

BERRYESSA UNION SCHOOL DISTRICT
403(b) Exchange / Rollover / Distribution Request Form

Transaction Request Type: *(Please select transaction request type and complete appropriate section below)*

- Exchange Transfer / Rollover Distribution

Exchange:

Releasing Provider: _____ Accepting Provider: _____
Please note that Accepting Provider must be on Approved Vendor List

Incoming Transfer / Rollover:

Name of Previous Employer (if applicable): _____

Accepting Provider: _____
Please note that Accepting Provider must be on Approved Vendor List

Releasing Plan Type (please circle): IRA 457(b) SEP 401(k) 403(b) Other _____

Outgoing Transfer / Rollover:

Date of Separation from Service: _____ Attainment of age 59 ½ - DOB: _____

Purchase of Service Credit from STRS/PERS

Rollover to Plan Type (please circle): IRA 457(b) SEP 401(k) 403(b) Other _____

Distribution: *(Please select qualifying event)*

Date of Separation from Service: _____ Attainment of 59 ½ - DOB: _____

Employee Name: _____ Social Security #: _____ - _____ - _____ DOB: _____

Employee Signature: _____ Date: _____

Berryessa SD Authorized Individual:

Name: _____ Title: _____

Berryessa SD Authorized Signature: _____ Date: _____

403(b) Transaction Definitions

Approved Provider: An Approved Provider is an investment provider who has executed the Hold Harmless Agreement and all of its Addendums and is in good standing with Berryessa SD.

Exchanges: An Exchange shall be defined as moving all or part of your assets from one 403(b) provider to another provider during your employment with Berryessa SD. The provider receiving the funds MUST be an Approved Provider at the time of the requested Exchange. An Exchange may be requested during and after your Employment with Berryessa SD.

Transfers: There are two types of Transfers: Incoming Transfer, and Outgoing Transfer:

Incoming Transfer: An Incoming Transfer is a transfer from a previous 403(b) investment provider in which you have made contributions, transfers, exchanges and rollovers prior to your employment with Berryessa SD. Incoming Transfers MUST be made to an Approved Provider of Berryessa SD.

Outgoing Transfer: You may request an Outgoing Transfer, upon your separation from service with Berryessa SD or upon your attainment of age 59½, to an approved 403(b) provider of another employer, if such an employer offers a 403(b) plan.

Rollovers: There are two types of Rollovers: Incoming Rollover and Outgoing Rollover:

Incoming Rollover: An Incoming Rollover occurs when you request to rollover assets you maintained with another type of plan such as an IRA, 457(b), 401(k), etc. with another employer. An Incoming Rollover MUST be made to an Approved Provider of Berryessa SD.

Outgoing Rollover: An Outgoing Rollover may be made upon your attainment of age 59½ while you are employed at Berryessa SD or upon your termination of employment with Berryessa SD. An Outgoing Rollover of your Berryessa SD 403(b) plan may be made to another type of account such as an IRA, 457(b) or another qualified plan of another employer, if such an employer maintains such plans and the employer plan accepts rollovers.

Distributions: You may request a Distribution of your 403(b) assets with the Berryessa SD 403(b) Plan upon attainment of age 59½ or upon separation of service from Berryessa SD.

Important Note: *Berryessa Union School District is not licensed nor does it provide investment, tax or legal advice. The term Approved Provider, in no way shall be interpreted that the District has endorsed any provider or any investment vehicle. Approved Provider simply indicates that a Provider has completed the necessary agreements with Berryessa SD to have its name be added to the list of investment options under Berryessa SD's 403(b) Plan. Please consult your tax and/or legal advisors for any ramification resulting from your request to execute any of the above mentioned transactions. Berryessa Union School District has provided the above definitions as a general guide based on our general understanding of the rules and regulations of 403(b) plans and the information herein shall not be constituted as providing any specific tax, legal or investment advice.*