

Section 13

Withdrawal Certification

The following instructions explain how to certify a member account withdrawal and reemployed retiree payment in ESS.

Accessing a Withdrawal Certification

Step 1

You will receive an email when a withdrawal certification is ready to complete.

To access the certification from the home page:

1. Click on “Withdrawal Certification” in the banner menu, or
2. Click on “Withdrawal Certification” in the Outstanding Reports section.

This will take you to the Reports To Be Completed tab of the Withdrawal Certification screen shown on the next page.

The screenshot shows the ESS Home page with a navigation bar at the top. The 'Withdrawal Certification' link is circled in red. Below the navigation bar, there are three main sections: 'Additional Tools', 'Outstanding Reports', and 'Current Obligations'. A red arrow points to the 'Withdrawal Certification' link in the 'Outstanding Reports' section.

| Report Type | Number of Reports |
|---------------------------------|-------------------|
| Service Credit Verification | 1 |
| Accrued Verification | 1 |
| Employment Verification Reports | 3 |
| Annual Reporting | 1 |
| Withdrawal Certification | 2 |
| Pay Date Calendar | 1 |
| Violation Period Certification | 1 |

| Due Date | Description | Amount |
|------------|------------------------------------|------------|
| 09/12/2023 | Payroll-reported contributions due | \$515.78 |
| 09/13/2023 | PSC employer cost-Kimberly K | \$5,719.60 |
| 09/15/2023 | Monthly PSC deductions due | \$811.23 |
| | Payment received - not yet applied | -\$276.65 |

Step 2

1. Click on the employee's SSN to open the certification.
2. This will take you directly to the withdrawal certification screen for the member withdrawal (Page 3) or the reemployed payment (Page 4).

| Employee SSN | Employee Name | Notification Date | Benefit Type |
|-----------------------------|---------------|-------------------|--------------------|
| XXX-XX-4385 | DEJA, DEJA | 07/15/2023 | Member Withdrawal |
| XXX-XX-2842 | ABBED, ABBED | 06/19/2023 | Reemployed Payment |

Navigation Notes

- You will automatically be taken to the Reports To Be Completed tab when you access a withdrawal certification from the home page. Two types of certifications may be listed: member withdrawal and reemployed payment.
- The Available for Updates tab lists existing certifications in need of correction. STRS Ohio will notify you if a correction is needed. Once notified, click on this tab to make the necessary corrections.
- The Submitted Reports tab contains submitted certifications that are available for viewing or printing. Click on this tab if you want to view or print a certification.

Certifying a Member Account Withdrawal

Once you click on the employee's SSN for a member withdrawal, you will be taken to the certification screen.

Step 1

Enter the following information for the member applying for account withdrawal:

1. Last day of service.
2. Last pay date.
3. Service credit earned for each year listed.
4. The alternative retirement plan (ARP) question appears for colleges and universities only. Click "Yes" if the member is currently contributing to an ARP. Then select the ARP provider from the drop-down menu. Otherwise, leave the selection marked as "No."
5. Include any comments necessary to help STRS Ohio process the withdrawal.

Step 2

When finished, click "Save & Submit."

To print a copy of the certification after it has been submitted, click on the Submitted Certifications tab.

