



**APRS**  
AUSTIN POLICE RETIREMENT SYSTEM

**Please follow the below instructions to complete your request:**

- 1) Submit the form and other required documentation to the **Member Portal** using the following link [www.ausprs.org](http://www.ausprs.org). Digital signatures are accepted.

OR

Mail the forms and other required documentation to the System's mailing address:

*APRS*

*P.O. Box 40609*

*Austin, TX 78704*

- 2) All submissions must include a copy of your driver's license along with the other listed required documents. **APRS will not accept incomplete forms.**
  - Copy of Driver's License
  - PROP Deferral Application

Only changes received on or before the 15<sup>th</sup> day of the month will be effective for that month's payment. A confirmation will be emailed to you after the form and other required documentation has been received.

**For security purposes, please do NOT email sensitive and personal information.**

Mailing Address:  
P.O. Box 40609  
Austin, TX 78704

Physical Address:  
2520 S. IH-35, Suite 100,  
Austin, TX 78704

Phone: (512) 416-7672  
Fax: (512) 416-7138  
[www.ausprs.org](http://www.ausprs.org)



**APRS**  
AUSTIN POLICE RETIREMENT SYSTEM

**POST RETIREMENT OPTION PLAN (PROP) DEFERRAL APPLICATION**

NAME OF PARTICIPANT: \_\_\_\_\_

SOCIAL SECURITY NO. XXX-XX-\_\_\_\_\_ DATE OF BIRTH\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NO. (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

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**BY SIGNING THIS APPLICATION AND ELECTION, I ACKNOWLEDGE THE FOLLOWING:**

- I have read and understand the provisions of Section 6.07 of Article 6243n.1, Vernon’s Texas Civil Statutes (the Act governing the System), which provide for the Retroactive Deferred Retirement Option Plan (Retro DROP) and Post Retirement Option Plan (PROP) available to members of the Austin Police Retirement System (System).
- I have read and understand the policy for PROP participation as adopted by the Board of Trustees of the System (Board), and I agree to the terms and conditions of the policy.
- I have had the opportunity get questions answered from the System’s administrative staff regarding the PROP.
- I understand that the administrative staff of the System, although providing some general information, cannot and has not rendered tax advice to me on the effect deferring all or a portion of my monthly annuity into PROP will or may have on the taxation of any benefit I may receive under the System, or any potential benefit that my survivors may receive under the System. Prior to signing this application, I have been advised to consult with a professional tax advisor of my own choosing with regard to the possible tax consequences of electing to defer all or a portion of my annuity payments into a PROP account and of electing to receive distributions from that account.
- In electing PROP, I have not relied upon information provided by the System’s administrative staff. My decision to elect PROP is based solely on my understanding of the program as provided in the Act governing the System and in the policy for PROP, as adopted by the Board.
- I understand that if I left active service before the year, I attained age 50 (age 55 if I was an employee of the System) and my monthly annuity is in pay status, an election made before I attain age 59½ to defer all or a portion of my monthly annuity into PROP may result in my owing additional federal income taxes. I also understand that if I make an election to defer all or a portion of my monthly annuity into PROP and revoke or amend that election before I attain age 59½, I may owe additional taxes.



- I meet the eligibility requirements of PROP as set forth in the policy adopted by the Board.
- I understand that no portion of my monthly annuity can be deferred after age 72 (or 70½ if attained age 70 ½ prior to December 31, 2019) and that my PROP benefits are subject to the provisions of Section 401(a)(9) of the Internal Revenue Code (minimum required distributions after age 72 or 70½ if attained age 70½ on or before December 31, 2019).
- I understand that the amount that will be credited to my PROP account each month is:
  - the amount that would have been paid to me as a monthly annuity if I had not elected to defer my monthly annuity into PROP if I have elected to have the entire annuity deferred; or
  - the specific dollar amount I have elected to defer if that is less than the full monthly annuity.

**ELECTION TO PARTICIPATE:**

I have read the pages of this form, and I hereby acknowledge that I have not received any advice or recommendations with respect to this election from the System’s Board of trustees or employees and that I am not relying on the System, its trustees, or employees with respect to my decision hereunder. By signing this document, I hereby elect to have my PROP participation become effective the last day of \_\_\_\_\_, 20 \_\_\_\_.

The amount of my annuity that I elect to defer into the PROP is:

\_\_\_\_ Entire Annuity

\_\_\_\_ Specific Amount \$ \_\_\_\_\_  
(Exact deferral amount)

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**PROP Participant’s Signature**

**Date**



**BENEFICIARY DESIGNATION FOR PROP BALANCE**

I wish to designate the following person to be my beneficiary(ies). I understand if I do not designate a beneficiary(ies) and I am married, my spouse will automatically be my beneficiary provided that my spouse survives me. I understand if I am unmarried and do not designate a beneficiary(ies), my beneficiary will be determined according to the laws of the state in which I live and may be a more costly process for my heirs.

