

# Disability Benefits Application Instructions

## (Includes Service Retirement During Evaluation of a Disability Application)

This application is for Defined Benefit Program members who are applying for a disability benefit. Within the same application, there are sections specific to members who are also applying for a service retirement benefit during evaluation of a disability application.

Before completing this application, you must decide if you will apply for a disability benefit only or for a service retirement benefit during evaluation of a disability application.

Use the checklist below to determine the sections of the application you must complete.

### COVERAGE A – DISABILITY BENEFIT ONLY

Complete the following sections:

- Section 1
- Sections 3, 3.1, 3.2
- Section 4
- Sections 5, 5.1, 5.2
- Section 6
- Section 7
- Sections 8.3–8.5.2.3
- Sections 9.2, 9.4, 9.5–10
- Section 11–Required Signatures

### COVERAGE A – SERVICE RETIREMENT DURING EVALUATION OF A DISABILITY APPLICATION

Complete the following sections:

- Section 1
- Section 2
- Sections 3, 3.1, 3.2
- Section 4
- Sections 5, 5.1, 5.2
- Section 6
- Section 7
- Sections 8.1, 8.3–8.5.2.3
- Sections 9.1, 9.2, 9.4, 9.5–10
- Section 11–Required Signatures

### COVERAGE B – DISABILITY BENEFIT ONLY

Complete the following sections:

- Section 1
- Sections 3, 3.1, 3.2
- Section 4
- Sections 5, 5.1
- Section 6
- Section 7
- Sections 8.2, 8.3–8.5.2.3
- Sections 9.3, 9.4, 9.5–10
- Section 11–Required Signatures

### COVERAGE B – SERVICE RETIREMENT DURING EVALUATION OF A DISABILITY APPLICATION

Complete the following sections:

- Section 1
- Section 2
- Sections 3, 3.1, 3.2
- Section 4
- Sections 5, 5.1
- Section 6
- Section 7
- Sections 8.1, 8.2, 8.3–8.5.2.3
- Sections 9.1, 9.3, 9.4, 9.5–10
- Section 11–Required Signatures

## TO START

Indicate whether you are:

- **Applying for a disability benefit.** Check this box if you are applying for a disability benefit for the first time.
- **Applying for service retirement during evaluation of a disability application.** Check this box if you are applying to receive a service retirement benefit during the time CalSTRS is evaluating your application for a disability benefit.
- **Reapplying for a disability benefit.** Check this box if you previously applied for a disability benefit.

## SECTION 1—MEMBER INFORMATION

This section is required for all applicants.

Include your mailing and email addresses, and home and alternate telephone numbers, so we can contact you if we have any questions. Be sure your name on your application matches your name as it appears on your Social Security card. If you know it, include your Client ID instead of your Social Security number. Indicate your coverage: A or B. You can find your Client ID and coverage on your *Retirement Progress Report*.

## SECTION 2—SERVICE RETIREMENT INFORMATION

This section is required if you are applying for service retirement during evaluation of your disability application.

**Retirement Date:** You will be officially service retired as of the retirement date you put on your application, subject to the following conditions:

1. You are eligible to service retire.
2. Your retirement date must be on or after January 1, 2014.
3. The earliest date you can retire is the day after your last day of work, vacation or compensated approved leave, whichever is later.
4. Your retirement date must be at least one day after your most recent reinstatement if you previously received a service retirement benefit.
5. If you are purchasing service credit, your retirement date cannot be earlier than the date you complete payment of your service credit purchase.
6. If you retire for service during evaluation of your *Disability Benefits Application* and you are later approved for disability benefits, the benefit effective date for disability benefits will be the later of:

- The first day of the month in which we received your completed application.
- The day after your last day of service for which you receive compensation, including sick leave and subdifferential pay.

**NOTE:** If your retirement date is not the first day of the month, your first benefit payment will be prorated for that month.

## Last Date of Work, Vacation or Compensated

**Approved Leave:** Enter the last day of work, vacation or compensated approved leave for which you were paid. This date must be before your retirement date.

Please contact CalSTRS in writing if your eligible highest final compensation includes a period more than 15 years before your last date of work, vacation or compensated approved leave from your last CalSTRS-covered employer.

**Mid-Year Retirement:** The process of averaging for mid-year retirement often results in a final compensation that is lower than expected. See the *Your Retirement Guide* booklet at [CalSTRS.com/publications](http://CalSTRS.com/publications) to learn more.

**Other Public Retirement Systems:** See the *Your Retirement Guide* booklet and the *Concurrent Retirement* fact sheet at [CalSTRS.com/publications](http://CalSTRS.com/publications).

## SECTION 3—EMPLOYMENT INFORMATION

This section is required for all applicants.

If you are still working and receiving compensation, indicate an estimated last day of work and last day of compensation. You must complete all information regarding your employment and provide all information regarding any special credentials or licenses you hold.

Attach a copy of your previous job description or current job description if you are working.

## SECTION 3.1—UNLAWFUL ACT INFORMATION

If you have between one and five years of service credit and your disability is due to an unlawful act of bodily injury committed against you by another person while you were working in CalSTRS-covered employment, mark the appropriate box. You must submit documentation with your application regarding the unlawful act, such as the official police report or the official employer incident report. Failure to provide this documentation with your application will result in your application being deemed ineligible. See “Service Credit Requirements” in *Your Disability Benefits Guide*.

### **SECTION 3.2—REASONABLE ACCOMMODATION**

Indicate whether you have requested reasonable accommodation from your employer. You are responsible for providing CalSTRS with documentation of your reasonable accommodation request. Your application may be rejected if you do not provide the requested information. If you have already requested reasonable accommodation, attach a copy of your request and your employer's response.

See "Reasonable Accommodation" in *Your Disability Benefits Guide*.

### **SECTION 4—STATEMENT OF IMPAIRMENT**

This section is required for all applicants.

Provide information about your impairment. Answer all questions to the best of your knowledge. Your explanation, along with medical documentation from your treating physicians, provides the basis for determining if any impairment prevents you from working. Use additional sheets if needed. Write your name and Client ID at the top of each page.

#### **SECTION 4.1—SUBROGATION**

Indicate whether a third party (other than your employer) caused your injury. If yes, please provide all requested information. We will then follow up with you to determine whether CalSTRS' subrogation rights apply to your particular situation.

### **SECTION 5—MEDICAL INFORMATION**

This section is required for all applicants. Include any medical treatment providers that may have medical documentation relevant to your application. If you are applying due to multiple impairments, list all medical providers that have treated you. Use additional sheets if needed. Write your name and Client ID at the top of each page.

#### **SECTION 5.1—WORKERS' COMPENSATION INFORMATION**

You are required to report any benefit you receive from workers' compensation if it is for any impairment that qualifies you for a CalSTRS disability benefit. If you are approved, your CalSTRS disability benefit must be reduced by an amount equal to the benefits you receive from workers' compensation. Complete the *Workers' Compensation Carrier Request for Information* form, available at [CalSTRS.com/forms](http://CalSTRS.com/forms), and send it directly to your workers' compensation carrier.

See "Benefit Amount" in *Your Disability Benefits Guide*.

### **SECTION 5.2—OTHER BENEFITS INFORMATION**

This section is required for all Coverage A applicants.

You are required to report all benefits you are eligible to receive or are receiving from any other public benefit system. If you are approved for a CalSTRS disability benefit, your CalSTRS disability benefit must be reduced by an amount equal to the benefits you receive from another public benefit system.

See "Benefit Amount" in *Your Disability Benefits Guide*.

### **SECTION 6—ELIGIBLE DEPENDENT CHILDREN INFORMATION**

This section is required for all applicants.

If you have eligible dependent children, list their full names, Social Security numbers and birth dates.

You must provide a copy of each child's birth certificate *and* Social Security card before any child's benefits can be paid.

Include any other related documentation, such as custody documents or current tax records, that provide evidence of your children's financial dependence on you as of the disability benefit effective date.

### **SECTION 7—AUTHORIZATION TO RELEASE INFORMATION TO CALSTRS**

This section is required for all applicants.

Review and sign the authorization form. This authorization will be used by CalSTRS to obtain information related to your disability application to determine your eligibility for disability benefits.

**NOTE:** It is your responsibility to provide all requested documentation to CalSTRS.

### **SECTION 8—YOUR DEFINED BENEFIT ELECTION**

#### **SECTION 8.1—DEFINED BENEFIT ELECTION (SERVICE RETIREMENT)**

This section is required if you are applying for service retirement during evaluation of your disability application. Elect the Member-Only Benefit or the Modified Benefit.

If you are re-retiring within 12 months of your most recent reinstatement date, you must keep the same benefit election. If you previously elected the Member-Only Benefit, you must keep the Member-Only Benefit; if you previously elected the Modified Benefit, you must keep the Modified Benefit and the same option beneficiary. If you re-retire after 12 months of reinstating, you may change or cancel your election before or at retirement, but CalSTRS will apply a lifetime assessment to your retirement benefit. The assessment may reduce your

retirement benefit for life. Once you have retired, you may only make a postretirement option change under very limited circumstances. See the *Member Handbook* to learn more.

**Member-Only Benefit**—The Member-Only Benefit provides you with a monthly lifetime benefit, but it does not provide a monthly lifetime benefit to anyone when you die. It is the highest monthly benefit you can receive in retirement.

**Modified Benefit**—The Modified Benefit provides you with a modified monthly lifetime benefit as well as a modified monthly lifetime benefit for your option beneficiary after your death. Complete this section if you are electing an option beneficiary or if you elected an option beneficiary before retirement.

Your option beneficiary must be a living person or persons or a special needs trust. Your option beneficiary cannot be another type of trust, charity, estate or other entity.

You will find descriptions of the options in Step 1 of *Your Disability Benefits Guide* and in the *Member Handbook*. For an estimate of how each option would affect your monthly retirement benefit, talk to a CalSTRS benefits specialist, use the *Retirement Benefits Calculator* at [CalSTRS.com/calculators](http://CalSTRS.com/calculators) or complete the benefit estimate worksheet in the *Member Handbook*.

The option and option beneficiary you elect on your retirement application become effective on your retirement date. To provide for someone or a special needs trust if you should die before retirement, see Step 1 of *Your Disability Benefits Guide* for information on the Preretirement Election of an Option.

If you are electing an option due to a divorce or termination of a domestic partnership, contact the Community Property Section of the CalSTRS Office of General Counsel at 916-414-1725.

**NOTE:** For Coverage A, your election applies only to service retirement.

**Beneficiary Information**—Enter your option beneficiary information if you elect an option other than the Compound Option. Include birth date verification if your beneficiary isn't a CalSTRS member. Acceptable birth date verification documents include a photocopy of a birth certificate, state-issued ID, U.S. passport ID page or certain U.S. military IDs. If you elect the Compound Option, complete your beneficiary information on the *Compound Option Election* form and include the form with your *Disability Benefits Application*.

**NOTE:** If you wish to elect an option for the benefit of a special needs trust, you must include the *Certification of a Special Needs Trust* form (DS-1854), available at [CalSTRS.com/forms](http://CalSTRS.com/forms), with this application. You cannot receive service retirement benefits during the evaluation of your disability application until the required forms are returned.

Your option beneficiary election is different from your one-time death benefit recipient. To designate a recipient to receive the death benefits payable in the event of your death, complete the *Recipient Designation* form.

### **SECTION 8.2—DEFINED BENEFIT ELECTION (DISABILITY RETIREMENT)**

This section is required for all Coverage B applicants applying for a disability retirement benefit.

Check one box only to elect the Member-Only Benefit or the Modified Benefit.

If you would like to receive Modified Benefit quotes, check the appropriate box. You must complete the beneficiary information section.