The screenshot shows the 'Withdrawal Certification' page on the STRS Ohio website. The navigation bar includes 'Home', 'Make a Payment', 'New Hire Notification', 'Reemployed Retiree Notification', 'Employer Reports', 'Deposit & Service Reports', 'Withdrawal Certification', and 'Documents'. The main heading is 'Withdrawal Certification', with tabs for 'Reports To Be Completed', 'Available for Updates', and 'Submitted Certifications'. A note states: '(For an STRS Ohio Member Applying for Account Withdrawal)'. A warning box says: 'Under Ohio law, employers must verify information and certify only accurate and correct information about an applicant's service credit and contributions. This information is used to determine payment due to the applicant. Employers are required to reimburse STRS Ohio for any overpayment of funds resulting from an error in employer certification.' Employee information is shown: 'Employee: DEJA, DEJA' and 'SSN: XXX-XX-4385'. A tip indicates: 'The member is still active because he or she has not terminated employment, is an applicant for employment, is on a leave of absence or has agreed to teach in the future. I cannot complete the certification at this time. I understand this will cancel the member's withdrawal application process.' Fields for 'Last Day of Service' and 'Last Pay Date' are shown with date pickers. Below are columns for 'FY 2023-2024' and 'FY 2022-2023' with a 'Service Credit Calculator' link. A question asks: 'Is this applicant currently contributing to an Alternative Retirement Plan (ARP) in an STRS Ohio-covered position with your school?' with 'Yes' selected. An 'ARP Provider Name' dropdown menu is open, showing options: AXA EQUITA, FIDELITY I, LINCOLN NA, MASS MUTUA, NATIONWIDE, TIAA, VALIC, VOYA FINAN. A disclaimer box states: 'By submitting this Employer Certification, you are certifying that to the best of your knowledge the member named above, who is applying for an STRS Ohio account withdrawal, is not currently under contract with your school in an STRS Ohio-contributing position as defined in retirement law; is not on a leave of absence from such employment; does not have any other contractual status; is not an applicant for such employment, including substitute teaching; and is under no verbal or written agreement for future teaching.' At the bottom are 'Back to List' and 'Save & Submit' buttons.

Tip! If the member is still working, click the box under the member's name and Social Security number. (A check mark will appear.) Then click "Save & Submit."

Certifying a Reemployed Retiree Payment

Once you click on the employee's SSN for a reemployed payment, you will be taken to the certification screen.

Step 1

Enter the following information for the member applying for a reemployed payment:

1. Last day of service.
2. Last pay date.
3. Employee contributions for each year listed.
4. Include any comments necessary to help STRS Ohio process the payment.

Step 2

When finished, click "Save & Submit."

To print a copy of the certification after it has been submitted, click on the Submitted Certifications tab.

The screenshot shows the STRS Ohio Withdrawal Certification form. At the top, there is a navigation bar with links: Home, Make a Payment, New Hire Notification, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, **Withdrawal Certification**, and Documents. Below the navigation bar, the title "Withdrawal Certification" is displayed. There are three tabs: "Reports To Be Completed", "Available for Updates", and "Submitted Certifications". A note states: "(For an STRS Ohio Reemployed Retiree Applying for Reemployed Payment)". A warning box contains the text: "Under Ohio law, employers must verify information and certify only accurate and correct information about an applicant's contributions. This information is used to determine payment due to the applicant. Employers are required to reimburse STRS Ohio for any overpayment of funds resulting from an error in employer certification." The form fields include: Employee: ABBED, ABBED; SSN: XXX-XX-2842; a "Tip!" section with a checkbox and text: "The reemployed retiree is still active because he or she has not terminated employment, is an applicant for employment, is on a leave of absence or has agreed to teach in the future. I cannot complete the certification at this time. I understand this will cancel the reemployed retiree's application process."; Last Day of Service and Last Pay Date fields with dropdown menus; a section for "Information to be reported on Annual Report" for FY 2022-2023, with an "Employee contributions" field showing a dollar sign and a yellow input box; an "Optional comments (max 500 characters)" text area; a large warning box at the bottom stating: "By submitting this Employer Certification, you are certifying that to the best of your knowledge the member named above, who is applying for an STRS Ohio reemployed payment, is not currently under contract with your school in an STRS Ohio-contributing position as defined in retirement law; is not on a leave of absence from such employment; does not have any other contractual status; is not an applicant for such employment, including substitute teaching; and is under no verbal or written agreement for future teaching." At the bottom right, there are two buttons: "Back to List" and "Save & Submit".

Tip! If the member is still working, click the box under the member's name and Social Security number. (A check mark will appear.) Then click "Save & Submit."