

Submit this form to request a direct roll-out from your MissionSquare Retirement IncomeAdvantage Fund with MissionSquare Retirement to an eligible Empower SmartSolution IRA with IncomeFlex Target. This is the only roll-out option that will allow the guarantees to move exactly as they are currently in your plan. Please follow the steps shown below to ensure we are able to process your request in a timely manner.

**STEP 1:** Review the instructions, the Additional Information section, and the *Special Tax Notice Regarding Plan Payments*.

**STEP 2:** Complete the *Roll Out of MissionSquare Form*. If you have more than one account you wish to roll out, submit a separate form for each account.

**STEP 3:** Failure to obtain the required employer signature could delay the processing of your withdrawal request.

**STEP 4:** Fax or mail the completed form to MissionSquare.

FAX:

MissionSquare Plan Services  
(844) 677-3297

MAIL:

MissionSquare Plan Services  
P.O. Box 219320  
Kansas City, MO 64121-9320

***Please keep a copy of the completed form for your records.***

## TIME FRAME FOR PAYMENTS

Following the receipt of your properly completed roll-out form, payments will be distributed as soon as possible (typically within three business days).

At MissionSquare, we take security of our participants' retirement assets seriously. We have stringent security measures in place, and we continuously apply enhancements to safeguard your assets.

Additional precautions are taken when processing withdrawal requests. Adding new or changing existing information on file with MissionSquare will result in verification of the entry which may delay your withdrawal.

Thank you for saving your retirement assets with MissionSquare. If you have separated from service with the plan sponsor, you are eligible to withdraw funds from your account at any time, but you are generally not required to take withdrawals until after you attain age 70½ (if you were born before July 1, 1949), age 72 (if you were born after June 30, 1949, and before January 1, 1951), or age 73 (if you were born after December 31, 1950). You can continue to receive tax advantages and MissionSquare services throughout your working and retirement years.

- Submit this form to request a roll out of MissionSquare Retirement IncomeAdvantage Fund assets from a 457(b), 401(a), or 401(k) plan account with MissionSquare Retirement.
- Review the form instructions and the *Special Tax Notice Regarding Plan Payments* before you submit them.

**1 PARTICIPANT/ACCOUNT INFORMATION**

Check one box only: <input type="checkbox"/> 401(a) <input type="checkbox"/> 401(k) <input type="checkbox"/> 457(b)			
EMPLOYER PLAN NUMBER:	EMPLOYER PLAN NAME:		MARITAL STATUS: <input type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE
SOCIAL SECURITY NUMBER:	DATE OF BIRTH: MM/DD/YYYY	PREFERRED PHONE NUMBER:	EMAIL ADDRESS:
FULL NAME: LAST, FIRST, MI			
MAILING ADDRESS:			
STREET		CITY	STATE ZIP

**2 TRANSFER AMOUNT**

Total MissionSquare Retirement IncomeAdvantage Fund Balance (100%)  
*NOTE: If 100% of your MissionSquare Retirement IncomeAdvantage Fund balance is not transferred to the IRA, your guarantees may be proportionally reduced.*

**OR**

Partial Transfer of MissionSquare Retirement IncomeAdvantage Fund of \_\_\_\_\_% **or** \$ \_\_\_\_\_

**3 ELIGIBILITY**

Please select Option 1 or 2 below related to your eligibility to withdraw/roll in funds from your account.

- MissionSquare Retirement IncomeAdvantage Transfer – due to the Fund being eliminated from the plan.
- MissionSquare Retirement IncomeAdvantage Transfer – due to the Fund no longer being available because of a transition to a new provider.
- MissionSquare Retirement IncomeAdvantage Transfer – due to separation from service.

**4 RECIPIENT ACCOUNT INFORMATION**

Check one box only:  Traditional IRA  Roth IRA

Name of Administrator/Trustee/Custodian of Recipient Plan or IRA: **Empower**

Phone Number of Administrator/Trustee/Custodian: **(570) 340-7853**

Mailing Address of Administrator/Trustee/Custodian: **30 Scranton Office, Scranton, PA 18507**

Account Number: \_\_\_\_\_

EMPLOYER PLAN NUMBER:

SOCIAL SECURITY NUMBER:

**5 AFTER-TAX ASSETS: ROTH & OTHER**

If your account includes both pre-tax and Roth or other after-tax assets, you can elect to have the Roth/after-tax portion of any distribution:

1) rolled into the same IRA provider as your pre-tax assets, or 2) left in existing account.

