

Completing an Exchange, Transfer, and Rollover Request

Questions? Call us at 800-880-2776

The following instructions explain how to;

- a. exchange your voluntary retirement plan assets between approved investment providers and products within your retirement plan
- b. transfer your voluntary retirement plan assets between different 403(b) Plan Sponsors with approved investment providers and products
- c. roll your voluntary retirement plan assets to an IRA or retirement plan with another employer
- d. roll voluntary retirement plan assets from a prior retirement plan into your current plan

Your retirement plan may have additional restrictions on exchanges, transfers, or rollovers. To process an exchange, transfer or rollover you must complete a transaction authorization form. This form is available on this website under the Transaction Authorization Form link.

Exchanging or transferring your retirement plan assets between approved providers within your plan

1. Verify that the new investment provider and product are approved by your employer. You may view a list of approved investment providers on our web site under the Authorized Providers link. Exchanges and Transfer may not be made to investment providers not approved by your employer.

Your retirement plan may have additional restrictions for exchanges or transfers. You may contact your financial representative or National Plan Administrators at 800-880-2776 to determine if you are eligible to complete an exchange or transfer out of your voluntary retirement plan.

2. Contact the desired representative or new investment provider to complete an investment application and salary reduction agreement if contributions will be redirected to the new investment provider. Your representative can provide you with the required forms. The salary reduction agreement is available on this web site under the 403(b) Salary Reduction Agreement link.
3. Contact your representative or current investment provider to get a copy of the paperwork needed to complete an exchange or transfer to a new investment provider or product.
4. Complete the transaction authorization form indicating your desire to process an exchange or transfer within the plan. This form is available

on this web site under the Transaction Authorization Form link.

5. Submit the transaction authorization form, distribution request form (current provider), exchange/transfer paperwork (new provider) and salary reduction agreement, if applicable, to the address listed on the bottom of the transaction authorization form. Your representative can assist you in completing all forms necessary to complete the transfer.
6. Once your exchange or transfer request has been reviewed and approved it will be forwarded to the applicable investment providers for processing.

Rollover to an IRA or retirement plan with a new employer

1. Generally, you may request a rollover from your voluntary retirement plan to an IRA or a retirement plan sponsored by your new employer if:
 - i. You are retired or separated from service from the employer that made salary reduction contributions to your retirement account
 - ii. You are disabled
 - iii. You have attained 59 ½ years of age

Your retirement plan may have additional restrictions for rollovers. You may contact your financial representative or National Plan Administrators at 800-880-2776 to determine if you are eligible to complete a rollover out of your voluntary retirement plan.

2. Contact your representative or investment provider to get a copy of the paperwork needed to complete a rollover.
3. Complete the transaction authorization form indicating your desire to process a rollover out of the plan. This form is available on this web site under the Transaction Authorization Form link.
4. Submit the transaction authorization form and the distribution request form (current provider) to the address listed on the bottom of the transaction authorization form. Your representative can assist you in completing all forms necessary to complete the rollover.
5. Once your rollover request has been reviewed and approved it will be forwarded to the applicable investment providers for processing.

Rollover to your current voluntary retirement plan

1. Generally, you may request a rollover from a prior retirement plan to your current voluntary retirement plan if you qualify for a distribution under the prior plan. Your prior retirement plan may have additional restrictions for rollovers; therefore you should consult with your financial representative or

prior plan administrator to determine if you are eligible to complete a rollover out of your prior retirement plan.

2. Contact your representative or investment provider to get a copy of the paperwork needed to complete a rollover out of your prior plan.
3. Contact your representative or current investment provider to get a copy of the paperwork needed to complete a rollover contribution into your current plan.
4. Complete the transaction authorization form indicating your desire to process a rollover contribution to the current plan. This form is available on this website under the Transaction Authorization Form link.
5. Submit the transaction authorization form, distribution request form (prior provider), and rollover paperwork (current provider) to the address listed on the bottom of the transaction authorization form. Your representative can assist you in completing all forms necessary to complete the rollover.
6. Once your rollover request has been reviewed and approved it will be forwarded to the applicable investment providers for processing.

