

# Rollover form instructions

Review this information before completing the rollover form on the following pages.

- **How do I roll over my assets?**

By completing Part 1 and 2 of this rollover form and writing (or endorsing) your rollover check to the trustee or custodian, you can complete a rollover contribution to this plan.

- Part 1 of the form (on the back of this page) is what you will need to request a check to transfer your assets. The check should be returned to the Trust company per the instructions on the form.
- Part 2 of the form provides instructions on how to treat your rollover contribution. This form should be returned to your employer.

**Important:**

Review both Part 1 and Part 2 of the form carefully before taking action. Knowing what information you will need at each point will be helpful when you begin the process of rolling over your account. Your employer may ask you for additional information in order to verify that the funds you are contributing qualify as a rollover contribution.



# Rollover form – Part 2

## Savings and investment elections

Name \_\_\_\_\_  
first middle initial last

Social Security number \_\_\_\_\_ Email \_\_\_\_\_

Plan ID 231045

**Employer use only:** Upon receipt of this form, verify that the plan document permits rollover contributions and that the rollover contribution qualifies for rollover treatment and that all information provided by the participant is accurate and complete.

### Complete and return Part 2 of the Rollover form to your employer.

#### Important:

- This form may only be used to move (i.e., roll over) retirement plan assets from a retirement plan, traditional IRA, or SIMPLE IRA into your employer's plan.
- This form may not be used to request a rollover from this plan to another retirement plan.
- If more than one rollover contribution is being sent, use a separate form for each rollover contribution.
- If this rollover contribution is being made during or after the first year for which you must take a required minimum distribution, you cannot roll over any amount which constitutes a required minimum distribution. Please check with your employer for more information about this rule.
- If you are completing an indirect in-plan Roth rollover, the taxable amount of your rollover will be included in income. Your plan administrator may ask for additional information in order to verify that the funds you are contributing qualify as a rollover contribution.

### My savings

1. The amount of my rollover contribution is \$ \_\_\_\_\_ (amount on check)
2. The amount of my rollover contribution attributable to after-tax (non-Roth) contributions is \$ \_\_\_\_\_
3. The amount of my rollover contribution attributable to Roth contributions is \$ \_\_\_\_\_  
The date of my first Roth contribution was \_\_\_\_\_
4. The amount of my rollover contribution attributable to an in-plan Roth rollover completed under another plan is \$ \_\_\_\_\_
  - The year in which I completed the in-plan rollover for the amount I am rolling over into the plan was \_\_\_\_\_
5. The amount of my plan rollover contribution that is an indirect in-plan Roth rollover is \$ \_\_\_\_\_
6. The rollover contribution is from the following type of plan:
  - QP/401(k)/Roth401(k) plan
  - 403(a) plan
  - 403(b) plan
  - Governmental 457(b) plan
  - Traditional IRA
  - SIMPLE IRA
  - Current plan

Note: If necessary, the retirement plan/account service provider can provide the information requested above.

**Continued on back**

# Rollover form – Part 2

## Savings and investment elections

Name \_\_\_\_\_  
first middle initial last

Social Security number \_\_\_\_\_ Email \_\_\_\_\_

Plan ID 231045

### My investments

You have choices for investing your rollover assets. Helpful information on choosing investments is available in the **What ways can you invest?** section of this guide and on your plan’s retirement website.

**Important:** If you don’t make any investment elections but complete the rest of this form, you will be invested in the most appropriate target date allocation investment based upon your age as determined by The Vanguard Group, Inc. More information on this investment is available in the **What ways can you invest?** section of this guide and on your plan’s retirement website.

#### Invest my rollover contribution according to my current investment elections.

Check this box to invest your entire rollover contribution in the same funds and percentages you previously selected for your retirement plan contributions.

#### Make new investment elections for my rollover contribution.

Check this box if you choose to invest your rollover contribution in different funds and/or percentages than you previously selected. Choose one or more investments as long as the total amounts to 100%. Your elections must be made in increments of 1%.

#### Create a custom mix

Choose one or more investments as long as the total amounts to 100%. Your elections must be made in increments of 1%. Information on each Investment’s performance is available on your plan’s retirement website and in the **Investment options** section of this guide.