If applicable, please select your desired option below:

- Send after-tax assets to the same IRA provider specified in Section 4 above. A second account may be opened. *(Default option)*
- Leave in my account.

**6 PARTICIPANT SIGNATURE**

I acknowledge I have received and read the Additional Information section of this form and the *Special Tax Notice Regarding Plan Payments*. I direct MissionSquare to process the direct roll-out requested above. As required by law, and under the penalty of perjury, I certify that the Social Security Number (Taxpayer Identification Number) I provided is correct.

Participant Signature: \_\_\_\_\_

Date: MM/DD/YYYY \_\_\_\_\_

**7 PLAN SPONSOR/EMPLOYER AUTHORIZATION**

By signing, the employer confirms the participant is eligible to transfer assets from the account specified in Section 2 above and the roll-out request is within the allowable time period.

Employer Signature: \_\_\_\_\_

Date: MM/DD/YYYY \_\_\_\_\_

Name and Title *(Please Print)*: \_\_\_\_\_

### Tax Withholding

No taxes are withheld from distributions that are transferred directly to another eligible retirement plan.

### IRS Required Minimum Distributions (RMDs)

After you reach the later of age 70½ (if you were born before July 1, 1949), age 72 (if you were born after June 30, 1949, and before January 1, 1951), or age 73 (if you were born after December 31, 1950) or the calendar year in which you separate from service, you will be required to withdraw at least a minimum amount from your account each year.

RMD amounts are not eligible rollover distributions and will be paid out to you if you transfer your account balance to an eligible plan with another provider.

### Vesting

Your ownership of employer contributions in your account is determined by your plan's vesting schedule. Following your separation from service, if you withdraw/rollover your entire account balance, you will forfeit any employer contributions to your account for which you are not yet vested. The forfeited amounts are returned to the plan sponsor.

### After-Tax Split Distributions

If your roll-out includes both pre-tax and after-tax assets, you may request to "split" your distribution into two parts; sending pre-tax amounts to one account and after-tax amounts to another account. To accomplish this, you will need to provide details for the account that will receive the pre-tax assets in Section 4 of the form and details for the account that will receive the after-tax assets in Section 5.

**If no option is selected in Section 5**, any Roth or after-tax assets will be sent to the same account indicated in Section 4.

### Roth Assets

If your roll-out includes Roth assets, the receiving plan must be a Empower SmartSolution Roth IRA. You should give careful consideration to how Roth assets are withdrawn, and be aware of the impact a roll out to a Empower SmartSolution Roth IRA may have on when you are eligible for tax-free withdrawals of Roth assets.

### MissionSquare Retirement IncomeAdvantage Fund

This Roll-Out/Transfer request only applies to your balance in the MissionSquare Retirement IncomeAdvantage Fund. You may have other options available to you for your non-MissionSquare Retirement IncomeAdvantage Fund. Please contact MissionSquare for additional information.

You can transfer assets from the Fund to other investment options available in your plan if you would like to have them distributed with your withdrawal request. However, you should be aware that withdrawals from the Fund prior to Lock-In proportionately reduce guaranteed values.

After Lock-In, Excess Withdrawals will proportionately reduce and potentially terminate available guarantees. For additional information, please review the *MissionSquare Retirement IncomeAdvantage Fund Important Considerations* document.

### Qualified Joint and Survivor Annuity – *Applies to Some 401(a) Plans Only*

If you are a married participant withdrawing assets from a 401(a) plan where the employer has selected the Qualified Joint and Survivor Annuity as the default form of payment, you and your spouse must also complete the *Waiver of Qualified Joint and Survivor Annuity Form*. This form is available online or by contacting MissionSquare.

# MissionSquare

RETIREMENT

## SUMMARY DESCRIPTION

This publication provides a summary of the rules governing the payment of funds from your governmental 457(b) or 401(a) or 403(b) plan account with MissionSquare Retirement. The actual rules governing your benefits are contained in state retirement laws and the federal tax code. This publication is a summary, written in less legalistic terms. It is not a complete description of the law. If there are any conflicts between what is written in this publication and what is contained in the law, the applicable law will govern.