

# IRA Rollover Certification

Use this form to certify that a contribution is an eligible rollover contribution from another IRA or employer sponsored plan.

## ACCOUNT INFORMATION

<b>Account Title (Name of this account)</b>	<b>Account Number</b>
ACCOUNT TYPE <input type="radio"/> TRADITIONAL IRA <input type="radio"/> ROTH IRA <input type="radio"/> SEP IRA <input type="radio"/> SIMPLE IRA <input type="radio"/> COVERDELL ESA <input type="radio"/> INDIVIDUAL 401(K)	

## PREVIOUS CUSTODIAN INFORMATION

<b>Previous Custodian Name</b>	<b>Rollover Contribution Amount</b>
<b>Previous Custodian Account Type:</b> <input type="radio"/> EMPLOYER PLAN <input type="radio"/> TRADITIONAL IRA <input type="radio"/> ROTH IRA <input type="radio"/> SEP IRA <input type="radio"/> SIMPLE IRA <input type="radio"/> COVERDELL ESA If you selected "Employer Plan," complete the following information and Option 2 below. All other account types complete Option 1 below. ELIGIBILITY: <input type="radio"/> Plan Participant <input type="radio"/> Surviving Spouse Beneficiary <input type="radio"/> Non-spouse Beneficiary of Plan Participant <input type="radio"/> Alternate Payee of Qualified Domestic Relations Order (STATUS IN YOUR PLAN) EMPLOYER PLAN: <input type="radio"/> Annuity Plan (IRS 403(a)) <input type="radio"/> Qualified Retirement Plan (IRC 401(a)) <input type="radio"/> Tax-Sheltered Annuity Plan (IRC 403(b)) <input type="radio"/> Deferred Compensation Plan (IRC 403(a)) (TYPE OF PLAN)	

Please read both pages of this form. Complete Option 1 or Option 2 and the Signatures section.

### OPTION 1: TRADITIONAL IRA, ROTH IRA, SEP IRA OR SIMPLE IRA - ROLLOVER REQUIREMENTS

1.	TIMELINESS - <i>If you answer YES, complete the Late Rollover Certification form</i> Have more than 60 calendar days elapsed since you received the distribution from the distributing IRA?..... <input type="radio"/> YES <input type="radio"/> NO
2.	RMD ROLLOVER RESTRICTION Does the rollover contribution contain any amounts which constitute a required minimum distribution?..... <input type="radio"/> YES <input type="radio"/> NO
3.	TWELVE MONTH RESTRICTION Did you receive any other distributions from any retirement account during the preceding 12 months which you also rolled over? ..... <input type="radio"/> YES <input type="radio"/> NO
4.	SIMPLE IRA ROLLOVER RESTRICTIONS If a SIMPLE IRA is being rolled over to a Traditional IRA, did you first begin participating in a SIMPLE IRA plan sponsored by your Employer less than two years ago? ..... <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
5.	ELIGIBLE ROLLOVER DEPOSIT Does the rollover contribution include any funds or property other than the funds or property you received from the distributing IRA?..... <input type="radio"/> YES <input type="radio"/> NO

### OPTION 2: EMPLOYER-SPONSORED RETIREMENT PLAN TO TRADITIONAL IRA - ROLLOVER REQUIREMENTS

1.	<b>ROLLOVER DEPOSIT ELIGIBILITY (To be an eligible rollover, all questions must be answered NO.)</b> Does the rollover contribution contain any amounts which constitute a required minimum distribution?..... <input type="radio"/> YES <input type="radio"/> NO Is the distribution, which is being rolled over, part of a series of substantially equal periodic payments?..... <input type="radio"/> YES <input type="radio"/> NO Does the rollover contribution contain any amounts which are eligible for the death benefit exclusion? ..... <input type="radio"/> YES <input type="radio"/> NO Does the rollover contribution include any nontaxable amounts attributable to the purchase of life insurance under the distributing plan (i.e. P.S. 58 costs)?..... <input type="radio"/> YES <input type="radio"/> NO Does the rollover contribution include any funds or property other than the funds or property you received from the distributing plan (and/or proceeds from the sale of distributed property)?..... <input type="radio"/> YES <input type="radio"/> NO Does the rollover contribution include any amounts which constitute a distribution due to hardship?..... <input type="radio"/> YES <input type="radio"/> NO Does the rollover contribution include any Roth 401(k) or Roth 403(b) plan elective deferrals? ..... <input type="radio"/> YES <input type="radio"/> NO
2.	<b>TIMELINESS</b> <i>If you answer YES, complete the Late Rollover Certification form</i> Have more than 60 calendar days elapsed since you received the distribution from the distributing plan?..... <input type="radio"/> YES <input type="radio"/> NO
3.	<b>SIMPLE 401(k) IRA ROLLOVER RESTRICTIONS</b> If a SIMPLE 401(k) is being rolled over to a Traditional IRA, did you first begin participating in a SIMPLE 401(k) plan sponsored by your Employer less than two years ago? ..... <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