**Modified Benefit**—Complete this section if you are electing an option beneficiary to provide a monthly benefit to your option beneficiary if you should die before you disability retire. Your option beneficiary must be a living person or persons, or a special needs trust, and cannot be another type of trust, charity, estate or other entity. You will find descriptions of the options in Step 1 of *Your Disability Benefits Guide* and in the *Member Handbook*.

For an estimate of how each option would affect your monthly disability retirement benefit, talk to a CalSTRS benefits specialist. The option and option beneficiaries you elect are not effective until your disability retirement date.

**Beneficiary Information**—Enter your beneficiary information if you elect an option other than the Compound Option or if you request a quote. Include birth date verification. Acceptable documents include a photocopy of a birth certificate, state-issued ID, U.S. passport ID page or certain U.S. military IDs.

If you elect the Compound Option, complete your beneficiary information on the *Compound Option Election* form and include the form with your *Disability Benefits Application*.

**NOTE:** If you wish to elect an option for the benefit of a special needs trust, you must include the *Certification of a Special Needs Trust* form (DS-1854), available at [CalSTRS.com/forms](http://CalSTRS.com/forms), with your CalSTRS application or wait until you are contacted by your disability analyst.

## SECTION 8.3—DEFINED BENEFIT TAX WITHHOLDING PREFERENCES

Federal and California state laws require us to withhold income tax on all benefit payments unless you specify otherwise. (See “Additional Information on Tax Withholding Preferences” on page 8 for more information, including state tax withholding for nonresidents.)

If you do not want taxes withheld, check the *Do Not Withhold* boxes. Be aware that there are penalties for not paying enough federal and state tax during the year, either through withholding or estimated tax payments. See IRS Publication 505, *Tax Withholding and Estimated Tax*, at [irs.gov](http://irs.gov). It explains estimated tax requirements and describes penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough withheld from your benefit payments. If you want taxes withheld, mark the appropriate boxes and specify.

## SECTION 8.4—CALIFORNIA STATE INCOME TAX WITHHOLDING

If you want California state income tax withheld, indicate the number of withholding allowances and your marital status by checking the appropriate box, and specify an additional flat dollar amount, if any. Use the EDD Form DE-4P to calculate state tax withholding. You may designate a dollar amount to withhold instead of claiming withholding allowances.

California does not tax the CalSTRS benefits of nonresidents. To learn more about California residency, see Franchise Tax Board Publication 1031, *Guidelines for Determining Resident Status*, at [ftb.ca.gov](http://ftb.ca.gov).

If you do not want any state income tax withheld, check the Do not withhold California income tax box. In absence of an election or other documentation, CalSTRS will apply state tax withholding based on your address.

## SECTION 8.5—FEDERAL INCOME TAX WITHHOLDING

To elect federal income tax withholding, you must designate your expected filing status and provide additional information regarding your income and that of your spouse. You may adjust the amount to be withheld by providing information regarding dependent credits and other credits you expect to claim on your tax return. You also may elect to have CalSTRS withhold tax for income you receive elsewhere; reduce withholding by reporting expected tax deductions; and designate an additional amount to be withheld from each benefit payment. You cannot designate a specific dollar amount only to be withheld for federal tax.

## SECTION 8.5.2.1—INCOME FROM YOUR OR A SPOUSE'S JOB, OTHER PENSIONS OR ANNUITIES

Enter income from a job, a pension or annuity income (including a spouse's job, pension or annuity) in Section (8.5.2.1) if you have at least one of the following:

- Income from a job.
- Income from more than one pension or annuity.
- A Spouse (if married filing jointly) who received income from a job, pension or annuity.

### THE FOLLOWING EXAMPLES WILL ASSIST YOU IN COMPLETING SECTION 8.5.2.1

**Example 1.** Ricardo, a single filer, is completing this form for a benefit that pays \$50,000 a year. Ricardo also has a job that pays \$25,000 a year. Ricardo has no other pensions or annuities. Ricardo will enter \$25,000 on lines a and c.

If Ricardo also has \$1,000 of interest income, which he entered on Form W-4, Step 4(a), then he will instead enter \$26,000 on lines a and c. He will make no entries on line a in Section 8.5.2.3 for other income (not from jobs and pension or annuity payments) on this form.

**Example 2.** Carol, a single filer, is completing this form for a pension that pays \$50,000 a year. Carol does not have a job, but she also receives another pension for \$25,000 a year (which pays less annually than the \$50,000 pension). Carol will enter \$25,000 on lines b and c.

If Carol also has \$1,000 of interest income, she will enter \$1,000 on line a in Section 8.5.2.3 for other income (not from jobs and pension or annuity payments).

**Example 3.** Mia, a single filer, is completing this form for a pension that pays \$50,000 a year. Mia does not have a job, but she receives another pension for \$75,000 a year (which pays more annually than the \$50,000 pension). Mia will not enter any amounts in Section 8.5.2.1.

If Mia also has \$1,000 of interest income, she won't enter that amount on line a in Section 8.5.2.3 of this form because she entered the \$1,000 on the election form for the higher-paying \$75,000 pension.

**Example 4.** Yvette, a single filer, is completing this form for a pension that pays \$50,000 a year. Yvette also has a job that pays \$25,000 a year and another pension that pays \$20,000 a year. Yvette will enter \$25,000 on line a for job income, \$20,000 on line b for pension or annuity income, and \$45,000 on line c.

If Yvette also has \$1,000 of interest income, which she entered on Form W-4, Step 4(a), she will instead enter \$26,000 on line a for job income, leave the amount for pension and annuity income unchanged, and enter \$46,000 on line c. She will make no entry on line a in Section 8.5.2.3 for other income (not from jobs and pension or annuity payments).

**Note:** If you are married filing jointly, the entries described above do not change if your spouse has the job or the other pension or annuity instead of you.

## SECTION 8.5.2.2—CLAIM DEPENDENT AND OTHER CREDITS

This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required Social Security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see IRS Publication 501, Dependents, Standard Deduction, and Filing Information.

You can also include other tax credits for which you are eligible in this step, such as the foreign tax credit and the education tax credits. Including these credits will increase your payments and reduce the amount of any refund you may receive when you file your tax return.

## SECTION 8.5.2.3—OPTIONAL ADJUSTMENTS

**Other income (not from jobs and pension or annuity payments).** Enter on line a the total of your other estimated income for the year, if any. You should NOT include amounts from any jobs or pension and annuity payments. If you complete line a, you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your pension, see IRS Form 1040-ES, Estimated Tax for Individuals.

**Deductions.** Enter on line b the amount from the Deductions Worksheet, Line 6, on Form W-4P if you expect to claim deductions other than the basic standard deduction on your tax return and want to reduce your withholding to account for these deductions. This includes itemized deductions, the additional standard deduction for those 65 and over, and other deductions such as for student loan interest and IRAs.

**Additional withholding.** Enter on line c any additional tax you want withheld from each payment. Entering an amount on line c will reduce your payments and either increase your refund or reduce any amount of tax that you owe.

**NOTE:** For payments that began before 2023, your current withholding election (or your default rate) remains in effect unless you submit a new *Income Tax Withholding Preference Certificate*.

**TIP:** Submit a separate form for each benefit you receive from CalSTRS. Submit a new Form W-4P for all other pensions or annuities, and a new Form W-4 for each of your jobs if you have not updated your wage withholding since 2019. If you have self-employment income, see IRS Form W-4P instructions at [irs.gov](https://www.irs.gov).

**CAUTION:** If you (or if married filing jointly, you or your spouse) have a job, do **not** complete Section 8.5.2.2 of this form. Instead, complete Steps 3 through 4(b) on the Form W-4 for the job. If you (or if married filing jointly, you and your spouse) do not have a job, complete these steps on the CalSTRS *Income Tax Withholding Preference Certificate* or IRS Form W-4P [Steps 3 through 4b] for **only** the pension or annuity that pays the most annually. Leave those sections blank for the other pensions or annuities.

## SECTION 9—YOUR DEFINED BENEFIT SUPPLEMENT ELECTION

### SECTION 9.1—DEFINED BENEFIT SUPPLEMENT ELECTION (SERVICE RETIREMENT)

This section is required if you are applying for service retirement during evaluation of a disability application.

If you made retirement contributions to CalSTRS on or after January 1, 2001, you have a Defined Benefit Supplement account.

**Service Retirement During Evaluation of a Disability Application—**If you are applying for service retirement during evaluation of your disability application, you must make an election to receive your Defined Benefit Supplement account balance under service retirement.

Your Defined Benefit Supplement account balance is shown on your *Retirement Progress Report*. If your account balance is \$3,500 or more, you can choose to receive these funds as a lump-sum payment, an annuity payment or a combination of a lump-sum and annuity payment. Step 1 of *Your Disability Benefits Guide* explains the Defined Benefit Supplement distribution choices available.

If your account balance is less than \$3,500, you must take a lump-sum payment, which may be paid directly to you or rolled over to a qualified plan such as Pension2, if the balance is at least \$200. See "Your Defined Benefit Supplement Distribution" in the *Your Disability Benefits Guide* booklet for more information.

### SECTION 9.2—DEFINED BENEFIT SUPPLEMENT ELECTION (COVERAGE A DISABILITY ALLOWANCE)

This section is required for all Coverage A members who are applying for a *disability allowance* benefit.

If you are applying for a disability allowance benefit, you must make an election to receive your Defined

Benefit Supplement account balance under the disability allowance.

If you are approved for disability, your Defined Benefit Supplement account balance will be distributed based on your election.

Your Defined Benefit Supplement account balance is shown on your *Retirement Progress Report*. If your account balance is \$3,500 or more, you can choose to receive these funds as a lump-sum payment, an annuity payment or a combination of a lump-sum and annuity payment. Step 1 of *Your Disability Benefits Guide* explains the Defined Benefit Supplement distribution choices available. If your account balance is less than \$3,500, you must take a lump-sum payment. If you choose to receive your funds as a lump-sum payment, a period-certain annuity of three to nine years, or a combination of the two, enter your payment instructions in section 9.4. See “Defined Benefit Supplement Distribution” in *Your Disability Benefits Guide* for descriptions of your choices.

### **SECTION 9.3—DEFINED BENEFIT SUPPLEMENT ELECTION (COVERAGE B DISABILITY RETIREMENT)**

This section is required for Coverage B members who are applying for a *disability retirement* benefit.

If you are applying for a disability retirement, you must make an election to receive your Defined Benefit Supplement account balance under the disability retirement benefit.

If you are approved for disability, your Defined Benefit Supplement account balance will be distributed based on your election.

Your Defined Benefit Supplement account balance is shown on your *Retirement Progress Report*. If your account balance is \$3,500 or more, you can choose to receive these funds as a lump-sum payment, an annuity payment or a combination of a lump-sum and annuity payment. If your account balance is less than \$3,500, you must take a lump-sum payment.

If you choose to receive your funds as a lump-sum payment, a period-certain annuity of three to nine years, or a combination of the two, enter your payment instructions in section 9.4.

See “Defined Benefit Supplement Distribution” in *Your Disability Benefits Guide* for descriptions of your choices.

### **SECTION 9.4—DEFINED BENEFIT SUPPLEMENT PAYMENT INSTRUCTIONS**

**Lump Sum or Period-Certain Annuity of 3 to 9 Years**—Complete this section if you choose a lump-sum payment or period-certain annuity of three to nine years for your Defined Benefit Supplement funds. If you choose

an annuity payment other than a period-certain annuity of three to nine years, you do not need to complete this section.

If you would like your payment to be paid directly to you, check the *Direct Payment* box. Your monthly annuity payments will be mailed to the same address or transferred to the same bank account as your retirement benefit.

Federal law allows lump-sum payments or period-certain annuity payments of three to nine years to be rolled over into a qualified plan. If you would like to roll over your payment to a financial institution, check the *Rollover* box. Be sure to read *Special Tax Notice: Your Rollover Options* on pages 11–15 of the Instructions.

