

Online Distributions and ACH Direct Deposits Available

If you are a terminated Investment Plan member who has met the requirements for taking an Investment Plan distribution or your Investment Plan account contains funds rolled into it from DROP, you can request a distribution online. You can also electronically deposit distributions to your bank account. Additional information follows.

Please note that the following distribution cannot be currently processed online (it can only be processed by calling ING (formerly known as CitiStreet) at 1-866-446-9377, Option 4):

- A distribution from the Investment Plan account of a member who took a partial Investment Plan distribution (“retired”) and then returned to FRS employment. The remaining Investment Plan balance cannot be taken online until 12 months have passed since the date of the initial distribution.

Processing an Investment Plan Online Distribution or Rollover

To request an online distribution, log into MyFRS.com¹ then select “Manage My Benefits,” then “Manage Investments,” and then select “Distributions” in the left-hand navigation menu (see the following screen shot):

Fund Name	# of Units	Unit Price	Fund Balance	% of Balance
CORE BALANCED FUNDS				
A10 FRS Conservative Balanced	49,4514	\$14.152823	\$699.88	53.43%
CORE BOND FUNDS				
B20 PIMCO Total Return Fund	27,4732	\$13.840111	\$380.23	29.03%
CORE FOREIGN STOCK FUNDS				
F10 FRS Foreign Stock Index	10,7510	\$21.372493	\$229.78	17.54%
Total			\$1,309.89	100.00%

After selecting “Distributions,” select “Request a Distribution” and follow the presented screens. Rollovers can also be requested by following the presented screens for the rollover options. Rollover checks will be sent to your address of record. Any questions regarding taking a distribution online should be directed to ING at 1-866-446-9377, Option 4. Note that you have the option of requesting a distribution by calling ING.

¹ If this is the first time you are logging onto MyFRS.com, you will use the PIN provided to you in your New Hire Kit. If you have already logged onto MyFRS.com, you will use the new User ID and password you created.

Distributions via ACH (Direct Deposit)

If you want to have your distribution paid by ACH direct deposit you may want to consider entering the required information prior to being eligible for a distribution. This stored information will then be used when you initiate the distribution request either online or by calling ING. If you have any questions regarding ACH direct deposit you should contact ING at 1-866-446-9377, Option 4.

To have an Investment Plan distribution paid electronically, you should log into MyFRS.com then select “Manage My Benefits,” then “Manage Investments,” then select “Personal Information” in the top menu, then choose “Banking Information” in the drop-down box (see the following screen shot):

The screenshot shows the MyFRS.com homepage. At the top, there's a banner with the text "YOUR Money YOUR Choice". Below the banner, the main navigation menu includes links for "Investment Funds", "New Hires", "Basics", "FRS Programs", "Resources", "My Home", "My Profile", and "Log Out". The "Personal Information" link is highlighted with a red oval. A secondary dropdown menu, also highlighted with a red oval, appears below it, listing "Summary", "Address Information", and "Banking Information". An arrow points from the "Banking Information" option down towards the "Balances" section of the page. On the left side, there's a sidebar with links for "Balances", "Statement", "Manage Investments", "Distributions", "Transaction History", "Account Activity", and "Pending Transactions". The "Balances" section displays a table titled "Balances as of July 30, 2008". The table has columns for "Fund Name", "# of Units", "Unit Price", "Fund Balance", and "% of Balance". It lists three categories: CORE BALANCED FUNDS, CORE BOND FUNDS, and CORE FOREIGN STOCK FUNDS. The total fund balance is \$1,309.89, which is 100.00% of the total balance.

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Total			\$1,309.89	100.00%

Then select “Add/Edit Banking Info,” then “Add Information,” and the following screen will be displayed.

The screenshot shows the MyFRS Florida Retirement System website. At the top, there's a banner with the text "YOUR Money YOUR Choice". Below the banner, the navigation bar includes links for "Investment Funds", "New Hires", "Basics", "FRS Programs", "Resources", "My Home", "My Profile", and "Log Out". The main menu has tabs for "My Account", "Personal Information" (which is selected), and "Plan Investments". On the right side of the header, there are icons for search, help, money, and user profile. The main content area is titled "Banking Information". On the left, a sidebar lists "Summary", "Address Information", "Banking Information", and "Add/Edit Banking Info". The main content area starts with a section titled "Add Banking Information" with the sub-instruction: "Enter your banking information in the fields below. When you are done, click SUBMIT to save your changes." It explains that banking information will be saved for direct deposit disbursements and provides a toll-free number for questions. It also states that changes or deletions can be made the next business day. A note says the FRS does not offer International ACH deposits at this time. Below this is a "Bank Information" form with fields for "Account Type" (radio buttons for "Checking" and "Savings"), "Routing Number" (text input field with a "Help" button), and "Account Number" (text input field with a "Help" button). A note below the form says: "If you click Cancel, your banking information updates will not be saved." At the bottom of the form are "Cancel" and "Submit" buttons.

You should then enter the account type, routing number, and account number and then click “Submit.” Please note that once the banking information has been submitted, the earliest the information can be changed or deleted is the next business day.

The **routing number** is a 9 digit number that identifies your bank. It is usually located to the left of the account number at the bottom of a personal check or savings withdrawal slip. You can obtain this number from your financial institution. The **account number** is your checking or savings account number at your financial institution. It is usually located to the right of the routing number at the bottom of a personal check. Disregard any spaces or dashes in the middle. Note that the check number is also printed at the bottom of the check, but it should not be included as part of your account number. The following check sample can assist you in locating your routing number and checking number.

