTI-ASSETS FUND		FRS Inflation Adjusted Multi-Assets Fund (\$4.50) _____ %
BOND FUNDS		FRS U.S. Bond Enhanced Index Fund (\$0.50) _____ %
		FRS Intermediate Bond Fund (\$1.20) _____ %
		FRS Core Plus Bond Fund (\$2.40) _____ %
U.S. STOCK FUNDS		FRS Large Cap Stock Fund (\$2.80) _____ %
		FRS U.S. Stock Market Index Fund (\$0.20) _____ %
		FRS Small/Mid Cap Stock Fund (\$5.90) _____ %
FOREIGN AND GLOBAL STOCK FUNDS		FRS Foreign Stock Index Fund (\$0.30) (B) _____ %
		FRS Foreign Stock Fund (\$5.00) (B) _____ %
		FRS Global Stock Fund (\$5.00) (B) _____ %
TOTAL MUST EQUAL 100%		

Review the Following Important Information Carefully

Do not submit this page with your Enrollment Form.

- **Hybrid Option Special Eligibility Requirements**—The Hybrid Option is available if you have 8 years of previous Pension Plan service and were initially enrolled in the FRS on or after July 1, 2011 (5 years if hired prior to July 1, 2011). This option is designed to freeze your accrued Pension Plan benefit and establish an Investment Plan account for all future employer and employee contributions. For more information, call the MyFRS Financial Guidance Line and select Option 2.
- **Incomplete Form**—You will be notified if your form is incomplete and was not processed. You must submit a new completed form by your deadline in order for your choice to be processed. Keep a copy for your records.
- **Eligibility**—You must be actively employed and earning salary and service credit when your form is received by the Plan Choice Administrator. If it is determined that you were not eligible, your election will be invalid and reversed.
- **Reversing an Election Made in Error**—If you make your choice in error or change your mind, you have until 4:00 p.m. ET on the last business day of the month following your election month to cancel your election. To do so, call the MyFRS Financial Guidance Line and select Option 2.
- **Confirmation Statement**—You will receive a confirmation statement once your Enrollment Form has been processed. The confirmation statement will be mailed to your address on file as supplied by your employer. Allow 2 to 3 weeks to receive it. Notify your employer of any address changes.
- **Beneficiary Designation**—Designate a beneficiary by submitting a Beneficiary Designation Form (BEN-001 Pension Plan or IPBEN-1 Investment Plan). Forms are available online at *MyFRS.com* or by calling the MyFRS Financial Guidance Line and selecting Option 1. If you do not designate a beneficiary, in the event of your death, your benefits, if any, will be distributed in accordance with Section 121.091(8) or Section 121.4501(20), Florida Statutes, as applicable.
- **2nd Election**—You have a one-time opportunity during your FRS career to switch from the FRS plan you initially chose to the other plan. There may be a cost for doing so. You cannot file a 2nd Election using this form. Call the MyFRS Financial Guidance Line and select Option 1, or use the online resources on *MyFRS.com* for further information.
- **If You Elected “Buy into the FRS Pension Plan and Close my CCORP Account”**—You understand, acknowledge, and authorize the following:
 - Your current CCORP account will be closed and your account balance will be transferred to the Pension Plan.
 - Your election to close your CCORP account and buy into the FRS Pension Plan is irrevocable and you cannot re-enter the CCORP at any time in the future.
 - There may be a buy-in cost to make this plan change. This buy-in cost includes the amount necessary to buy into the Health Insurance Subsidy available to retirees of the FRS.
 - You must transfer funds from your CCORP account to the Pension Plan in an amount that is equal to the buy-in cost. These funds can include prior career benefits and rollover money in your account. If you do not have sufficient funds in your CCORP account, you understand you must use personal funds to pay the additional amount. You can find out the amount of the buy-in cost by calling the MyFRS Financial Guidance Line and selecting Option 3 to connect to the Division of Retirement.
 - You must meet the vesting requirements of the Pension Plan. However, the service credit you purchase under the Pension Plan for your previous CCORP service will count toward the vesting requirement.
 - The Pension Plan is a defined benefit plan, which will provide you with benefit payments at retirement if you meet certain criteria. As of the most recent actuarial valuation date, the FRS actuarial liability exceeded the actuarial value of its assets, yielding an unfunded actuarial liability. This liability may increase or decrease in the future. The Florida Legislature may increase or decrease the amount that you and your employer contribute to this plan to keep it actuarially funded.
- To designate a beneficiary for the CCORP, I understand that I must contact the provider for that plan.
- **If You Elected “Switch to the FRS Investment Plan for Future Contributions and Retain My Current CCORP Account”**—You understand, acknowledge, and authorize the following:
 - Your CCORP account and balance will remain in place and all future employer contributions will be directed to your Investment Plan account.
 - There is no buy-in cost to make this plan change.
 - Your combined service under the Investment Plan, Pension Plan, and/or CCORP must equal at least 1 year for you to be vested in your employer’s contributions and associated earnings under the Investment Plan.
 - The present value of any previous Pension Plan service will be transferred to the Investment Plan as your opening account balance and this amount will be vested after you meet the vesting requirements of the Pension Plan (including your service under the Pension Plan and Investment Plan, but excluding your CCORP service).
- **If You Elected “Switch to the FRS Hybrid Option”**—You understand, acknowledge, and authorize the following:
 - Your CCORP account and balance will remain in place and all future employer contributions will be directed to your Investment Plan account.
 - Your previous Pension Plan service will remain in the Pension Plan.
- **If You Elected “Switch to the FRS Investment Plan for Future Contributions and Retain My Current CCORP Account” OR “Switch to the FRS Hybrid Option”**—You understand, acknowledge, and authorize the following:
 - You elected to join the Investment Plan and your current CCORP account will remain in place, but future contributions will go into your Investment Plan account at the rate authorized under law for that plan.
 - You reviewed the fund profiles, the Investment Fund Summary, and the Annual Fee Disclosure Statement at *MyFRS.com* before submitting your Enrollment Form and before selecting any investment funds.
 - The Annual Fee Disclosure Statement for the FRS Investment Plan provides information concerning the Investment Plan’s structure, administrative and individual expenses, and investment funds, including performance, benchmarks, fees, and expenses. This statement is designed to set forth relevant information in simple terms to help you make better investment decisions. The statement is available online in the “Investment Funds” section on *MyFRS.com*, or you can request a printed copy be mailed at no cost to you by calling the MyFRS Financial Guidance Line and selecting Option 4.
 - Any accrued value you may have in the Pension Plan will be transferred to your Investment Plan account as your opening balance and is subject to the vesting requirements of the Pension Plan. The initial transfer amount is an estimate and your account will be reconciled within 60 days of the transfer using your actual FRS membership record pursuant to Florida law. You direct that all future employer and employee contributions be deposited in your Investment Plan account.
 - If you do not select any investment funds, your Plan assets will initially be invested in an age-appropriate Retirement Date Fund as provided under Plan provisions.
 - At any time after your account is activated, you can change your fund allocations to any of the Plan’s investment options by logging in to *MyFRS.com* or by calling the MyFRS Financial Guidance Line and selecting Option 4.
 - Your Investment Plan account will be accessible at the end of the month following the effective date of this election.
 - You understand a Self-Directed Brokerage Account is offered by the Plan and enrollment will be available to you after you meet the required Plan provisions.
 - Sections 121.4501(8)(b)4 and 121.4501(15)(b), Florida Statutes, incorporate the federal law concept of participant control, established by

