

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

Please select the transaction requested and complete the appropriate section below

**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): \_\_\_\_\_

Releasing Plan Type: IRA 457(b) SEP/SIMPLE 403(b) 401(k) Other \_\_\_\_\_ Accepting Provider: \_\_\_\_\_  
Please note that Accepting Provider MUST be on Approved Vendor List

**Outgoing - Transfer / Rollover / Cash Distribution:**

Please check the Appropriate Distributable Event:

- |  |  |
|--|--|
| <input type="checkbox"/> Date of Separation from Service: _____  | <input type="checkbox"/> Attainment of age 59 ½ - DOB: _____       |
| <input type="checkbox"/> Purchase of Service Credit from STRS/PERS   | <input type="checkbox"/> Qualified Domestic Relations Order (QDRO) |
| <input type="checkbox"/> Disability (must be long-term and result in inability to work, additional documentation required) |  |
| <input type="checkbox"/> Death of the Participant (attach a copy of the death certificate)                                 |  |

If Rollover or Transfer, Please Select Plan Type:

IRA 457(b) SEP 401(k) 403(b) Other \_\_\_\_\_

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_\_

Employee or Beneficiary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Berryessa Union School District Authorized Individual**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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 Union School District**.

**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 the District. 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 the District.

**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 the District. Incoming Transfers **MUST** be made to an Approved Provider of the District.

**Outgoing Transfer:** You may request an Outgoing Transfer, upon a distributable event to an approved 403(b) provider of another employer, if such an employer offers a 403(b) plan and their Plan accepts Transfers. You will need to check with your current employer's 403(b) plan if such a transfer is permitted under their 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 the District.

**Outgoing Rollover:** An Outgoing Rollover may be made upon a distributable event, such as your attainment of age 59½ while you are still employed with your current employer or upon your termination of employment. An Outgoing Rollover of your 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 upon a distributable event, such as your attainment of age 59½ while you are still employed with your current employer or upon your termination of employment.

### **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 the District to have its name be added to the list of investment options under the District'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.*