Investment name	Investment %	Investment name	Investment %
<b>Target date allocation</b>		<b>Target risk allocation</b>	
Vanguard® Institutional Target Retirement 2015 Fund Institutional Shares	_____ %	Columbia Balanced Fund Institutional 3 Class	_____ %
Vanguard® Institutional Target Retirement 2020 Fund Institutional Shares	_____ %	Vanguard® Balanced Index Fund Admiral™ Shares	_____ %
Vanguard® Institutional Target Retirement 2025 Fund Institutional Shares	_____ %	<b>Equity</b>	
Vanguard® Institutional Target Retirement 2030 Fund Institutional Shares	_____ %	American Funds New World Fund® Class R-6	_____ %
Vanguard® Institutional Target Retirement 2035 Fund Institutional Shares	_____ %	Oakmark International Fund Class Institutional	_____ %
Vanguard® Institutional Target Retirement 2040 Fund Institutional Shares	_____ %	Pioneer Fundamental Growth Fund Class K Shares	_____ %
Vanguard® Institutional Target Retirement 2045 Fund Institutional Shares	_____ %	Undiscovered Managers Behavioral Value Fund Class R6	_____ %
Vanguard® Institutional Target Retirement 2050 Fund Institutional Shares	_____ %	Vanguard® 500 Index Fund Admiral™ Shares	_____ %
Vanguard® Institutional Target Retirement 2055 Fund Institutional Shares	_____ %	Vanguard® Dividend Appreciation Index Fund Admiral™ Shares	_____ %
Vanguard® Institutional Target Retirement 2060 Fund Institutional Shares	_____ %	Vanguard® Emerging Markets Stock Index Fund Admiral™ Shares	_____ %
Vanguard® Institutional Target Retirement 2065 Fund Institutional Shares	_____ %	Vanguard® FTSE All-World ex-US Index Fund Admiral™ Shares	_____ %
Vanguard® Institutional Target Retirement Income Fund Institutional Shares	_____ %	Vanguard® Mid-Cap Index Fund Admiral™ Shares	_____ %

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# Rollover form – Part 2

## Savings and investment elections

Name \_\_\_\_\_  
first middle initial last

Social Security number \_\_\_\_\_ Email \_\_\_\_\_

Plan ID 231045

Investment name	Investment %
<b>Equity (Cont)</b>	
Vanguard® Small-Cap Index Fund Admiral™ Shares	_____ %
Vanguard® Total Stock Market Index Fund Admiral™ Shares	_____ %
Vanguard® Total World Stock Index Investor Shares	_____ %
Vanguard® Value Index Fund Admiral™ Shares	_____ %
Virtus Ceredex Mid-Cap Value Equity Fund Class R6	_____ %
<b>Bond</b>	
Columbia Emerging Markets Bond Fund Institutional 3 Class	_____ %
DoubleLine Core Fixed Income Fund Class I	_____ %
Loomis Sayles Bond Fund Class N	_____ %
Vanguard® Inflation-Protected Securities Fund Admiral™ Shares	_____ %

Investment name	Investment %
<b>Bond (Cont)</b>	
Vanguard® Intermediate-Term Bond Index Fund Admiral™ Shares	_____ %
Vanguard® Short-Term Bond Index Fund Admiral™ Shares	_____ %
Vanguard® Short-Term Investment-Grade Fund Admiral™ Shares	_____ %
<b>Money market/Stable value</b>	
Vanguard® Federal Money Market Fund Investor Shares	_____ %
<b>Other</b>	
Lord Abbett Floating Rate Fund Class R6	_____ %
Vanguard® Real Estate Index Fund Admiral™ Shares	_____ %
Vanguard® Utilities Index Fund Admiral™ Shares	_____ %

### My signature

Signature \_\_\_\_\_ Date \_\_\_\_\_

Your signature serves as acknowledgment that you have provided accurate information and authorize the rollover of retirement account assets in accordance with this form as soon as administratively possible.

<p><b>Employer use only</b></p> <p>Signature of plan administrator _____ Date _____</p> <p><i>Note: To process this request in the most efficient manner, please use your employer website.</i></p>
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