

SOCIAL SECURITY NO.: _____ - _____ - _____

Four Simple Steps

1. Contact your plan administrator or refer to your Summary Plan Description to make sure you're eligible to roll over your plan account balance from a prior qualified retirement plan.
2. Contact your prior company and request a rollover distribution. If you have an Individual Retirement Account (IRA), contact the investment manager [custodian] for your IRA and request a withdrawal. Be sure to have the distribution check made payable to Transamerica, FBO "Reference Your Name" (e.g., Transamerica, FBO Jane Doe) and have it sent directly to you.
3. Complete the Rollover Form below.
4. Submit the Rollover Form along with the distribution check to Transamerica for processing.

You must first enroll into the plan and designate a beneficiary

1. EMPLOYEE INFORMATION (PLEASE PRINT)

Married Not Married

First Name: _____ M.I. _____

Last Name: _____

Mailing Address: _____ Apt. No. _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

Date of Birth: _____ Date of Hire: _____

2. PREVIOUS PLAN/IRA INFORMATION

Name of prior plan _____

TYPE OF PLAN (MARK ONE)*					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401(k)	403(a)	403(b)	Profit Sharing Plan	Defined Benefit Plan	Money Purchase Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gov't. 457	Conduit IRA	Traditional IRA	Simple IRA	SEP IRA	
FOR ROTH 401(K) ROLLOVERS:		<input type="checkbox"/> Roth 401(k) Direct	Please complete the information below. This information should have been provided by your rollover institution.		
	<input type="checkbox"/> Roth 401(k) Indirect (earnings only permitted)	Year of First Roth 401(k) Contribution _____			
		Roth Contribution Basis _____ <i>(This is the non-taxable portion of your distribution)</i>			

* Your plan may not accept rollovers from all plan types listed above. Contact your plan administrator to make sure your rollover qualifies. The tax costs with a Roth IRA conversion can be significant. Contributions are subject to taxes that were previously deducted, including any accumulated earnings. You may also be pushed into a higher tax bracket, especially if converting a large amount of money.

PREVIOUS PLAN/IRA INFORMATION CONTACT:

First Name _____ M.I. _____

Last Name _____

Mailing Address _____ Apt. No. _____

City _____ State _____ Zip Code _____

Telephone Number _____

3. TAX INFORMATION

- All of this distribution amount would be taxable to me if I did not roll it over.
- This rollover includes after-tax contributions in the amount of \$ _____.
The remainder would be taxable income to me if I did not roll it over.
- No part of this rollover is a minimum required distribution.
- No part of this rollover is a hardship withdrawal.
- All of this distribution is a Roth 401(k) rollover.

Please note the following important information:

- 5. Transamerica cannot accept after-tax amounts if the cost basis is not provided. If you are unsure of your after-tax cost basis, contact your previous plan administrator to obtain/confirm this information. If this information is not received, it will be assumed that the deposit represents pretax amounts only.
- 6. If you are already enrolled in the plan, your incoming rollover will be invested according to your existing investment allocation for payroll contributions.
- 7. If you are not enrolled in the plan, or your elections do not equal 100%, your incoming rollover will be invested in the Target Date Series that most closely matches a projected retirement age at 65. *You can subsequently reallocate your investment at any time, subject to plan provisions.*

4. EMPLOYEE AUTHORIZATION

I wish to contribute a single sum rollover in the amount of \$ _____, which represents a distribution from another qualified retirement plan. **A check made payable to Transamerica, FBO "Reference Your Name" (e.g., Transamerica, FBO Jane Doe) is attached.** I understand the withdrawal restrictions that apply to these contributions.

Employee Signature _____ Date _____

I certify that the information I have provided on this form is true, accurate, correct and complete and that my requested rollover is an eligible rollover distribution made from a tax qualified plan or IRA. Additionally, I certify the accuracy of the information that I provided regarding my incoming rollover (including the source of the funds) and to the extent my incoming rollover includes after-tax contributions and/or Roth Amounts (where applicable), I understand that I am responsible for any applicable income tax reporting that may be due to the IRS in conjunction with this transaction. I certify that, other than any after-tax contributions and/or Roth amounts included in my rollover, the amount distributed to me that would be taxable to me if I did not roll it over does not include any amount ineligible for rollover, such as a minimum required distribution or hardship withdrawal.

I certify that I will retain and preserve all documents related to the amount distributed to me and this incoming rollover in my permanent records and at any time, upon request, I will provide original, independent written evidence of the validity of this incoming rollover.

SUBMIT SIGNED FORM TO:

Transamerica PASS Processing Center
Transamerica Retirement Solutions
PO Box 188
Cedar Rapids IA 52406-0188 Fax#: 866-846-2236

Once this form has been completed with all of the necessary information and required signatures, please forward to the Transamerica Processing Center. Please list the name, contract # and SSN last 4 digits on the check & any other documents sent with the rollover form.

Be sure to keep a photocopy for your records.

**IMPORTANT UPDATE
INDIRECT ROLLOVER PERIOD EXTENDED FOR CERTAIN LOAN
OFFSETS EFFECTIVE FOR PLAN YEARS BEGINNING AFTER DECEMBER 31, 2017**

If you received a distribution that included the taxable portion of your outstanding loan balance, prior law allowed you to avoid tax on your loan balance by using outside funds to roll over your loan balance to an IRA or eligible employer plan within 60 days of the distribution.

Effective for taxable years after December 31, 2017, the 2017 tax reform legislation (H.R. 1) extended the current 60 day period to your federal tax filing deadline, including extensions, for the year in which your distribution is made. This extended rollover period is only available if your loan balance was taxable due to your severance from employment or termination of the plan, and only to the extent of the taxable amount of your loan default.

This Important Update notifies you of the extended rollover period. If you are taking advantage of the new law and your rollover consists of the taxable balance of your loan, further documentation may be requested. This request would be in addition to the documentation provided to evidence that your rollover is from an eligible employer plan. Please contact your advisor or the institution from which you received your distribution to obtain the requested information.