**Service Retirement During Evaluation of a Disability Application**—Your Defined Benefit Supplement election under either service retirement or a disability benefit will be paid according to these payment instructions. If you would like to change your payment method, contact your CalSTRS disability analyst.

**Rollover of Tax-Deferred or After-Tax Contributions and Interest**—The amount of tax-deferred or after-tax contributions and interest in your Defined Benefit Supplement account is shown on your *Retirement Progress Report*. Your account balance must be \$200 or more to qualify for a rollover to a financial institution. Enter the dollar amount or the percentage (from 1% to 100%) that you would like to roll over.

For example: If you are going to receive a rollover-eligible distribution of \$4,000 and you choose to roll over 75% of the distribution to a qualified IRA or an eligible plan, CalSTRS will distribute \$3,000 directly to the plan you specify. The remaining 25% balance of \$1,000 paid directly to you is subject to 20% federal income tax withholding on tax-deferred contributions and interest. You will receive only \$800 because \$200 is withheld for federal tax (or you may receive less, if you are a California resident and choose to not opt out of state tax withholding).

Be sure to read the *Special Tax Notice: Your Rollover Options* on pages 11–15 of the Instructions.

### **SECTION 9.4.1—ROLLOVER TO PENSION2**

Complete this section if you are doing a rollover to CalSTRS Pension2®.

**CalSTRS Pension2 Rollovers:** If you select Pension2 for your rollover, we will verify the rollover information on your behalf. If you already have a Pension2 account, we will roll over your Defined Benefit Supplement funds to that account. If you do not have a Pension2 account, we

will open a Pension2 403(b) account for you and your investment will be defaulted into Voya Fixed Plus III, a fixed investment that guarantees your principal and a specific interest rate. You can reallocate your investment at any time. For more information or to enroll right now, visit [Pension2.com](http://Pension2.com) or call toll free 888-394-2060.

### **SECTION 9.4.2—ROLLOVERS TO ANOTHER QUALIFIED PLAN WITH A FINANCIAL INSTITUTION**

If you are rolling over your Defined Benefit Supplement funds to a financial institution **other than CalSTRS Pension2**, complete this section.

When completing this section, do not attach transfer documents or list “IRA” as the name of your financial institution. We will mail your payment to the financial

institution address you provide, so it is imperative that the financial institution name, address and account number are correct. Verify the information is correct by either obtaining a signature from a representative of your financial institution or by providing a letter of acceptance from them, and we will send the rollover directly to your financial institution. If the information is incomplete, incorrect or not legible, your rollover may be delayed or we may send the rollover to your mailing address and not roll over the payment. We are not able to process direct trustee-to-trustee transfers to financial institutions outside the U.S.

## **ADDITIONAL INFORMATION ON TAX WITHHOLDING PREFERENCES**

### **APPLIES TO SECTIONS 8.3, 9.4 AND 9.5**

Your tax withholding preferences will remain in effect until you change or cancel them. Change or cancel your preferences using the tax withholding feature on *myCalSTRS* or submit the *Income Tax Withholding Preference Certificate* form, available at [CalSTRS.com/forms](http://CalSTRS.com/forms).

**Withholding Choices:** There are some differences between tax withholding for state and federal taxes. While California state taxes are calculated based on your expected filing status and withholding allowances, federal tax withholding is based on your expected filing status and other adjustments. See below for more. To help determine the appropriate number of allowances, for states taxes and for more information regarding federal tax withholding elections, see the following worksheets:

- State withholding certificate DE-4P at [edd.ca.gov/pdf\\_pub\\_ctr/de4p.pdf](http://edd.ca.gov/pdf_pub_ctr/de4p.pdf)
- Federal withholding certificate W-4P at [irs.gov/pub/irs-pdf/fw4p.pdf](http://irs.gov/pub/irs-pdf/fw4p.pdf)

There may be penalties for not paying enough tax on your benefits during the year, either through withholding or estimated tax payments.

**Addresses Outside California:** In compliance with federal law, California does not tax the CalSTRS benefits of nonresidents. However, if you think you may be liable for California state income tax, you may request CalSTRS to withhold state income tax. We do not withhold income tax for states other than California.

**Addresses Outside the U.S.:** Federal law requires that federal income tax be withheld from payments delivered outside the U.S. or U.S. territories to U.S. citizens or non-U.S.

resident aliens, as well as payments made to U.S. resident aliens. U.S. citizens who have payments delivered outside the U.S. or its territories and U.S. resident aliens may elect any withholding status (married, single or head of household) and zero or more withholding allowances.

### **Payments Delivered Outside the U.S. and to Foreign**

**Persons:** If you're a U.S. citizen and resident, non-U.S. resident alien or U.S. resident alien, federal tax withholding is required on monthly or lump-sum payments delivered to you outside the U.S. or its possessions. You cannot waive federal income tax withholding in this situation. See IRS Publication 505 at [irs.gov](http://irs.gov) for details.

U.S. citizens or resident aliens receiving payment while outside the U.S. must provide CalSTRS a form W-9 in order to ensure withholding is applied correctly. If you're a nonresident alien, nonresident alien beneficiary or foreign estate, in the absence of a tax treaty exemption, monthly or lump-sum payments generally are subject to a 30% federal withholding tax on the taxable portion of payments from U.S. sources. See IRS Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*, and IRS Publication 519, *U.S. Tax Guide for Aliens*, at [irs.gov](http://irs.gov).

If you're a foreign person, submit Form W-8BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*, to CalSTRS before receiving any payments. The form is available at [irs.gov](http://irs.gov) or by calling 800-829-3676.

For more information on tax liability, see IRS Publication 575, *Pension and Annuity Income*, and the California Franchise Tax Board Publication 1005, *Pension and Annuity Guidelines*, or contact a qualified tax professional.



## **SECTION 9.5—DEFINED BENEFIT SUPPLEMENT TAX WITHHOLDING PREFERENCES**

### **Lifetime Monthly Annuity or Period-Certain**

**Annuity of 10 Years**—If you elect to receive a Lifetime Monthly Annuity or a Period-Certain Annuity of 10 years, you will need to specify your tax withholding preferences. If you do not want taxes withheld, mark the *Do Not Withhold* boxes. If you want taxes withheld, mark the appropriate boxes and specify the number of allowances. If you do not complete this section, we will withhold income tax from your monthly payments according to the established rate for a single individual claiming no adjustments.

You may specify an *additional* dollar amount to withhold for state and federal taxes. For California state tax only, you may elect to withhold a flat dollar amount without specifying allowances. California does not tax benefits of nonresidents. See “Additional Information on Tax Withholding Preferences” on page 8.

## **SECTION 9.6—CALIFORNIA STATE INCOME TAX WITHHOLDING**

If you want California state income tax withheld, indicate the number of withholding allowances and your marital status by checking the appropriate box, and specify an additional flat dollar amount, if any. Use the EDD Form DE-4P to calculate state tax withholding. You may designate a dollar amount to withhold instead of claiming withholding allowances.

California does not tax the CalSTRS benefits of nonresidents. To learn more about California residency, see Franchise Tax Board Publication 1031, *Guidelines for Determining Resident Status*, at [ftb.ca.gov](http://ftb.ca.gov).

If you do not want any state income tax withheld, check the Do not withhold California income tax box. In absence of an election or other documentation, CalSTRS will apply state tax withholding based on your address.

## **SECTION 9.7—FEDERAL INCOME TAX WITHHOLDING**

To elect federal income tax withholding, you must designate your expected filing status and provide additional information regarding your income and that of your spouse. You may adjust the amount to be withheld by providing information regarding dependent credits and other credits you expect to claim on your tax return. You also may elect to have CalSTRS withhold tax for income you receive elsewhere; reduce withholding by reporting expected tax deductions; and designate an additional amount to be withheld from each benefit payment. You cannot designate a specific dollar amount only to be withheld for federal tax.

## **SECTION 9.7.2.1—INCOME FROM YOUR OR A SPOUSE'S JOB, OTHER PENSIONS OR ANNUITIES**

Enter income from a job, a pension or annuity income (including a spouse's job, pension or annuity) in Section 9.7.2.1 if you have at least one of the following:

- Income from a job.
- Income from more than one pension or annuity.
- A Spouse (if married filing jointly) who received income from a job, pension or annuity.

## **SECTION 9.7.2.2—OPTIONAL ADJUSTMENTS**

Additional withholding. Enter on line a any additional tax you want withheld from each payment. Entering an amount on line a will reduce your payments and either increase your refund or reduce any amount of tax that you owe.

**NOTE:** For payments that began before 2023, your current withholding election (or your default rate) remains in effect unless you submit a new *Income Tax Withholding Preference Certificate*.

## **SECTION 10—DEFINED BENEFIT SUPPLEMENT TAX WITHHOLDING FOR LUMP SUM OR PERIOD-CERTAIN ANNUITIES OF 3 TO 9 YEARS**

If you choose to have payments paid directly to you we must withhold at least 20% for federal taxes unless the payment amount is less than \$200, then you may elect a higher percentage if you choose.

CalSTRS will withhold 2% California state tax if your address is in California unless you elect to not have state tax withheld.

## **SECTION 11—REQUIRED SIGNATURES**

Check all boxes that apply, then sign and date your *Disability Benefits Application*. If you are married or registered as a domestic partner, your spouse or partner also must sign and date your application. Your signature date is the date you signed your application.

If your spouse or registered domestic partner does not sign your application, you must include a signed *Justification for Non-Signature of Spouse or Registered Domestic Partner* form, available at [CalSTRS.com/forms](http://CalSTRS.com/forms), with your application.

If you divorced or terminated a registered domestic partnership and a portion of your CalSTRS benefits was awarded to a former spouse or partner, check the box that indicates this. You may need to refer to your settlement agreement. In addition, if your court documents have not been reviewed by CalSTRS, you

may be asked to provide them. This can delay the processing of your application.

**NOTE:** If you provide inaccurate information regarding your marital status, your application may be void.

**Your application may be delayed or rejected if you do not complete, sign or date your application or provide the required information.**

### **SPECIAL TAX NOTICE: YOUR ROLLOVER OPTIONS**

You are receiving this notice because all or a portion of your CalSTRS payment is eligible to be rolled over to a qualified IRA or an eligible employer plan. Read this notice on pages 11–15 of the Instructions to help you decide whether or not to do a rollover.

### **SUBMITTING YOUR APPLICATION**

Submit pages 1–19 of your *Disability Benefits Application* by one of the following methods. Keep a copy for your records.

#### **Hand Delivery**

Hand deliver your application to a local CalSTRS office, where available (visit [CalSTRS.com/forms-drop](http://CalSTRS.com/forms-drop)).

#### **Mailing Address**

CalSTRS  
P.O. Box 15275, MS 43  
Sacramento, CA 95851-0275

#### **Overnight Delivery**

If you are using a special mailing service such as UPS or FedEx, send your application to:

CalSTRS  
Member Services  
100 Waterfront Place  
West Sacramento, CA 95605

#### **Fax Delivery**

916-414-5784

#### **Electronic Delivery**

Electronically submit your documents by using the link [SDS.CalSTRS.com](http://SDS.CalSTRS.com).

### **QUESTIONS**

Email your questions using your *myCalSTRS* account or at [CalSTRS.com/contactus](http://CalSTRS.com/contactus), or call 800-228-5453.

### **RETIREMENT CHANGE REQUESTS**

If you have already submitted your *Disability Benefits Application* and want to make a change, CalSTRS must receive the *Disability Benefits Application Change Request* form no later than 30 days from the date your first Disability benefit payment is issued. If you also applied for *Service Retirement During Evaluation of a Disability*

*Application* and want to make a change, CalSTRS must receive the *Service Retirement Application Change Request* form no later than 30 days from the date your first Service Retirement benefit payment is issued. These forms are available at [CalSTRS.com/forms](http://CalSTRS.com/forms) or by calling us. Use the forms to change your retirement date, option, option beneficiary, Reduced Benefit Election, or Defined Benefit Supplement election or to make other changes.