### SIGNATURES

I have read and understand the rollover rules and conditions on both pages of this form and I have met the requirements for making an IRA rollover. Due to the important tax consequences of rolling over funds or property to an IRA, I have been advised to see a tax professional. All information provided by me is true and correct and may be relied on by the Trustee or Custodian. I assume full responsibility for this rollover transaction and will not hold the Trustee or Custodian liable for any adverse consequences that may result.

Account Holder Signature ✕	Print Name	Date
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## Rules and Conditions Applicable to Rollovers

A rollover is a way to move money or property from one eligible retirement plan (e.g., IRA or Qualified Retirement Plan (QRP)) to another eligible retirement plan. The Internal Revenue Code (IRC) limits how many distributions may be rolled over, how quickly rollovers must be completed and how the Trustee or Custodian must report the transaction. By properly completing this form you are certifying to the trustee or Custodian that you have satisfied the rules and conditions applicable to a rollover and that you are making an irrevocable election to treat the transaction as a rollover.

### PREVIOUS CUSTODIAN INFORMATION

Enter the previous custodian name and the anticipated amount of the rollover contribution. Select the previous custodian account type that corresponds with the account type you are rolling over. If you selected "Employer Plan" complete the Eligibility and Employer Plan type selections.

**ELIGIBLE PERSON.** Only an eligible person may roll over funds from a QRP, 403(a) Plan, 403(b) Plan, or eligible 457(b) Deferred Compensation Plan into an IRA. You will only be an eligible person if you were or are a participant in the distributing plan, the surviving spouse beneficiary of a deceased participant, or the alternate payee identified in a Qualified Domestic Relations Order (QDRO). A QDRO is a domestic relations order issued in a legal proceeding which meets certain conditions and grants to an alternate payee (e.g., ex-spouse) the right to receive all or a portion of a participant's benefits under a QRP. If the alternate payee is a spouse or former spouse, the alternate payee can roll over all or a portion of the amount received to an IRA. A non-spouse beneficiary may only roll over to an inherited IRA. A rollover to an inherited IRA must be done as a direct rollover from an eligible retirement plan.

**ELIGIBLE PLAN.** A distribution will not be eligible to be rolled over unless that distribution is made from an eligible retirement plan. An eligible retirement plan is a plan that is qualified under IRC Section 401(a), 403(a), 403(b), or 457(b). Eligible retirement plans include defined benefit plans, profit sharing plans, money purchase pension plans, 401(k) plans, tax-sheltered annuities, eligible 457(b) deferred compensation plans, and employee stock ownership plans.

### TRADITIONAL IRA, ROTH IRA OR SIMPLE IRA ROLLOVER REQUIREMENTS (OPTION ONE)

#### 1. TIMELINESS

The funds you receive from the distributing IRA must generally be deposited into another IRA within 60 calendar days after you receive them. However, this period is 120 days for certain rollovers relating to first-time home purchases. Receipt generally means the day you actually have the funds in hand. For example, the 60 days would begin on the day following the day you pick up the check from the Trustee or Custodian or when you receive the check in the mail.

The IRS has the authority to grant extensions to the 60 (or 120) day rule in cases where a hardship occurs (e.g. casualty, disaster, etc.). Generally, in order to receive this relief, you may apply for a Private Letter Ruling accompanied by the applicable user fee. An automatic waiver (no application to the IRS) is available if all of the following are true: (1) the financial institution receives the funds prior to the expiration of the 60-day rollover period, (2) you follow all procedures required for depositing the funds into an eligible IRA within the 60-day period, (3) the funds are not deposited due to financial institution error, (4) the funds are deposited into an IRA within one year from the beginning of the 60-day rollover period, and (5) if the financial institution had deposited the funds as instructed, it would have been a valid rollover.

