

How to Complete a Retirement Plan Rollover

Do you have retirement funds with a prior employer?

If so, you have several options. To make the best choice for you, be sure to speak with a financial advisor.



Leave your money where it is.

You can choose to not take any action, so your money stays in your prior employer's plan. Your account stays subject to your prior employer's plan rules, fees, investment options, and withdrawal options.*



Take a cash distribution (if permitted under prior plan).

You may take a withdrawal from your account, but note that this withdrawal is taxable and may be subject to a 10% early distribution penalty.



Complete a rollover (if permitted under prior plan).

You can roll your money over into your new plan or an IRA to continue saving for retirement tax-deferred. Your money would be subject to your new employer's plan rules, fees, investment options, and withdrawal options.

If you decide to complete a rollover into your new plan, it only takes a few simple steps:

1. Obtain a rollover contribution form by contacting Participant Services or your plan administrator.
2. Complete the rollover contribution form (transmittal is included with the form) and mail both form and rollover check(s) according to the instructions provided on the rollover contribution form.

Not sure if your account can be rolled over? Refer to the [IRS Rollover Chart](#) or contact us with any questions.

*Your prior employer may have an involuntary cash out provision. If this applies, the employer can force you to take your money out of the plan if you do not respond to a distribution request within the time period specified. If you do not respond, your balance will be forced out in the form of a check or IRA rollover.

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