### **NAME OR ADDRESS CHANGE**

Notify us immediately if you change your name or mailing address. Update your contact information using your *myCalSTRS* account or the *Address Change Request* form, available at [CalSTRS.com/forms](http://CalSTRS.com/forms) or by calling us.

## Special Tax Notice: Your Rollover Options

### INTRODUCTION

You are receiving this notice because all or a portion of your CalSTRS Defined Benefit Supplement, Defined Benefit refund or Cash Balance Benefit payment may be eligible for a rollover to an IRA or another eligible employer plan. This notice is intended to help you decide whether to do such a rollover.

Rules that apply to most CalSTRS payments are described in the “General Information About Rollovers” section. Special rules that only apply in certain circumstances are described in the “Special Rules and Options” section.

The following summarizes tax information and is provided in accordance with Section 402(f) of the Internal Revenue Code. CalSTRS does not provide tax information or advice. Consult a tax professional, the Internal Revenue Service or the State Franchise Tax Board for specific information and to confirm that any relevant tax laws have not changed since this notice was released.

Certain California tax information is also provided. In general, California law conforms to federal tax law. However, there are some differences between California and federal law. In addition, if you do not meet California residency criteria, your CalSTRS benefits are not subject to state income tax. For additional information, visit [ftb.ca.gov](http://ftb.ca.gov).

### 30-Day Notice Period and Your Right to Waive

Generally, CalSTRS cannot make a direct rollover or a payment to you until at least 30 days after you receive this notice. If you do not wish to wait until this 30-day notice period ends before your payment is processed, you may waive the notice period.

### GENERAL INFORMATION ABOUT ROLLOVERS

#### How can a rollover affect my taxes?

You will be taxed on your CalSTRS payment if you do not roll it over. If you are under age 59½ and do not do a rollover, you also will have to pay a 10% additional federal income tax and a 2.5% additional California state income tax on early distributions, unless an exception applies.

If you do a rollover, however, you will not have to pay tax until you receive distributions later and the 10% additional federal income tax and 2.5% additional state income tax will not apply if those distributions are made after you are age 59½, or if an exception applies.

#### Where may I roll over my CalSTRS payment?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or another eligible employer plan (a tax-qualified plan, 403(b) plan or 457(b) plan) that will accept the rollover. The rules of the IRA or plan that holds the rollover will determine your investment options, fees and rights to payment from the IRA or employer plan. For example, no spousal consent rules apply to IRAs and IRAs may not provide loans. Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

#### How do I do a rollover?

There are two ways to do a rollover. You can choose either a direct rollover or a 60-day rollover.

**Direct rollover:** If you do a direct rollover, CalSTRS will make the payment directly to your IRA or another eligible employer plan. You should contact the IRA sponsor or the administrator of the plan for information on how to do a direct rollover.

If you do a direct rollover of only a portion of your CalSTRS payment and a portion is paid to you at the same time, the portion directly rolled over consists first of the amount that would be taxable if not rolled over.

**60-day rollover:** If you do not do a direct rollover, you still may do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. You will have 60 days after you receive your CalSTRS payment to make the deposit.

**If you do not do a direct rollover, CalSTRS is required to withhold at least 20% of the payment for federal income taxes. You may elect a higher percentage if you choose. Unless you elect to not have state tax withheld or you are a nonresident of California, CalSTRS will withhold at 2%.** This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% (or optional higher percentage) withheld for federal taxes and any state tax withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed in the year distributed and will be subject to the 10% additional federal income tax and the 2.5% additional state income tax on early distributions if you are under age 59½, unless an exception applies.

#### How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any CalSTRS payment is eligible for rollover, except:

- Benefit payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary).
- Corrective distributions of contributions that exceed tax law limitations.
- Required minimum distributions in or after the calendar year in which you reach your required minimum distribution age:

Birthdate	Required minimum distribution age
June 30, 1949, and prior	70½
July 1, 1949–December 31, 1950	72
January 1, 1951, and later	73

CalSTRS can tell you what portion of a payment is eligible for rollover.

### **If I do not do a rollover, will I have to pay the 10% additional federal income tax and the 2.5% additional state income tax on early distributions?**

If you are under age 59½, you will have to pay the 10% additional federal income tax and 2.5% additional state income tax on early distributions for any CalSTRS payment, including amounts withheld for income tax, that you do not roll over, unless one of the exceptions listed below applies. This tax applies to the part of the distribution that you must include in income and is in addition to the regular federal and state income taxes on the payment not rolled over.

The 10% additional federal income tax and the 2.5% additional state income tax do not apply to the following CalSTRS payments:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation.
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary).
- Payments made due to disability.
- Payments after your death.
- Corrective distributions of contributions that exceed tax law limitations.
- Payments made directly to the government to satisfy a federal tax levy.
- Payments made under a qualified domestic relations order (QDRO).
- Payments up to the amount of your deductible medical expenses whether or not you itemize deductions for the taxable year.
- Payments for certain distributions related to certain federally declared disasters.
- Certain coronavirus related distributions.

### **If I do a rollover to an IRA, will the 10% additional federal income tax and the 2.5% additional state income tax apply to early distributions from the IRA?**

If you receive a payment from an IRA when you are under age 59½, you will have to pay the 10% additional federal income tax and 2.5% additional state income tax on the part of the distribution that you must include in income unless an exception applies. In general, the exceptions to the additional federal and state income taxes for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- The exception for payments made after you separate from service if you will be at least age 55 in the year of the separation does not apply.

- The exception for qualified domestic relations orders does not apply. However, a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse.
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to \$10,000 used in a qualified first-time home purchase, and (3) payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

### **SPECIAL RULES AND OPTIONS**

#### **If Your Payment Includes After-Tax Contributions**

After-tax contributions included in your payment are not taxed upon distribution. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is included in the payment, so you cannot take a payment of only after-tax contributions. However, if you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment. In addition, special rules apply when you do a rollover, as described below.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of your CalSTRS payment and the rest is paid to you, the portion directly rolled over consists first of the amount that would be taxable if not rolled over. For example, assume you are receiving a distribution of \$12,000, of which \$2,000 is after-tax contributions. In this case, if you directly roll over \$10,000 to an IRA that is not a Roth IRA, no amount is taxable because the \$2,000 amount not directly rolled over is treated as being after-tax contributions. If you do a direct rollover of your entire CalSTRS payment to two or more destinations at the same time, you can choose which destination receives the after-tax contributions.

If you do a 60-day rollover to an IRA of only a portion of a payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a distribution of \$12,000, of which \$2,000 is after-tax contributions, and no part of the distribution is directly rolled over. In this case, if you roll over \$10,000 to an IRA that is not a Roth IRA in a 60-day rollover, no amount is taxable because the \$2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an eligible employer plan all of a payment that includes after-tax contributions, but only through a direct rollover—and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan. You can do a 60-day rollover to an eligible employer plan of part of a CalSTRS payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

### If You Miss the 60-Day Rollover Deadline

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline.

Under certain circumstances, you may claim eligibility for a waiver of the 60-day rollover deadline by making a written self-certification. Otherwise, to apply for a waiver from the IRS, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements*.

### If You Were Born On or Before January 1, 1936

If you were born on or before January 1, 1936, and receive a lump-sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, *Pension and Annuity Income*.

### If You Roll Over Your Payment to a Roth IRA

If you roll over your CalSTRS payment to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. However, the 10% additional income tax and 2.5% additional state income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within five years, counting from January 1 of the year of the rollover).

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed, including earnings after the rollover. A qualified distribution from a Roth IRA is a payment made after you are age 59½—or after your death or disability, or as a qualified first-time homebuyer distribution of up to \$10,000—and after you have had a Roth IRA for at least five years. In applying this five-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional federal income tax and 2.5% additional state income tax on early distributions, unless an exception applies. Nonqualified Roth

IRA distributions are treated as coming first from after-tax contributions. You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publications 590-A, *Contributions to Individual Retirement Arrangements* and 590-B, *Distributions From Individual Retirement Arrangements*.

CalSTRS is not responsible for assuring your eligibility to make a rollover to a Roth IRA. Consult your tax adviser if you are interested in rolling over your payment to a Roth IRA.

### If You Are Not a CalSTRS Member

**Payments after a member's death.** If you receive a distribution after a CalSTRS member's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional federal income tax and 2.5% additional state income tax on early distributions do not apply. The special rule described under the section "If you were born on or before January 1, 1936" applies only if the CalSTRS member was born on or before January 1, 1936.

**If you are a surviving spouse.** If you receive a CalSTRS payment as the surviving spouse of a deceased member, you have the same rollover options that the member would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to an IRA, you may treat the IRA as your own or as an inherited IRA.

An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59½ will be subject to the 10% additional federal income tax and 2.5% additional state income tax on early distributions, unless an exception applies. In addition, required minimum distributions from your Traditional IRA do not have to start until after you reach the age at which you are subject to required minimum distributions:

Birthdate	Required minimum distribution age
June 30, 1949, and prior	70½
July 1, 1949–December 31, 1950	72
January 1, 1951, and later	73

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional federal income tax and 2.5% additional state income tax on early distributions. However, if the member had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the member had not started taking required minimum distributions, you will not have to start receiving required minimum distributions from the inherited IRA until the year the member would have reached their required minimum distribution age: Age 70½ if born prior to July 1, 1949; age 72 if born after June 30, 1949, and before January 1, 1951; and age 73 if born after December 31, 1950.

### **If you are a surviving beneficiary other than a spouse.**

If you receive a CalSTRS payment because of the member's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited IRA. Payments from the inherited IRA will not be subject to the 10% additional federal income tax and 2.5% additional state income tax on early distributions. The entire balance of the inherited IRA must be distributed by the end of the 10th calendar year following the year of the member's death, unless you are an "eligible designated beneficiary." An eligible designated beneficiary is a beneficiary designated under the terms of CalSTRS who is any of the following:

- The surviving spouse of the member.
- A child of the member who has not reached the age of majority (18 in California and most other states).
- A chronically ill individual as defined in Internal Revenue Code Section 401(a)(9)(E)(ii)(IV).
- Any other individual who is not more than 10 years younger than the member.

Required minimum distributions to an eligible designated beneficiary may be made over a period based on the beneficiary's life expectancy, beginning no later than the year after the member's year of death.

Different rules apply if the member died before January 1, 2020. Consult your tax advisor and your IRA provider about minimum required distributions.

### **Payments under a qualified domestic relations order.**

If you are the spouse or former spouse of a CalSTRS member who receives a payment from CalSTRS under a qualified domestic relations order (QDRO), you generally have the same options and the same tax treatment that the member would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). However, payments under the QDRO will not be subject to the 10% additional federal income tax or 2.5% additional state income tax on early distributions.

### **If You are a Nonresident Alien**

If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or a U.S. eligible employer plan, CalSTRS is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing IRS Form 1040NR and attaching your IRS Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, *U.S. Tax Guide for Aliens*, IRS Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*, and FTB

Publication 1100, *Taxation of Nonresidents and Individuals Who Change Residency*.

### **OTHER SPECIAL RULES**

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series, unless you make a different choice for later payments.

If your payments for the year are less than \$200, CalSTRS is not required to allow you to do a direct rollover and is not required to withhold federal income taxes. However, you may do a 60-day rollover.

When electing how to receive a CalSTRS payment that is rollover eligible, any amount not designated for rollover will be issued directly to you according to the payment preference on file for your account.

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, *Armed Forces' Tax Guide*. You may also have special rollover rights if you were affected by a federally declared disaster or similar event, if you received a distribution on account of a disaster, or if your distribution is or was due to a qualified child birth or adoption. For more information, visit [irs.gov](http://irs.gov).

