June 2021

TO: Certifying Officers, State and County Colleges

FROM: New Jersey Division of Pensions & Benefits (NJDPB)

SUBJECT: EPIC Intrafund Transfer Application

The New Jersey Division of Pensions & Benefits is implementing a change to the procedure for an Intrafund Transfer on behalf of a currently enrolled employee transferring to a new location in the same pension fund.

Effective July 1, 2021, an online Intrafund Transfer (also known as a Report of Transfer) will be available and must be completed via the Employer Pensions and Benefits Information Connection (EPIC) for members transferring to a State or county college. We will no longer accept a paper Report of Transfer/Multiple Enrollment Form except in the following circumstances:

- Accounts currently set up with Multiple Member status; and
- Members who begin to work at multiple locations.

In these cases, employers should continue to use a paper Report of Transfer/Multiple Enrollment Form, which can be found on our website at: www.nj.gov/treasury/pensions

Those employed in a position covered by the Alternate Benefits Program (ABP) who wish to waive participation in the ABP should complete an Election to Waive ABP Participation for Members of PERS/TPAF form. Employers should certify the completed form and email it to: PensionsEnrollmentWaiverForms@treas.nj.gov within 30 days of appointment to the ABP-covered position. This mailbox is for waiver forms only; please do not send other forms to this mailbox. The Election to Waive ABP Participation for Members of PERS/TPAF form is available on our website.

ADDITIONAL INFORMATION

If you have questions regarding any of the information provided in this letter, contact the NJDPB’s Office of Client Services at (609) 292-7524, or email the NJDPB at: pensions.nj@treas.nj.gov