How to Complete the Rollover Form

When to use this form: This form is used to invest prior plan money into your current retirement plan. Generally, you can roll over assets from these types of plans: Qualified Plans (Including 401(k) Plans), SIMPLE IRAs in existence for at least 2 years, Conduit and Traditional IRAs (taxable non-Roth distributions only), 457(b) plans, and 403(b) tax sheltered annuity contracts.

Please note: if available, your existing Investment Allocations will be used. Otherwise monies will be invested in the Plan's Default Fund.

STEP 1 **Contact your prior employer plan administrator or IRA provider to request a rollover distribution.** You can locate your prior plan provider or IRA provider's contact information on a recent account statement or by calling your prior employer HR.

STEP 2 **Request a certified or bank check for your rollover mailed to your home address.**

The check should be payable to ADP RETIREMENT TRUST SERVICES, LLC

Include the last 4 digits of your Social Security number and Plan number 309197 on the check.

STEP 3 **Gather Required Rollover Documentation**

All rollovers must be from an eligible retirement plan source. Attach **one** of the following in support of this:

- Statement of distribution
- Most recent account statement

Once you have your rollover check, complete the remaining steps and submit for processing.

STEP 4

I PARTICIPANT INFORMATION

Complete all the requested information in this section.

STEP 5

II ROLLOVER SOURCE

- Choose one rollover distribution source: Prior Employer Plan or Individual Retirement Account (IRA) (indicate the type of plan).
- When making a Qualified plan rollover, indicate whether it is related or unrelated to the current plan: (Most rollovers are not related.)
  - No–Unrelated - rollover is from a previous employer plan.
  - Yes–Related - rollover is from another plan of your current employer plan.

Note: If you do not check a box, we will understand you have certified that the rollover is from an unrelated employer.

STEP 6

III ROLLOVER TYPE AND AMOUNT

- Select the type of money you want to roll into the plan.
- For Roth rollover amounts: complete the Contribution + Earnings = Total amount section. Please refer to the distribution statement provided by prior plan provider for this information.
- Indicate the year your Roth contributions began. This year allows ADP to track your contribution for taxation purposes.
- All information is required to complete your rollover.
- If you wish to roll over a loan offset from a prior plan, please obtain a Rollover Form with Loan Offset by calling 1-800-695-7526.

STEP 7

IV PARTICIPANT SIGNATURES AND ACKNOWLEDGMENT

- Read the Acknowledgment, sign and date the form at the bottom (participant signature).
- The check should be payable to ADP RETIREMENT TRUST SERVICES, LLC

Include the last 4 digits of your Social Security number and Plan number 309197 on the check. Attach the rollover check and documentation to the signed form and send to:

Overnight Mail: ADP C/O FIS
Attention: Lockbox 13399
Lockbox Dept. Suite 201
101 Woodcrest Road
Cherry Hill, NJ 08003

Regular Mail: ADP NJ CRS
P.O. Box 13399
Newark, NJ 07101-3399

Incomplete forms or forms submitted without financial deposits/checks will be returned.
If you need assistance or have any questions, please call 1-800-695-7526.

Please type in all information on the fillable form.

ROLLOVER FORM - 280

I PARTICIPANT INFORMATION

Social Security # _____

Employee Name (Last)_____ **(First)**_____ **(Middle Initial)**____

Address (Street) _____ **(Apt. # / PO Box#)** _____

(City) _____ **(State)** _____ **(Zip Code)** _____

Birth Date (Month/Date/Year) _____ **Hire Date** (Month/Date/Year) _____

Email Address _____ **Phone** _____

How to Make the Check Payable:

A preprinted certified or bank check must accompany this form for the stated dollar amount. Personal checks will be returned. Please include the last 4 digits of your Social Security Number and Plan Number 309197 on the check made payable to:
ADP RETIREMENT TRUST SERVICES, LLC

II ROLLOVER SOURCE

This rollover is a distribution from one of the following eligible rollover sources: (Select one type of plan or account.)

☐ Prior Employer Plan ☐ Individual Retirement Account (IRA)

If Qualified Plan, is this rollover from a related employer? (Most rollovers are from plans maintained by an *unrelated* employer.)

☐ No Unrelated ☐ Yes Related

Note: If you do not check a box, we will understand you have certified that the rollover is from an unrelated employer.

III ROLLOVER TYPE AND AMOUNT

Select rollover type:

☐ Before-Tax: $_____
Total Rollover Amount

☐ Roth: $_____ (Contributions) + $_____ (Earnings) = $_____ Total Roth Amount

Year Roth contributions began: (If not provided, ADP will use the year this rollover contribution is received) 20____

Note: Rollovers of Roth monies may only be made via direct rollover and may not be rolled over from an IRA. Please refer to the distribution statement provided by your prior plan provider for this information.

IV PARTICIPANT ACKNOWLEDGMENT, ROLLOVER INVESTMENT DIRECTION AND SIGNATURE

I have read and understand the Summary Plan Description, agree to the Plan provisions, received the Fee Disclosure Statement and reviewed and understand the fund prospectuses/descriptions, including the funds' objectives, risks, expenses and charges. By signing this form, I certify that:

- I am rolling over these funds within 60 days of the date I received them from an eligible employer plan or IRA (not applicable to direct rollovers).
- The rollover is from the source indicated and has not been combined with any money that would disqualify it.
- No portion of this rollover contribution represents amounts received as a hardship distribution, required minimum distribution or periodic payment from another employer plan.
- I have attached the required documentation.

How your money will be invested: I understand that if I do not have a plan account one will be established for my rollover contribution and invested in the plan default fund. Once my account has been established, I will be mailed my account access information and can make investment allocation changes through the plan website or Voice Response System. If I already have a plan account established, I direct that my rollover contribution be invested in accordance with my investment election on file.

Many investment companies have excessive trading and/or redemption fee policies for certain investments to eliminate or reduce the negative effects of short-term trading and market timing. When possible, ADP Retirement Services implements the investment company's market timing policy (as disclosed in the prospectus). However, in some circumstances ADP may impose a different policy than listed in the prospectus at the request or with the agreement of a fund company. Your plan investment options may be subject to these policies. See your plan website for your plan's fund policies and additional information.

Signature of Employee/Participant

Date

Recordkeeping Plan # 309197

Clear All Fields