### **FOR MORE INFORMATION**

See the *Tax Considerations for Rollovers* booklet at [CalSTRS.com](http://CalSTRS.com). You should also consult a professional tax adviser before taking a payment from CalSTRS.

In addition, you will find more information on the federal tax treatment of payments from employer plans in IRS Publication 575, *Pension and Annuity Income*; Publication 590-A, *Contributions to Individual Retirement Arrangements*; Publication 590-B, *Distributions From Individual Retirement Arrangements*; and Publication 571, *Tax-Sheltered Annuity Plans (403(b) Plans)*. These publications are available from a local IRS office, at [irs.gov](http://irs.gov), or by calling 800-TAX-FORM (800-829-3676).

For information on state tax, contact the California Franchise Tax Board at [ftb.ca.gov](http://ftb.ca.gov) or call 800-852-5711 (or 916-845-6500 if calling from outside the U.S.). Also see FTB Publication 1005, *Pension and Annuity Guidelines*.

### **RIGHT TO RECEIVE PAPER DOCUMENT**

Contact CalSTRS to receive this *Special Tax Notice: Your Rollover Options* provided as a written paper document at no charge.

### **RIGHT TO WITHDRAW YOUR CONSENT**

You have the right to withdraw consent to receive electronic delivery of the *Special Tax Notice: Your Rollover Options* at any time. Withdrawal of your consent may delay processing of your application. If you would like to withdraw your

consent to receive electronic delivery of the *Special Tax Notice: Your Rollover Options*, contact CalSTRS and request to receive this notice and application as a written paper document at no charge.

**Scope of Your Consent** – Consent to receive electronic delivery of the *Special Tax Notice: Your Rollover Options* applies only to the particular transaction.

**CalSTRS Contact Procedures** – If you have questions about the procedures for receiving a written paper document or to update your electronic information, contact CalSTRS at 800-228-5453, [CalSTRS.com/contactus](http://CalSTRS.com/contactus) or 916-414-5040 (fax).

**Software Requirements** – The software requirements needed to access and retain this *Special Tax Notice: Your Rollover Options* follow:

- Internet Explorer, Version 7.0 and above
- Mozilla Firefox, Version 3.0 and above
- Apple Safari, Version 3.0 and above
- Google Chrome, Version 4.0 and above

Use Adobe® Reader® to view, print and save this notice and other CalSTRS important online documents. If you do not have Adobe Reader installed on your computer, you may download the free program from the Adobe website.

CalSTRS is not responsible for any hardware or software problems resulting from the installation of any third-party tools, including Web browsers, programs or plug-ins listed. Any third-party providers listed here are governed by their own terms of use and privacy policies.

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**Disability Benefits Application  
(Includes Service Retirement During  
Evaluation of a Disability Application)**  
DS 0260 rev 12/23

**Complete this application if you are applying for a CalSTRS disability benefit. It includes the option to apply for service retirement during evaluation of your disability application.**

**Check one only:**

- I am applying for a disability benefit only.
- I am applying for a service retirement benefit during evaluation of a disability application.
- I am reapplying for a disability benefit.

I fully understand that under service retirement during evaluation of my disability application, I will be officially retired as of the retirement date I have requested if CalSTRS receives my properly completed, signed and dated application no later than the last day of the month in which I am requesting to retire. Further, if my disability application is not approved, I fully understand I will remain on service retirement, and I will not be eligible to reapply for a disability benefit unless I terminate my service retirement, return to CalSTRS-covered employment and earn one year of service credit. With my signature on page 19 (section 11), I certify I have read the instructions and the booklet *Your Disability Benefits Guide*.

**Section 1: Member Information**

Name (Last, First, Initial)	Client ID or Social Security Number	
Mailing Address	Email Address	
City	State ( )	ZIP Code ( )
Date of Birth (MM/DD/YYYY)	Home Telephone	Alternate Telephone
<b>Member Coverage:</b> <input type="checkbox"/> Coverage A <input type="checkbox"/> Coverage B		

**Section 2: Service Retirement Information**

**Complete only if you are applying for service retirement during evaluation of a disability application.**

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**Retirement date (MM/DD/YYYY)**

The effective date of your service retirement will be no earlier than the first day of the month in which your application for disability benefits is received, or the day following your last day of compensation, whichever later, unless your disability application is denied or canceled and you have designated an earlier retirement date above. Please note the service retirement date designated cannot be earlier than January 1, 2014.

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**Last date of work, vacation or compensated approved leave (MM/DD/YYYY).** This date must be before your retirement date.

**Other Public Retirement Systems**

If you are a member of any of the following California public retirement systems and you did not perform service between your CalSTRS retirement date and the other public system's retirement date, you may be able to use the other system's compensation a person could earn for services rendered on a full-time basis for service that does not overlap. Mark all that apply and your retirement dates.

I am a member of the following California public retirement systems:

- CalPERS     SFERS     LRS     UCERS     1937 ACT COUNTY—County Name \_\_\_\_\_

Retirement dates from other systems (MM/DD/YYYY) \_\_\_\_\_



NAME \_\_\_\_\_ CLIENT ID OR SSN \_\_\_\_\_

**Section 3: Employment and Education Information**

You are required to provide a copy of your most recent job description or duty statement. Please attach a copy of your job description or duty statement with your application.

DISTRICT OF EMPLOYMENT		COUNTY OF EMPLOYMENT
SCHOOL NAME	PRINCIPAL'S OR SUPERVISOR'S NAME ( )	
MAILING ADDRESS	TELEPHONE NUMBER	
CITY	STATE	ZIP CODE
GRADE LEVEL TAUGHT	SUBJECTS TAUGHT	
POSITION TITLE	HOW LONG POSITION HELD	

Are you currently working in CalSTRS-covered employment?  Yes  No

LAST DAY OF ACTUAL OR EXPECTED ON-THE-JOB PERFORMANCE (MM/DD/YYYY)	LAST DAY FOR WHICH YOU HAVE RECEIVED OR EXPECT TO RECEIVE COMPENSATION FROM YOUR DISTRICT/EMPLOYER (MM/DD/YYYY)
--	---

Are you currently working in any capacity—full-time, part-time or modified work (not limited to public education; for example, real estate, tutoring, day care, counseling or artist)?  Yes  No  
If yes, explain:

Have you been in your current position for less than one year?  Yes  No  
If in public education, provide:

PREVIOUS SCHOOL	TELEPHONE NUMBER
-----------------	------------------

Do you now or have you ever owned your own business?  Yes  No  
(If yes, please provide tax records including all schedules and K-1s).

If yes, what is the name of the business? \_\_\_\_\_  
Dates of ownership \_\_\_\_\_ to \_\_\_\_\_ (MM/DD/YYYY)  
If yes, explain the type of business (for example, real estate, tutoring, day care, counseling or artist).

**Professional credentials and vocational certificates or licenses held:**

Credentials/Certificate/License	Issue Date	Expiration Date
_____	_____	_____
_____	_____	_____

Do you have any experience in the education field other than your present position? If yes, explain.

Do you have work experience or training in a field other than education? If yes, please provide types and dates.

_____	Dates _____ to _____	(MM/DD/YYYY)
_____	Dates _____ to _____	(MM/DD/YYYY)

**Section 3.1 Unlawful Act Information**

If you have less than five years of service credit, you may be eligible to apply for a disability benefit if your impairment is the result of an unlawful act of bodily injury that occurred on the job.

Is your impairment the result of an unlawful act?  Yes  No

You must attach supporting documentation with your application—the official police report and/or official employer's incident report. If you do not submit this documentation with your application, your application will be deemed ineligible.

**Section 3.2 Reasonable Accommodation**

CalSTRS may require you to request reasonable accommodation from your employer as a condition for receiving a disability benefit. A reasonable accommodation may enable you to continue employment in your same position or in one with comparable level responsibilities.

Reasonable accommodation must be considered. The Education Code requires that you work with your doctor and your employer to accomplish this in order to be eligible for CalSTRS disability benefits.

If your doctor determines that you can work with accommodations, then you must contact your employer to begin the interactive process to request reasonable accommodations before you will be eligible for disability retirement.

Has your doctor given you work restrictions?  Yes  No

If yes, you must engage in the interactive accommodation process with your school district. Please attach the school district's official response.

**Section 4: Statement of Impairment**

**Respond to each question for each impairment.** Use additional sheets if needed and upload and submit them to SDS.CalSTRS.com. Write your name and Client ID at the top of each page. Please note that the information below will need to be substantiated through medical documentation.

1. What is your specific diagnosis/impairment that is preventing you from working? \_\_\_\_\_

\_\_\_\_\_

2. Date of diagnosis/impairment (MM/DD/YYYY) \_\_\_\_\_

3. Date your impairment began affecting your ability to perform at work (MM/DD/YYYY) \_\_\_\_\_

4. **Work Status:** Has your doctor instructed you to remain off work for your stated impairment? If yes, you will be asked to provide verification.

Please provide a beginning and end date for the time your doctor has taken you off work, if applicable:

From (MM/DD/YYYY) \_\_\_\_\_ through (MM/DD/YYYY) \_\_\_\_\_.

NAME \_\_\_\_\_ CLIENT ID OR SSN \_\_\_\_\_

### Section 4.1 Subrogation

If your injury was proximately caused by a third party (other than your employer) and a CalSTRS benefit is paid to you, CalSTRS has a right to subrogation and may recover an amount equal to the actuarial equivalent of CalSTRS benefits payable to you because of the injury, less any amounts CalSTRS may be obligated to pay under the plan without regard to the actions of the third party. As a result, you are required to notify CalSTRS as soon as you make a claim against the third party. You must also receive CalSTRS' consent before entering into any settlement with the third party.

Was your injury caused by a third party other than your employer?     Yes         No

If yes, please describe the injury-causing event and provide the name and contact information for the third party, including any contact information for attorneys: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If your injury was caused by a third party, have you initiated or are you contemplating a claim or litigation against the third party?     Yes         No

If yes, please either attach a copy of the claim/complaint, or provide the name of the court in which the complaint was filed, the case number, and the date the complaint was filed, as well as an update as to the current status of the claim/complaint:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Section 5: Medical Information

Provide a list of physicians who examined or treated you for each diagnosis/impairment listed. Use additional sheets if needed. Write your name and Client ID at the top of each page. You are responsible for providing medical records and other documentation that fully substantiates your impairment and supports you are prevented from continuing to work. You are also responsible for any fees associated with the completion or duplication of the records requested.

\_\_\_\_\_ ( )  
Treating Physician's Name (Last, First, Title)                      Specialty                      Telephone Number

\_\_\_\_\_ City                      State                      ZIP Code

Dates of Treatment: \_\_\_\_\_ to \_\_\_\_\_ (MM/DD/YYYY)

\_\_\_\_\_ ( )  
Treating Physician's Name (Last, First, Title)                      Specialty                      Telephone Number

\_\_\_\_\_ City                      State                      ZIP Code

Dates of Treatment: \_\_\_\_\_ to \_\_\_\_\_ (MM/DD/YYYY)

NAME \_\_\_\_\_ CLIENT ID OR SSN \_\_\_\_\_

Have you been hospitalized for this condition?  Yes  No

If yes, provide the names of hospitals and hospital physicians who examined or treated you for each diagnosis/impairment. Use additional sheets if needed. Write your name and Client ID at the top of each page.

Hospital Name and Mailing Address \_\_\_\_\_

Dates Hospitalized: From \_\_\_\_\_ to \_\_\_\_\_ (MM/DD/YYYY)

Name of Treating Physician at the Hospital (Last, First, Title) \_\_\_\_\_

### **Section 5.1 Workers' Compensation Information**

Have you applied or do you plan to apply for benefits under workers' compensation?  Yes  No

**If yes, complete the *Workers' Compensation Carrier Request for Information* form, found at [CalSTRS.com/forms](http://CalSTRS.com/forms).**

If you are approved for a disability benefit, your benefit will be reduced dollar for dollar due to workers' compensation paid or payable for the same impairment or impairments.

