

# READING YOUR 1099-R FORM

Your 1099-R form is mailed to you each year by the Internal Revenue Service (IRS) deadline, typically January 31<sup>st</sup>. The form provides the details concerning the retirement benefit distributions you received during the tax year and should be used in filing your federal and state income taxes. To allow for mail time, if you have not received your 1099-R by February 14<sup>th</sup>, please contact the Norfolk Employees' Retirement System (NERS) at (757) 664-4738 to request a copy. For more information on your 1099-R, visit the IRS online at [www.irs.gov](http://www.irs.gov), or call 1-800-829-1040.

**Box 1** - Contains the sum of all the benefit payments (before taxes).

**Box 2a** - Contains the sum of your benefit payments minus your non-taxable monthly exclusion amounts.

**Box 2b Total Distribution** - An "X" in this box only indicates the payment shown in Box 1 is a total distribution. A total distribution is one or more distributions within one tax year in which the entire balance of the account is distributed.

**Box 4** - Contains the total amount of taxes withheld from your benefit payments based on your federal tax withholding election.

**\*Box 7** - Contains the IRS code identifying the type of distribution you received. The list below provides an explanation of the codes used by NERS.

**Box 14** - Contains the total amount of taxes withheld from your benefit payments based on your state tax withholding election.

**Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.**

**Copy 1**  
For State, City, or Local Tax Department

\*The codes below are commonly found in Box 7 and indicate the type of benefit being reported to the IRS:

- 1 – A retirement distribution being paid to a member who is under age 59 ½ on December 31st of the tax year being reported.
- 2 – A retirement distribution being paid to a member who is younger than 59 ½ or a refund of retirement contributions when the individual has one of the following exceptions:
  - A governmental section 457(b) plan distribution that is not subject to the additional 10% tax.
  - A distribution from a qualified retirement plan after separation from service in or after the year the participant has reached age 55.
  - A distribution from a governmental defined benefit plan to a public safety employee after separation from service, in or after the year the employee has reached age 50.
  - A distribution that is part of a series of substantially equal periodic payments over a period of more than one year.
- 4 – Indicates the amount reported is a death benefit lump sum distribution or retirement distribution made to a member's beneficiary or survivor, including their trust or estate.
- 7 – Normal distribution.
- G – Distribution Code G represents amounts that you elected to rollover to another qualified retirement account, such as an Individual Retirement Account (IRA). NERS transferred these funds directly to the financial institution as directed by you.

**Special Note:** The address shown your 1099-R is the address on record with the NERS when the forms are processed in January. If this address is incorrect, you may change the address online through PeopleSoft Self-Service at [www.norfolk.gov/retirement](http://www.norfolk.gov/retirement) or submit a written request with your signature to change your address to [retirement@norfolk.gov](mailto:retirement@norfolk.gov).