#### 2. RMD ROLLOVER RESTRICTION

If this rollover is being made during or after the year for which you are required to begin receiving distributions, you cannot roll over any distribution to the extent that it is a required minimum distribution from the distributing plan. If the deceased IRA holder died after his or her required beginning date and you are the spouse beneficiary of a deceased IRA holder and you are rolling this IRA into your own IRA, you must make sure that the deceased's required minimum distribution for the year of death is removed from his or her IRA assets prior to the completion of the rollover.

#### 3. TWELVE MONTH RESTRICTION

You are entitled to one distribution per year per IRA which may be rolled over. Twelve (12) months must pass after receipt of one distribution which you roll over before you may take another distribution from the same IRA to roll over. An IRA is created by executing a plan agreement, not by depositing a contribution into a separate investment within an existing IRA.

#### 4. SIMPLE IRA ROLLOVER RESTRICTIONS

You may roll over funds from one SIMPLE IRA to another SIMPLE IRA if the timeliness and 12-month restriction requirements listed above have been met. In addition, a SIMPLE IRA may be rolled over to a traditional IRA provided two years have passed since you first participated in a SIMPLE IRA Plan sponsored by your employer.

#### 5. ELIGIBLE ROLLOVER DEPOSIT

If property is distributed to you from an IRA and you complete the rollover by contributing property to an IRA, your rollover is tax free only if the property you contribute is the same property that was distributed to you.

### EMPLOYER-SPONSORED RETIREMENT PLAN TO TRADITIONAL IRA ROLLOVER REQUIREMENTS (OPTION TWO)

#### 1. ROLLOVER DEPOSIT ELIGIBILITY

Only certain types of eligible retirement plan distributions, called "eligible rollover distributions," may be deposited into an IRA. Eligible rollover distributions include most distributions from eligible plans except the following:

**Required Minimum Distributions** – Distributions which represent required minimum distributions paid during a participant's first distribution calendar year or later may not be rolled over.

**Substantially Equal Periodic Payments** – For purposes of determining an eligible rollover distribution, substantially equal periodic payments are defined as a series of substantially equal distributions made not less frequently than annually and calculated 1) over the life (or life expectancy) of the individual or the joint lives (or life expectancies) of the individual and the individual's beneficiary or, 2) for a specified period of 10 years or more.

**P.S. 58 Costs** – If you received distribution of a life insurance policy from a plan, the amounts attributable to the cost of life insurance purchased by the plan which have been previously taxed to the participant may not be rolled over.

**Property Distributions** – If property other than cash is distributed, only the same property or the proceeds from its sale may be rolled over. If you receive property but wish to roll over cash, you must actually sell the property and roll over the proceeds.

**Hardship Distributions** – Distributions taken on account of financial hardship are not eligible to be rolled over.

**Roth 401(k) or 403(b) Amounts** – Distributions of elective deferrals from a Roth 401(k) or 403(b) plan are not eligible to be rolled over to a Traditional IRA.

**Other Ineligible Rollovers** – Return of elective deferrals subject to 26 CFR 415 limitations, return of excess deferrals or employer contributions, defaulted qualified retirement plan loan amounts, or permissible withdrawals under an Eligible Automatic Contribution Agreement.

#### 2. TIMELINESS

The funds you receive from the distributing IRA must generally be deposited into another IRA within 60 calendar days after you receive them. However, this period is 120 days for certain rollovers relating to first-time home purchases. Receipt generally means the day you actually have the funds in hand. For example, the 60 days would begin on the day following the day you pick up the check from the Trustee or Custodian or when you receive the check in the mail.

The IRS has the authority to grant extensions to the 60 (or 120) day rule in cases where a hardship occurs (e.g. casualty, disaster, etc.). Generally, in order to receive this relief, you may apply for a Private Letter Ruling accompanied by the applicable user fee. An automatic waiver (no application to the IRS) is available if all of the following are true: (1) the financial institution receives the funds prior to the expiration of the 60-day rollover period, (2) you follow all procedures required for depositing the funds into an eligible IRA within the 60-day period, (3) the funds are not deposited due to financial institution error, (4) the funds are deposited into an IRA within one year from the beginning of the 60-day rollover period, and (5) if the financial institution had deposited the funds as instructed, it would have been a valid rollover.

#### 3. SIMPLE 401(K) ROLLOVER RESTRICTIONS

You may roll over funds from a SIMPLE 401(k) to another SIMPLE IRA if the timeliness and 12-month restriction requirements listed above have been met. In addition, a SIMPLE 401(k) may be rolled over to a traditional IRA provided two years have passed since you first participated in a SIMPLE 401(k) Plan sponsored by your employer.