



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
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May 28, 2021

TO: Certifying Officers, All Funds
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 June 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 coming from a local or a State autonomous location to a Centralized Payroll location (or vice-versa). We will no longer accept a paper *Report of Transfer/Multiple Enrollment Form* except in the following circumstances:

- Members paid on Biweekly supplemental payroll (Senate and General Assembly);
- State Police enlisted officers;
- Members transferring from one Centralized Payroll location to another Centralized Payroll Location;
- State and County Colleges;
- 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

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