



State of California  
 California Public Employees' Retirement System  
 California Employers' Pension Prefunding Trust (CEPPT)  
 400 Q Street, Sacramento, CA 95811  
 www.calpers.ca.gov

## 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):

| <b>Employer Information</b> |  |
|-----------------------------|--|
| Employer Name               |  |
| Street Address 1            |  |
| Street Address 2            |  |
| City/State/ZIP              |  |

| <b>Disbursement Request Information</b>  |            |             |
|--|------------|-------------|
|  | 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 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<br>Printed Name | Title | Telephone Number |
|--|-------|------------------|

|           |               |      |
|-----------|---------------|------|
| Signature | Email address | Date |
|-----------|---------------|------|

|  |       |                  |
|--|-------|------------------|
| Authorized Employer Representative<br>Printed Name | Title | Telephone Number |
|--|-------|------------------|

|           |               |      |
|-----------|---------------|------|
| Signature | Email address | Date |
|-----------|---------------|------|

**Email signed, completed CEPPT Disbursement Request to [CEPPT4U@calpers.ca.gov](mailto:CEPPT4U@calpers.ca.gov) to ensure timely processing of your disbursement.**

| For CEPPT Use Only                           |                               |
|--|-------------------------------|
| Received By CEPPT                            | CEPPT Contract Effective Date |
| Confirmed Authorized Employer Representative | Pension Cost Amounts Reviewed |
| CalPERS Approved By                          | Approval Date                 |
|  |                               |
| 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.
2. 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. 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.

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

3. 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.
4. 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. Disbursement requests that satisfy the Agreement and are received on or after the 1st of the month will be processed the following month.
5. 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.