

**457 Plan Exchange / Rollover / Distribution Request Form
BERRYESSA UNION SCHOOL DISTRICT**

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): _____

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

Outgoing Transfer / Rollover / Cash Distribution:

Please check the Appropriate Distributable Event:

- Date of Separation from Service: _____ Qualified Domestic Relations Order (QDRO)
 Purchase of Service Credit from STRS/PERS
 Disability (must be long-term and result in inability to work, additional documentation required)

If Rollover or Transfer, Please Select Plan Type:

IRA 403(b) SEP 401(k) 457 Other _____

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

Employee Signature: _____ Date: _____

Berryessa SD Authorized Individual:

Name: _____ Title: _____

Berryessa SD Authorized Signature: _____ Date: _____

457 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 457 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 457 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 457 provider of another employer, if such an employer offers a 457 plan and their Plan accepts Transfers. You will need to check with your current employer's 457 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, 403(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 termination of employment. An Outgoing Rollover of your 457 plan may be made to another type of account such as an IRA, 403(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 457 assets upon a distributable event, such as termination of employment with the District

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 457 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 457 plans and the information herein shall not be constituted as providing any specific tax, legal or investment advice.