Has your claim been settled?  Yes  No If yes, date settled \_\_\_\_\_ (MM/DD/YYYY)

Have you received any workers' compensation benefits?  Yes  No

Workers' Compensation Carrier \_\_\_\_\_

Name of Adjuster \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Claim Numbers Relating to Diagnosis/Impairment \_\_\_\_\_ Date of Diagnosis/Impairment (MM/DD/YYYY) \_\_\_\_\_

### **Section 5.2 Other Benefits Information – Coverage A Members Only**

Are you receiving, or do you plan to apply for, benefits under any insurance policy (**employer paid**) or other public system for any impairment listed on page 3?  Yes  No

**Insurance Carrier or Other Public System Contact** (Social Security, CalPERS, military, other)

Name of Insurance Carrier or Public System \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Claim Numbers Relating to Impairment \_\_\_\_\_ Date of Injury/Illness (MM/DD/YYYY) \_\_\_\_\_

NAME \_\_\_\_\_ CLIENT ID OR SSN \_\_\_\_\_

**Section 6: Eligible Dependent Children Information**

Provide a copy of the birth certificate and Social Security card for your named dependent children. In many instances, you may also be required to submit a copy of your latest tax records, and/or child custody agreement, to substantiate financial dependency as of the disability benefit effective date.

Child's Name (Last, First, Initial) Social Security Number Date of Birth

Child's Name (Last, First, Initial) Social Security Number Date of Birth

Child's Name (Last, First, Initial) Social Security Number Date of Birth

Child's Name (Last, First, Initial) Social Security Number Date of Birth

Use additional sheets if needed. Write your name and Client ID at the top of each page.

I have attached a copy of each child's birth certificate and Social Security card.

I have attached additional documents, including: \_\_\_\_\_

\_\_\_\_\_

**Section 7: Authorization to Release Information to CalSTRS****Authorization to Release Information to CalSTRS**

I hereby authorize and direct any and all organizations, agencies and individuals from whom the California State Teachers' Retirement System or its representatives require information to determine my disability status to disclose all requested information which they may possess. Such information may include, but is not limited to, medical or hospital reports, any benefit or rehabilitation information, tax returns, and legal documents and decisions. The sources may be, but are not limited to: (1) physicians; (2) hospitals; (3) state agencies, such as the California Franchise Tax Board and the Department of Industrial Relations; (4) federal agencies such as the Internal Revenue Service, Social Security Administration and Veterans Administration; (5) any retirement or pension plan; (6) insurance companies, including workers' compensation insurance carriers; (7) rehabilitation firms; (8) psychiatric, psychological or counselor practitioners; and (9) universities and colleges.

The information requested will be used to verify my present and past medical, legal and financial status for the purposes of determining eligibility for and/or continuing qualification for receiving a disability benefit. Rehabilitation/vocational information requested will be used for determining employment or rehabilitation potential and/or to assist in vocational rehabilitation planning.

I understand during the entire period my application is being considered or I am receiving a disability benefit from CalSTRS that the information and documentation pertaining to me may be released to all organizations, agencies and individuals performing business or legal services for CalSTRS in connection to my claim.

In submitting this application, I agree, pursuant to California Education Code section 22450, to submit employment, legal or medical documentation, financial statements, certified copies of state and federal income tax records, or evidence of financial status to CalSTRS, for either establishing eligibility for a disability benefit or continuing qualification to receive a disability benefit. A photocopy of this authorization shall be considered as effective and valid as the original. This authorization remains valid during the entire period my application is being considered and/or I am receiving a disability benefit from CalSTRS.



Member's Signature to Authorize Release of Information to CalSTRS

Date Signed (MM/DD/YYYY)

**GO TO NEXT PAGE TO CONTINUE COMPLETING THIS APPLICATION**

### Section 8: Your Defined Benefit Election

#### Section 8.1 Defined Benefit Election (Service Retirement)

Complete only if you are applying for service retirement during evaluation of a disability application. You may revoke or change your election no later than 30 days from the date of your initial service retirement payment.

I have read the instructions that describe the **Defined Benefit** options available and I elect the (choose only one):

- Member-Only Benefit (Coverage A–Service Retirement). Skip to section 8.3.
- Member-Only Benefit (Coverage B–Service Retirement). Go to section 8.2.
- Modified Benefit. If you check this box, choose one option below:


I previously submitted the **Preretirement Election of an Option form or the Preretirement Compound**

**Option Election form.** To confirm your original election, indicate the option you elected and your beneficiary: (100%, 75%, 50% or Compound): \_\_\_\_\_


Name of your option beneficiary or beneficiaries: \_\_\_\_\_

**OR**

I am electing an option at retirement. (Your option beneficiary must be a living person or persons, or a special needs trust, and cannot be another type of trust, charity, estate or other entity. This option is not the one-time death benefit.) Choose one and complete the beneficiary information section below:

- 100% Beneficiary Option
- 75% Beneficiary Option
- 50% Beneficiary Option
- Compound Option (If you choose the Compound Option, complete and attach the *Compound Option Election* form, available at CalSTRS.com) 

#### OPTION BENEFICIARY INFORMATION

If you are electing a beneficiary option at service retirement, enter your beneficiary information. If you are electing a special needs trust, check the box, provide your beneficiary information below, and complete the *Certification of a Special Needs Trust* form, available at CalSTRS.com/forms, and submit it with this application. You may revoke or change your election no later than 30 days from the date of initial payment. 

I am electing a special needs trust.

Beneficiary's Name (Last, First, Initial) \_\_\_\_\_ Beneficiary's Social Security Number or Tax ID \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
 ( ) ( )

Home Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

**Member of CalSTRS:**  Yes  No

**Gender:**  Male  Female  Nonbinary

**Relationship:**  Spouse  Registered Domestic Partner  Other

**Date of Birth** (MM/DD/YYYY): \_\_\_\_\_

**If your beneficiary is not a member of CalSTRS, you must attach birth date verification:**


- State-issued ID
- Birth Certificate
- U.S. Passport ID Page
- Other




NAME \_\_\_\_\_ CLIENT ID OR SSN \_\_\_\_\_

**Section 8.2 Defined Benefit Election–Coverage B (Disability Retirement Benefit)**

I have read the instructions that describe the **Defined Benefit** options available and I elect the (choose only one):

- Member-Only Benefit. (Coverage B–Disability Retirement). Go to section 8.3.
- Modified Benefit. If you check this box, choose one option below and complete the Option Beneficiary Information section below:
  - 100% Beneficiary Option
  - 75% Beneficiary Option
  - 50% Beneficiary Option
  - Compound Option (If you elect the Compound Option, complete and attach the *Compound Option Election* form, available at CalSTRS.com.) 
- I request Modified Benefit quotes for the option beneficiary below.** (Your option beneficiary must be a living person or persons, or a special needs trust, and cannot be another type of trust, charity, estate or other entity. This option is not the one-time death benefit.)

**OPTION BENEFICIARY INFORMATION**

If you are electing a beneficiary option at disability retirement, enter your beneficiary information. If you are electing a special needs trust, check the box, provide your beneficiary information below, and complete the *Certification of a Special Needs Trust* form, available at CalSTRS.com/forms, and submit it with this application. You may revoke or change your election no later than 30 days from the date of initial payment. 

**I am electing a special needs trust.**

Beneficiary’s Name (Last, First, Initial)		Beneficiary’s Social Security Number or Tax ID		
Mailing Address	City	State	ZIP Code	
( )	( )			
Home Telephone	Alternate Telephone	Email Address		

**Member of CalSTRS:**  Yes  No

**Gender:**  Male  Female  Nonbinary

**Relationship:**  Spouse  Registered Domestic Partner  Other

**Date of Birth** (MM/DD/YYYY): \_\_\_\_\_

**If your beneficiary is not a member of CalSTRS, you must attach birth date verification:**

- State-issued ID
- Birth Certificate
- U.S. Passport ID Page
- Other

### Section 8.3: Defined Benefit Tax Withholding Preference

If you do not complete this section, we must withhold federal income tax from your monthly benefit payments as single with no adjustments. We must withhold state income tax as married claiming three withholding allowances (unless you are a nonresident of California, in which case we will not withhold state tax).

**Note:** There are penalties for not paying enough tax during the year, either through withholding or estimated tax payments. You may be able to avoid quarterly estimated tax payments by having enough state and federal tax withheld from your benefit payment.

You can update your tax withholding preferences online using your *myCalSTRS* account or the *Income Tax Withholding Preference Certificate* form available at [CalSTRS.com/forms](http://CalSTRS.com/forms).

### Section 8.4 California State Income Tax Withholding

#### Section 8.4.1 Withholding Instructions

**Do not withhold** California state income tax.

**OR**

**Withhold** California state income tax.

Withhold California state income tax based on the tax tables for (choose one):

- Married with \_\_\_\_ (Enter 0 or number of allowances.)
- Single with \_\_\_\_ (Enter 0 or number of allowances.)
- Head of household with \_\_\_\_ (Enter 0 or number of allowances.)

**Additional withholding:** \$ \_\_\_\_\_ from each benefit payment in addition to the amount to be withheld based on the state tax tables. You must select one of the options above if you want additional withholding. Enter a dollar amount only.

**OR**

**Withhold only** \$ \_\_\_\_\_ from each benefit payment.  
Enter a dollar amount only.

### Section 8.5 Federal Income Tax Withholding

#### Section 8.5.1 Withholding Instructions

**Do not withhold** federal income tax.

**OR**

**Withhold** federal income tax based on the tax tables for (choose one):

- Single or married filing separately
- Married filing jointly or qualifying widow(er)
- Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

**Note:** A specific dollar amount cannot be withheld for federal income tax unless you also withhold according to the federal tax tables.

NAME \_\_\_\_\_ CLIENT ID OR SSN \_\_\_\_\_

### Section 8.5.2 Additional income and other adjustments

Complete sections 8.5.2.1, 8.5.2.2 and 8.5.2.3 below only if they apply to you. See the instructions for more information.

#### Section 8.5.2.1 Income from your or a spouse's job, other pensions or annuities

Complete this step if you have income from a job or more than one pension or annuity, or are married filing jointly and your spouse receives income from a job or a pension or annuity.

<b>a. Job income.</b> If you (or your spouse) have one or more jobs, enter the total taxable annual pay from all jobs, plus any income entered on Form W-4, Step 4(a), for the jobs, less the deductions entered on Form W-4, Step 4(b), for the jobs. Otherwise, enter "-0-."	\$
<b>b. Pension or annuity income.</b> If you (or your spouse) have any other pensions or annuities (including other CalSTRS benefits) that pay less annually than this one, then enter the total annual taxable payments from all lower-paying pensions or annuities. Otherwise, enter "-0-."	\$
<b>c. Total.</b> Add the amounts above.	\$

#### Section 8.5.2.2 Claim dependent and other credits

**Note:** If line a of section 8.5.2.1 is blank and the pension or annuity pays the most annually, complete section 8.5.2.2 through line b in section 8.5.2.3. Otherwise, do not complete section 8.5.2.2 through line b of section 8.5.2.3.

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000.	\$
Multiply the number of other dependents by \$500.	\$
Add other credits, such as foreign tax credit and education tax credits.	\$
<b>Total.</b> Add the amounts for qualifying children, other dependents, and other credits.	\$

#### Section 8.5.2.3 Optional adjustments

<b>a. Other income (not from jobs and pension or annuity payments).</b> If you want tax withheld on other income you expect this year that won't have withholding, enter the amount of the other income here. This may include interest, taxable Social Security payments, and dividends.	\$
<b>b. Deductions.</b> If you expect to claim deductions other than the basic standard deduction and want to reduce your withholding, use the Deductions Worksheet on IRS Form W-4P and enter the result.	\$
<b>c. Extra withholding.</b> Enter any additional tax you want withheld from <b>each payment</b> .	\$

### Section 9: Your Defined Benefit Supplement Election

#### Section 9.1 Defined Benefit Supplement Election (Service Retirement)

Complete if you are applying for service retirement during evaluation of a disability application.