**Primary Beneficiary Name:** \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship: \_\_\_\_\_ Percentage \_\_\_\_\_ %

Beneficiary's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**Primary Beneficiary Name:** \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship: \_\_\_\_\_ Percentage \_\_\_\_\_ %

Beneficiary's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

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**Secondary Beneficiary Name:** \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship: \_\_\_\_\_ Percentage \_\_\_\_\_ %

Beneficiary's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**Secondary Beneficiary Name:** \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship: \_\_\_\_\_ Percentage \_\_\_\_\_ %

Beneficiary's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**This beneficiary election will continue to be effective unless I submit (and APRS receives) a new beneficiary designation on the form prescribed by the System.**



## HIGHLIGHTS OF INCOME TAX CONSEQUENCES OF DEFERRING ALL OR A PORTION OF YOUR MONTHLY ANNUITY INTO PROP

You may be eligible to defer (at your election) all or a portion of your monthly annuity into the Post Retirement Option Plan (“PROP”). If so, there are federal income tax consequences that you should consider before making an election to defer into PROP. The Austin Police Retirement System (“System”) cannot provide financial or tax advice to you or tailor these highlights to your situation. However, these highlights will discuss some of the income tax consequences that result from deferral into PROP by retiring or retired members in various circumstances. You should consult a tax or financial advisor who has expertise in the federal income tax treatment of annuities and distributions from qualified pension plans before electing to defer your pension (or a portion thereof) into PROP. If you elect to defer less than your entire monthly annuity, the rules that the Board of Trustees has adopted provide that the portion that you defer cannot be less than \$250.00 per month.

Annuity payments, under tax-qualified plans such as the System, are taxed when you receive them in much the same way as your salary was taxed before retirement. However, the part of the pension payments considered to be a return of the member’s own after-tax contributions is eventually recoverable tax-free. Any annuity payments that you elect to defer into PROP will not be taxed until they are paid to you out of your PROP account. This can be attractive to you if you are working and in a higher tax bracket now but expect to be in a lower tax bracket when you receive your PROP distribution. Unfortunately, the deferring of all or a portion of your pension into PROP can cause you to pay more federal income taxes in certain cases.

The Internal Revenue Service imposes an additional early distribution tax to certain payments received by a retired member before age 59½. The early distribution tax is 10% of the taxable payments received. This additional tax does not apply if you qualify for one or more exceptions to this tax. The most likely exceptions would be if (1) you terminate active service with the Police Department in or after the calendar year you attain age 50 (or age 55 if you are an employee of the System), or (2) you terminate active service before the year you attain that age 50 but receive only your monthly annuity payments until after you attain age 59½.

If you are eligible for the first exception to the 10% early distribution tax by terminating active service in or after the calendar year you attain age 50, then an election to defer all or a portion of your monthly annuity into PROP will not subject your monthly annuity to the early distribution tax. Furthermore, you will not owe the 10% early distribution tax when distributions are later made to you from your PROP account. On the other hand, if you terminate active service before the year you attain age 50, the eligibility for the second exception to the 10% early distribution tax may be adversely affected by an election to defer all or a portion of your monthly annuity into PROP or by a change in the amount that is deferred.

**Initial here:** \_\_\_\_\_



# APRS

AUSTIN POLICE RETIREMENT SYSTEM

If you leave active service before the calendar year in which you attain age 50 (age 55 if you are an employee of the System) and you receive payment of your monthly benefits for a period of less than five years before age 59½, you will owe the early distribution tax plus interest thereon, on the taxable monthly benefits you have received before age 59½. This will be the case if you initially defer receipt of your benefit (or a portion thereof) and later begin to receive payment or if you start receiving monthly benefits when you leave active service and later elect to defer all or a portion of your benefit, and the period you receive payment before age 59½ is fewer than five years.

If you leave active service before the calendar year in which you attain age 50 (age 55 if you are an employee of the System) and you receive payment of your monthly benefits for at least five years before age 59½, you will still owe the early distribution tax plus interest thereon if you defer receipt of your benefit and then revoke or modify your PROP deferral election before age 59½. The early distribution tax would be on the taxable monthly benefits that were deferred and on the taxable monthly benefits received after revoking the PROP deferral election but before age 59½.

Other exceptions are available sometimes that might enable you to avoid paying the early distribution tax. You will be responsible for identifying any exception that might be applicable to you and for paying the tax if you do not qualify for any exceptions.

The tax treatment of your monthly annuity is only one of other considerations you should take into account before electing to defer all or a portion of your monthly annuity into PROP. The election you make is a very important economic consideration and you may want to time any election you make to minimize adverse tax treatment.

These highlights of possible income tax consequences of deferring all or a portion of your monthly annuity into PROP are not a complete description of all possible situations but are intended to make you aware in general that the 10% early distribution tax can be applicable and can be retroactive in its application.

I have read these highlights of tax consequences of deferring my monthly annuity into PROP.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_