

Rollover Form Instructions

PURPOSE:

An employee who is rolling money over from another Qualified Plan and/or an Individual Retirement Account (IRA) established under the appropriate sections of the Internal Revenue Code must complete this form.

INSTRUCTIONS:

A rollover can be made at any time including before the employee has met the eligibility requirements to participate in the Plan. However, the employee must still meet eligibility requirements for the Plan before he or she is eligible to make salary deferral contributions to the Plan. See your Plan Document for eligibility requirements.

The check must be made payable to: _____, FBO Employee's Name

When completing the form, follow these steps:

1. Name, current Address, Social Security Number (SSN), Date of Birth and Date of Hire must be legible and completed in full
2. Enter the amount of the rollover being deposited into the Plan
3. Indicate the source of the rollover money
4. The form must be signed and dated by the Employee and an Authorized Employer Representative (AER). Be sure to include the printed name of the AER.
5. The check and a copy of the form must be mailed to: PAi
PO Box 60, 1300 Enterprise Dr
De Pere, WI 54115

FORM RETENTION AND FUNDS VERIFICATION:

The Plan Administrator is responsible for maintaining the original rollover form and verifying that the funds are eligible to be rolled into the plan according to code section 1.401(a)(31)-1. In general, the Plan Administrator must follow the steps in Qualification of Rollover to reasonably determine that the assets are eligible for rollover.

TURN AROUND TIME:

Upon receipt of a complete and accurate copy of the form, PAi will process the form as soon as administratively possible.

IMPORTANT NOTE: PAi will allocate the check according to the Employee's current investment elections and forward the check to the appropriate fund company. If the employee has not made an election with respect to the investment of his or her account, the rollover funds will be invested in the Plan's default investment fund.

QUALIFICATION OF ROLLOVER:

1. For rollovers from a qualified plan: All items under Option 1 or 2 must be satisfied

Option 1

- i. The check (or check stub) identifies the distributing plan and the participant identifies the name of the prior employer
- ii. The Plan Administrator of the receiving plan accesses the EFAST2 database and search for the most recently filed Form 5500 for the distributing plan (www.dol.gov/ebsa then select Form 5500 Search). Ensure that line 8a of that Form 5500 does not include code 3C.

Option 2

- i. The check (or check stub) identifies the distributing plan and the participant identifies the name of the prior employer
- ii. The Plan Administrator of the distributing plan provides a letter to the administrator of the receiving plan stating that the distributing plan satisfies the 401(a) requirements or is intended to satisfy those requirements and the distributing Plan Administrator is not aware of any plan provision or operation that would result in disqualification

2. For rollovers from an IRA:

- i. The check (or check stub) identifies the distributing IRA and individual's name as the source of the funds
- ii. The employee certifies that a) the rollover money does not include any after-tax money b) they will not reach age 70 ½ by the end of the year in which the check was issued. Both are identified on the rollover form.