- regulations of the U.S. Department of Labor under Section 404(c) of the Employee Retirement Income Security Act of 1974. If you exercise control over the assets in your Investment Plan account, pursuant to Section 404(c) regulations and all applicable laws governing the operation of the Investment Plan, no program fiduciary shall be liable for any loss to your account which results from your exercise of control.
- The Investment Plan is a defined contribution plan. The Florida Legislature can increase or decrease the amount that you and your employer contribute to your account.
 - The Investment Plan is not designed to facilitate short-term excessive fund trading. Foreign and global investment funds are subject to a minimum holding period of 7 calendar days following any non-exempt transfers into such funds. You may be subject to trading controls on the funds in the event that you trade excessively.
 - Investment management fees are deducted from your Investment Plan account. These fees may change in the future, and funds may be added or terminated. If any of the funds you select are terminated in the future, you will be able to move your assets into other investment funds prior to fund termination. If you do not move your assets out of a terminated fund, those assets will automatically be moved into a replacement fund designated at that time.
 - If you terminate employment and are vested in your account balance, you may be subject to a mandatory payout of your account if the balance is \$1,000 or less, or an account maintenance fee of \$6 per quarter if your account balance is more than \$1,000.
 - You consent to electronic delivery of documents through the *MyFRS.com* website, including but not limited to prospectuses, quarterly account statements, account transaction confirmation statements, privacy notices, fee disclosures, and other documents. Anytime one of these documents is available, an email notice will be sent to the email address you provided. You will need to log in to *MyFRS.com* to view these documents and to make any updates to your email address. Receipt of documents through *MyFRS.com* will continue until you revoke your consent by calling the MyFRS Financial Guidance Line and selecting Option 4. Your internet service or cellphone provider may charge you a fee for the time required to view your documents online or for other services.
- **Rights and Responsibilities**—A description of your rights and responsibilities under the Pension Plan and the Investment Plan is in the respective Summary Plan Description, the Florida Statutes, and the Administrative Rules and can be obtained by calling the MyFRS Financial Guidance Line and selecting Option 2, or by visiting *MyFRS.com*.