



CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST DISBURSEMENT REQUEST

To request a disbursement from your California Employers' Pension Prefunding Trust (CEPPT) employer account, please complete this form (see page 3 for instructions):

Employer Information

Employer Name	
Street Address 1	
Street Address 2	
City/State/ZIP	

Type of Reimbursement:

CalPERS has two methods for CEPPT reimbursement processing. We can mail a check back to the requesting employer, or at the employer's direction, deposit the assets directly into the Public Employees' Retirement Fund (PERF). If you elect to have the assets deposited directly into the PERF, we will need an accounts receivable identified below to apply the amount to. Please select the disbursement processing option:

I authorize CalPERS to process the disbursement and deposit assets directly in the PERF. The Accounts Receivable ID to deposit the asset is:

Accounts Receivable Identification for Deposit

I authorize CalPERS to process the disbursement and mail the check to the address stated above.

Disbursement Request Information

	Account #1	Account #2*
CEPPT Account Number		
CEPPT Strategy		
Pension Provider		
Expense Paid		
Payment Period		
Total Expenses to be Disbursed		

* If concurrently participating in both strategies, CEPPT Strategy 1 and CEPPT Strategy 2, fill in both columns. If participating in a single strategy, please fill in column under Account #1.

Employer understands that disbursements from the CEPPT are governed by the terms of the *Agreement and Election to Prefund Employer Contributions to a Defined Benefit Pension Plan (Agreement)*. Authority to request disbursements has been delegated by the governing board of the agency to the undersigned.

The undersigned is/are authorized to request disbursements, under the terms of the *Agreement* from the CEPPT. The undersigned certifies the payment information provided above is accurate, and reimbursement requested is for pension contribution to a defined benefit pension plan paid by the employer. **For amounts of ten thousand dollars (\$10,000) or more, signatures of two authorized employer representatives are required.** Reimbursements for expenses related to periods prior to July 1 can only be made if a properly executed disbursement request is received by CalPERS on or before July 31. After July 31, reimbursements can only be made for **current** fiscal year expenses (incurred on or after July 1) regardless of the employer's fiscal year end date.

Authorized Employer Representative Printed Name	Title	Telephone Number
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Signature	Email address	Date
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Authorized Employer Representative Printed Name	Title	Telephone Number
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Signature	Email address	Date
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To ensure timely processing, email the signed and completed CEPPT Disbursement Request to: CEPPT4U@calpers.ca.gov.

For CEPPT Use Only	
Received By CEPPT	CEPPT Contract Effective Date
Confirmed Authorized Employer Representative	Pension Cost Amounts Reviewed
CalPERS Approved By	Approval Date
For FINO Use Only	
FINO Approved By	FINO Approval Date
Claim Schedule Number	Claim Schedule Date

CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST DISBURSEMENT REQUEST-INSTRUCTIONS

Instructions to complete this form:

1. Enter the name of the employer and its business address into the “*Employer Information*” chart.
2. Select the option for how the disbursement should be processed under “*Form of Reimbursement*”.
3. Report the account number, CEPPT strategy, and name of the defined benefit pension plan to which payments for the contributions were made by the employer in the chart labeled “*Disbursement Request Information*”. Record the total pension contribution payments made to the defined benefit pension plan (see example below) and the period of time which the expenses occurred. Trust disbursements can be made only for pension contribution costs in accordance with the terms of the *Agreement and Election to Pre-fund Employer Contributions to a Defined Benefit Pension Plan (Agreement)*. The payment period cannot pre-date the effective date of the Agreement.

	Account #1	Account #2*
CEPPT Account Number	123456789-401P	123456789-501P
CEPPT Strategy	CEPPT Strategy 1	CEPPT Strategy 2
Pension Provider	PERF	PERF
Expense Paid	\$250,000	\$3,000,000
Payment Period	July 2019-February 2020	
Total Expenses to be Disbursed	\$3,250,000	

4. The form must be signed by incumbents of positions authorized to request CEPPT disbursements. These positions are named in the CEPPT *Delegation of Authority to Request Disbursements* on file with CalPERS. For amounts of ten thousand dollars (\$10,000) or more, two signatures are required.
5. Unless assets are being deposited directly into the PERF, disbursements will be made payable to the employer and sent to the employer’s business address on record with CalPERS, attention of an authorized employer representative who signed this Disbursement Request.
6. Disbursements related to the prior fiscal year (July through June) **must** be presented to CalPERS by July 31 of each year and will be accrued if the disbursement request is received before July 31. After July 31, no reimbursements can be made for periods before July of the current fiscal year.