If you made retirement contributions to CalSTRS on or after January 1, 2001, you have a **Defined Benefit Supplement** account with CalSTRS. If your Defined Benefit Supplement account balance is:

- **Under \$3,500**, you must take a lump-sum payment. Mark the lump-sum payment box below.
- **\$3,500 or more**, you have choices about how to receive those funds.

#### Defined Benefit Supplement Choices

You have **three payment choices** for your Defined Benefit Supplement account. **Choose only one.**

**1.  Lump-Sum Payment** You have three choices. Choose one:

- Check paid to you directly. (Skip to section 9.4 and select Direct Payment.)
- Rollover to CalSTRS Pension2. (Skip to section 9.4, select Rollover, then go to section 9.4.1.)
- Rollover to another qualified plan with a financial institution. (Skip to section 9.4, select Rollover, then go to section 9.4.2.)

**2.  Annuity Payment** You have two choices. Choose one:

**Period-Certain Monthly Annuity of 3 to 10 years\***

Number of years (choose one)  3  4  5  6  7  8  9  10 Then select one:

- Check paid to you directly. (Skip to section 9.4 and select Direct Payment.)
- Rollover to CalSTRS Pension2. (Skip to section 9.4, select Rollover, then go to section 9.4.1.)
- Rollover to another qualified plan with a financial institution. (Skip to section 9.4, select Rollover, then go to section 9.4.2.)

**OR  Lifetime Monthly Annuity\***

If you elected the **Member-Only Benefit** on page 8, you have one choice:

Member-Only Annuity

If you elected the **Modified Benefit** on page 8, you have three choices. Select one:

100% Beneficiary Annuity  75% Beneficiary Annuity  50% Beneficiary Annuity

**3.  Combination Lump Sum and Annuity** After your lump-sum payment, at least \$3,500 must remain in your Defined Benefit Supplement account to fund an annuity. Indicate your lump-sum payment amount and select one annuity.

\$ \_\_\_\_\_ **Lump-Sum Amount**

- Check paid to you directly. (Skip to section 9.4 and select Direct Payment.)
- Rollover to CalSTRS Pension2. (Skip to section 9.4, select Rollover, then go to section 9.4.1.)
- Rollover to another qualified plan with a financial institution. (Skip to section 9.4, select Rollover, then go to section 9.4.2.)

**Annuity Payment** You have two choices. Choose one:

**Period-Certain Monthly Annuity of 3 to 10 years\***

Number of years (choose one)  3  4  5  6  7  8  9  10 Then select one:

- Check paid to you directly. (Skip to section 9.4 and select Direct Payment.)
- Rollover to CalSTRS Pension2. (Skip to section 9.4, select Rollover, then go to section 9.4.1.)
- Rollover to another qualified plan with a financial institution. (Skip to section 9.4, select Rollover, then go to section 9.4.2.)

**OR  Lifetime Monthly Annuity\*** If you elected the **Member-Only Benefit** on page 8, you have one choice:

Member-Only Annuity

If you elected the **Modified Benefit** on page 8, you have three choices. **Select one:**

100% Beneficiary Annuity  75% Beneficiary Annuity  50% Beneficiary Annuity

**\*The Lifetime Monthly Annuity and Period-Certain Annuity of 10 years are not eligible for a rollover. See section 9.5 for tax withholding preferences.**

**Section 9.2 Defined Benefit Supplement Election—Coverage A (Disability Allowance Benefit)**

If you made retirement contributions to CalSTRS on or after January 1, 2001, you have a **Defined Benefit Supplement** account with CalSTRS. If your Defined Benefit Supplement account balance is:

- **Under \$3,500**, you must take a lump-sum payment. Mark the lump-sum payment box below.
- **\$3,500 or more**, you have choices about how to receive your funds.

**Defined Benefit Supplement Choices**

**NOTE:** If you are applying for disability benefits only, your Defined Benefit Supplement funds will not be paid out until your *Disability Benefits Application* has been approved.

You have **three payment choices** for your Defined Benefit Supplement account. **Choose only one.**

**1.  Lump-Sum Payment or Rollover** You have three choices. Choose one:

- Check paid to you directly. (Skip to section 9.4 and select Direct Payment.)
- Rollover to CalSTRS Pension2. (Skip to section 9.4, select Rollover, then go to section 9.4.1.)
- Rollover to another qualified plan with a financial institution. (Skip to section 9.4, select Rollover, then go to section 9.4.2.)

**2.  Annuity Payment** You have two choices. Choose one:

**Period-Certain Monthly Annuity of 3 to 10 years\***

Number of years (choose one)  3  4  5  6  7  8  9  10 Then select one:

- Check paid to you directly. (Skip to section 9.4 and select Direct Payment.)
- Rollover to CalSTRS Pension2. (Skip to section 9.4, select Rollover, then go to section 9.4.1.)
- Rollover to another qualified plan with a financial institution. (Skip to section 9.4, select Rollover, then go to section 9.4.2.)

OR

**Lifetime Monthly Annuity\***

**3.  Combination Lump Sum and Annuity** After your lump-sum payment, at least \$3,500 must remain in your Defined Benefit Supplement account to fund an annuity. Indicate your lump-sum payment amount and select one annuity.

\$ \_\_\_\_\_ **Lump-Sum Amount**

- Check paid to you directly. (Skip to section 9.4 and select Direct Payment.)
- Rollover to CalSTRS Pension2. (Skip to section 9.4, select Rollover, then go to section 9.4.1.)
- Rollover to another qualified plan with a financial institution. (Skip to section 9.4, select Rollover, then go to section 9.4.2.)

**Annuity Payment** You have two choices. Choose one:

**Period-Certain Monthly Annuity of 3 to 10 years\***

Number of years (choose one)  3  4  5  6  7  8  9  10 Then select one:

- Check paid to you directly. (Skip to section 9.4 and select Direct Payment.)
- Rollover to CalSTRS Pension2. (Skip to section 9.4, select Rollover, then go to section 9.4.1.)
- Rollover to another qualified plan with a financial institution. (Skip to section 9.4, select Rollover, then go to section 9.4.2.)

OR

**Lifetime Monthly Annuity\***

**\*The Period-Certain Annuity of 10 years and the Lifetime Monthly Annuity are not eligible for a rollover. See Section 9.5 for tax withholding preferences.**

### **Section 9.3** Defined Benefit Supplement Election—Coverage B (Disability Retirement Benefit)

If you made retirement contributions to CalSTRS on or after January 1, 2001, you have a **Defined Benefit Supplement** account with CalSTRS. If your Defined Benefit Supplement account balance is:

- **Under \$3,500**, you must take a lump-sum payment. Mark the lump-sum payment box below.
- **\$3,500 or more**, you have choices about how to receive your funds.

#### **Defined Benefit Supplement Choices**

You have **three payment choices** for your Defined Benefit Supplement account. **Choose only one.**

**1.  Lump-Sum Payment or Rollover** You have three choices. Choose one:

- Check paid to you directly. (Skip to section 9.4 and select Direct Payment.)
- Rollover to CalSTRS Pension2. (Skip to section 9.4, select Rollover, then go to section 9.4.1.)
- Rollover to another qualified plan with a financial institution. (Skip to section 9.4, select Rollover, then go to section 9.4.2.)

**2.  Annuity Payment** You have two choices. Choose one:

**Period-Certain Monthly Annuity of 3 to 10 years\***

Number of years (choose one)  3  4  5  6  7  8  9  10 Then select one:

- Check paid to you directly. (Skip to section 9.4 and select Direct Payment.)
- Rollover to CalSTRS Pension2. (Skip to section 9.4, select Rollover, then go to section 9.4.1.)
- Rollover to another qualified plan with a financial institution. (Skip to section 9.4, select Rollover, then go to section 9.4.2.)

**OR  Lifetime Monthly Annuity\***

If you elected the **Member-Only Benefit** on page 9, you have one choice:

Member-Only Annuity

If you elected the **Modified Benefit** on page 9, you have three choices. Select one:

100% Beneficiary Annuity  75% Beneficiary Annuity  50% Beneficiary Annuity

**3.  Combination Lump Sum and Annuity** After your lump-sum payment, at least \$3,500 must remain in your Defined Benefit Supplement account to fund an annuity. Indicate your lump-sum payment amount and select one annuity.

**\$ \_\_\_\_\_ Lump-Sum Amount**

- Check paid to you directly. (Skip to section 9.4 and select Direct Payment.)
- Rollover to CalSTRS Pension2. (Skip to section 9.4, select Rollover, then go to section 9.4.1.)
- Rollover to another qualified plan with a financial institution. (Skip to section 9.4, select Rollover, then go to section 9.4.2.)

**Annuity** You have two choices. Choose one:

**Period-Certain Monthly Annuity of 3 to 10 years\***

Number of years (choose one)  3  4  5  6  7  8  9  10 Then select one:

- Check paid to you directly. (Skip to section 9.4 and select Direct Payment.)
- Rollover to CalSTRS Pension2. (Skip to section 9.4, select Rollover, then go to section 9.4.1.)
- Rollover to another qualified plan with a financial institution. (Skip to section 9.4, select Rollover, then go to section 9.4.2.)

**OR  Lifetime Monthly Annuity\*** If you elected the **Member-Only Benefit** on page 9, you have one choice:

Member-Only Annuity

If you elected the **Modified Benefit** on page 9, you have three choices. **Select one:**

100% Beneficiary Annuity  75% Beneficiary Annuity  50% Beneficiary Annuity

**\*The Lifetime Monthly Annuity and Period-Certain Annuity of 10 years are not eligible for a rollover. See section 9.5 for tax withholding preferences.**

### Section 9.4 Defined Benefit Supplement Payment Instructions

I have received and read the *Special Tax Notice: Your Rollover Options* on pages 11–15 of the *Disability Benefits Application Instructions*. **I understand I have at least 30 days before distribution to consider the information provided in this notice and decide whether to elect a direct rollover to another retirement plan or have the amount distributed to me.** The 30-day waiting period has been met or I waive the 30-day period. Indicate below if you *want to receive your* Defined Benefit Supplement distribution as a direct payment or a rollover. **Select one:**

**Direct Payment:** I choose to have my Defined Benefit Supplement distribution paid directly to me. (Skip to section 10.)  
**OR**

**Rollover:** I choose to roll over all or part of my Defined Benefit Supplement distribution to a qualified plan with a financial institution. I understand that only lump-sum payments and period-certain annuities of three to nine years are eligible for a rollover. I have completed the information below. **NOTE:** *Any amount not designated for rollover will be mailed directly to you. See section 10, Direct Payment and mark the appropriate box for your tax withholding preferences.*

#### Section 9.4.1 Rollover to Pension2

**Complete this section if your rollover is to CalSTRS Pension2.**

I choose to roll over all or part of my Defined Benefit Supplement distribution to CalSTRS Pension2. Only lump-sum payments and period-certain annuities of three to nine years are eligible for a rollover. Complete the information below. If you already have a Pension2 account, we will roll over your Defined Benefit Supplement funds to that account. If you do not have a Pension2 account, we will open a Pension2 403(b) account for you and your investment will be defaulted into Voya Fixed Plus III, a fixed investment that guarantees your principal and a specific interest rate. You can reallocate your investment at any time. To access your account, visit [CalSTRS.com/Pension2](http://CalSTRS.com/Pension2) or call 888-394-2060.

##### Rollover of Tax-Deferred Contributions and Interest

I elect to roll over my tax-deferred contributions and interest to CalSTRS Pension2.

