



Defined Contribution 401(a) Plan Withdrawal Fact Sheet

Background Information

With the *Defined Contribution 401(a) Plan*, a 401(a) account is established on your behalf and your account grows through contributions from your employer and earnings from investments.

For an employee to be eligible to withdrawal or rollover funds from their 401(a) account, an employee must:

- (1) Be vested. Most employees are vested after working for the city of Richmond or RBHA for 5 years; employees also become vested when they reach their normal retirement age.
- (2) Have separated from employment. Employees who are still working for the city of Richmond or RBHA are ineligible to withdrawal funds from their 401(a) accounts.

Setting up a Withdrawal

Employees will not be able to set up a withdrawal until after their employer's department of human resources has processed their termination. **This typically takes between 30 and 45 calendar days.**

After the termination is processed, former employees can login to their account at www.icmarc.org and click *My Account and Withdraw Funds*. Requests submitted online before 4pm ET are processed that evening and the disbursement is sent out the next business day.

If you do not have access to a computer, please contact Investor Services to request a form at 1-800-669-7400.

For employees experiencing difficulties, please speak with your department of human resources or contact the RRS by emailing retirement@richmondgov.com or calling (804) 646-5958.

Important Considerations

Former employees who are considering withdrawals are encouraged to speak with a trusted tax or financial advisor to discuss the potential tax consequences associated with receiving a distribution from your 401(a) account and options for continuing to defer federal taxes by transferring funds directly to another eligible retirement plan through a direct rollover.

As a reminder, it takes between **30 and 45 calendar days** for your termination to be processed.