**Select one:**  Amount to transfer \$ \_\_\_\_\_ **OR**  Percentage to transfer \_\_\_\_\_ (indicate 1%–100%)

##### Rollover of After-Tax Contributions

I elect to roll over my after-tax contributions to CalSTRS Pension2.

**Select one:**  Amount to transfer \$ \_\_\_\_\_ **OR**  Percentage to transfer \_\_\_\_\_ (indicate 1%–100%)

**Next:** If you:

- Chose to **roll over 100%** of your Defined Benefit Supplement account to CalSTRS Pension2, **skip to section 11.**
- Chose to **roll over less than 100%** of your Defined Benefit Supplement account, **go to section 10** to indicate your tax withholding preferences.

##### CalSTRS Pension2 403(b) and 457(b) Plans

Pension2, CalSTRS' voluntary defined contribution plan, offers 403(b), 457(b), Roth 403(b) and Roth 457(b) plans with flexible investment choices and low costs. Pension 2 includes:

- Investments selected and monitored by CalSTRS for every type of investor—an investment with a competitive guaranteed rate of return; Easy Choice Portfolios provide ready-made diversified portfolios; Core Investment Options to build your own portfolio, including institutional class mutual funds with lower expense ratios than retail mutual funds; and a Self-Directed Brokerage Account, for experienced investors.
- Simple, low and transparent costs—there are no commissions, no surrender charges, no front- or back-end load fees.
- Services, planning tools and a team to help you succeed.

To learn more, go to [Pension2.com](http://Pension2.com), call toll free 888-394-2060 or email [Pension2@CalSTRS.com](mailto:Pension2@CalSTRS.com).

NAME \_\_\_\_\_ CLIENT ID OR SSN \_\_\_\_\_

### Section 9.4.2 Rollovers to Another Qualified Plan With a Financial Institution

**Complete this section if your rollover is to another qualified plan with a financial institution** other than CalSTRS Pension2. **You must obtain an original signature or a letter of acceptance from your financial institution.** If you do not submit a signature or letter of acceptance, your rollover may be delayed or sent to your mailing address provided on this form for you to deposit to the financial institution.

#### Rollover of Tax-Deferred Contributions and Interest

I elect to roll over my tax-deferred contributions and interest to one of the plans below.

**Select one:**  Amount to transfer \$ \_\_\_\_\_ **OR**  Percentage to transfer \_\_\_\_\_ (indicate 1%–100%)

**Select one:**  Traditional, SEP or SIMPLE IRA  Other eligible plan (403(b), 457(b), 401(k) or 401(a))

Roth account (taxable rollover)

#### Financial Institution Information (All information is required.)

Account Number \_\_\_\_\_ Make Check Payable to (Full Name of Financial Institution) \_\_\_\_\_

Payment Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

( )

Name of Financial Institution's Representative \_\_\_\_\_ Telephone \_\_\_\_\_

**Required:** To verify your rollover information, provide either a financial institution representative signature or letter of acceptance.

**Certification:** My signature below confirms the account number for the individual named at the top of this page. As a representative of the financial institution or plan named above, I certify that this institution or plan agrees to accept the funds described above as a direct trustee-to-trustee transfer from CalSTRS for deposit into a qualified IRA or other eligible plan as defined in the Internal Revenue Code. I understand that my signature below authorizes the transfer of CalSTRS funds as indicated above.



Financial Institution Representative's Signature \_\_\_\_\_ Signature Date (MM/DD/YYYY) \_\_\_\_\_

**OR**

Letter of acceptance is attached.

#### Rollover of After-Tax Contributions

I elect to roll over my after-tax contributions to one of the plans listed below (not applicable for most accounts).

**Select one:**  Amount to transfer \$ \_\_\_\_\_ **OR**  Percentage to transfer \_\_\_\_\_ (indicate 1%–100%)

**Select one:**  Traditional or SEP IRA  Other eligible plan (403(b), 457(b), 401(k) or 401(a))  Roth account

#### Financial Institution Information (All information is required.)

Account Number \_\_\_\_\_ Make Check Payable to (Full Name of Financial Institution) \_\_\_\_\_

Payment Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

( )

Name of Financial Institution's Representative \_\_\_\_\_ Telephone \_\_\_\_\_

**Required:** To verify your rollover information, provide either a financial institution representative signature or letter of acceptance.

**Certification:** My signature below confirms the account number for the individual named at the top of this page. As a representative of the financial institution or plan named above, I certify that this institution or plan agrees to accept the funds described above as a direct trustee-to-trustee transfer from CalSTRS for deposit into a qualified IRA or other eligible plan as defined in the Internal Revenue Code. I understand that my signature below authorizes the transfer of CalSTRS funds as indicated above.



Financial Institution Representative's Signature \_\_\_\_\_ Signature Date (MM/DD/YYYY) \_\_\_\_\_

**OR**

Letter of acceptance is attached.



### Section 9.5 Defined Benefit Supplement Tax Withholding Preferences

When completing this section, remember that there are penalties for not paying enough tax during the year, either through withholding or estimated tax payments. You may be able to avoid paying quarterly estimated taxes by having enough state and federal tax withheld from your benefit payment. California does not tax benefits of nonresidents. If you don't live in California but think you may be liable for California state income tax, you may request us to withhold state income tax.

#### Lifetime Monthly Annuity and Period-Certain Annuity of 10 Years

If you do not complete this section, we must withhold federal income tax from your monthly benefit payments as single with no adjustments. We must withhold state income tax as married claiming three withholding allowances (unless you are a nonresident of California, in which case we will not withhold state tax).

### Section 9.6 California State Income Tax Withholding

#### Section 9.6.1 Withholding Instructions

**Do not withhold** California state income tax.

**OR**

**Withhold** California state income tax.

Withhold California state income tax based on the tax tables for (choose one):

- Married with \_\_\_\_\_ (Enter 0 or number of allowances.)
- Single with \_\_\_\_\_ (Enter 0 or number of allowances.)
- Head of household with \_\_\_\_\_ (Enter 0 or number of allowances.)

**Additional withholding:** \$ \_\_\_\_\_ from each benefit payment in addition to the amount to be withheld based on the state tax tables. You must select one of the options above if you want additional withholding. Enter a dollar amount only.

**OR**

**Withhold only** \$ \_\_\_\_\_ from each benefit payment.  
Enter a dollar amount only.

### Section 9.7 Federal Income Tax Withholding

#### Section 9.7.1 Withholding Instructions

**Do not withhold** federal income tax.

**OR**

**Withhold** federal income tax based on the tax tables for (choose one):

- Single or married filing separately
- Married filing jointly or qualifying widow(er)
- Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

**Note:** A specific dollar amount cannot be withheld for federal income tax unless you also withhold according to the federal tax tables.

NAME \_\_\_\_\_ CLIENT ID OR SSN \_\_\_\_\_

### Section 9.7.2 Additional income and other adjustments

Complete sections 9.7.2.1 and 9.7.2.2 below only if they apply to you. See the instructions for more information.

#### Section 9.7.2.1 Income from your or a spouse's job, other pensions or annuities

Complete this step if you have income from a job or more than one pension or annuity, or are married filing jointly and your spouse receives income from a job or a pension or annuity.

<b>a. Job income.</b> If you (or your spouse) have one or more jobs, enter the total taxable annual pay from all jobs, plus any income entered on Form W-4, Step 4(a), for the jobs, less the deductions entered on Form W-4, Step 4(b), for the jobs. Otherwise, enter "-0-."	\$
<b>b. Pension or annuity income.</b> If you (or your spouse) have any other pensions or annuities (including other CalSTRS benefits) that pay less annually than this one, then enter the total annual taxable payments from all lower-paying pensions or annuities. Otherwise, enter "-0-."	\$
<b>c. Total.</b> Add the amounts above.	\$

#### Section 9.7.2.2 Optional adjustments

<b>a. Extra withholding.</b> Enter any additional tax you want withheld from <b>each payment</b> .	\$
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### Section 10: Defined Benefit Supplement Tax Withholding for Lump Sum or Period-Certain Annuities of 3–9 Years

Federal law requires that CalSTRS withhold at least 20% federal income tax for all lump-sum payments and period-certain annuities of three to nine years that are paid directly to you or your designated beneficiary unless the payment is less than \$200. You may elect a higher percentage if you choose.

If you choose to have California State tax withholding, CalSTRS will withhold 2% for state tax for all lump-sum payments and period-certain annuities of three to nine years.

#### CALIFORNIA STATE INCOME TAX WITHHOLDING

- Withhold** 2% California state income tax.
- Do not withhold** California state income tax.

#### FEDERAL INCOME TAX WITHHOLDING

**CalSTRS must withhold 20% federal income for tax.**

Optional: If you would like more than 20% withheld for federal income tax, you may designate a higher percentage.

Enter a whole number (no decimals): \_\_\_\_\_%

**Note:** See [irs.gov](http://irs.gov) for information and instructions on Form W-4R.

### Section 11: Required Signatures

**Check all that apply to your current and previous marital status:**

- I am married or registered as a domestic partner and both our signatures are below.
- I am married or registered as a domestic partner and my spouse or registered domestic partner did not sign below. I have completed, signed and attached the *Justification for Non-Signature of Spouse or Registered Domestic Partner* form. 
- I have never been married or in a registered domestic partnership **OR** I am widowed or my registered domestic partner has died.
- I have been divorced or have terminated a registered domestic partnership, and my former spouse or registered domestic partner was awarded a portion of my CalSTRS benefits.
- I have been divorced or have terminated a registered domestic partnership, and my former spouse or registered domestic partner was *not* awarded a portion of my CalSTRS benefits.

**Member's Signature**

I certify that I have read the Disability Benefits Application Instructions and the booklet, *Your Disability Benefits Guide*, and I am applying for a disability benefit. If I applied for service retirement while my disability application is being evaluated, I fully understand that if my properly completed, signed and dated retirement application is approved by CalSTRS and verified by my employer, I will be officially retired as of my requested retirement date. In addition, I waive my right to the 30-day notice period for a Defined Benefit Supplement distribution direct payment or rollover (sections 9.1, 9.2, 9.3 and 9.4.)

I understand the 180 calendar day separation-from-service requirement, the earnings limit and the consequences of both, if I return to work while receiving a benefit.

I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statement, including a false statement regarding my marital status, for the purpose of using it, or allowing it to be used, to obtain, receive, continue, increase, deny or reduce any benefit administered by CalSTRS and it may result in penalties, including restitution, of up to one year in jail and/or a fine of up to \$5,000 (Education Code section 22010). It may also result in any document containing such false representation being voided.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that perjury is punishable by imprisonment for up to four years (Penal Code section 126).



Member's Signature \_\_\_\_\_

Signature Date (MM/DD/YYYY) \_\_\_\_\_



Current Spouse's or Registered Domestic Partner's Signature \_\_\_\_\_

Signature Date (MM/DD/YYYY) \_\_\_\_\_

**NOTE: Signature dates can be no earlier than six months before your requested retirement date.**

### Submitting Your Application

Submit pages 1–19 of your *Disability Benefits Application*. You'll also need to submit the *Justification for Non-Signature of Spouse or Registered Domestic Partner* form, if required. Remember to sign and date your application and other forms. Keep a copy for your records. If you fax your application, keep the confirmation page. We are unable to call and confirm receipt of your faxed application.

**Hand Delivery**

Hand deliver to a local CalSTRS office. Find one at [CalSTRS.com/forms-drop](http://CalSTRS.com/forms-drop).

**Electronic Delivery**

Electronically submit your documents by using the link [SDS.CalSTRS.com](http://SDS.CalSTRS.com).

**Fax Delivery**

916-414-5784

**Mail Your Application**

CalSTRS  
P.O. Box 15275, MS 43  
Sacramento, CA 95851-0275

**Overnight Delivery**

If you are using a special mailing service such as UPS or FedEx, send your application to:

CalSTRS  
Member Services  
100 Waterfront Place  
West Sacramento, CA 95605

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