DC/UMC MissionSquare External Asset Movement Form

Use this form to transfer assets to your MissionSquare Retirement plan account(s). By providing all the necessary information, we can avoid delays and take care of your request as soon as possible.

COMPLETING THE FORM

- You must have enrolled in your employer plan or opened an IRA prior to submitting this form. If you are not sure, please contact your Retirement Plan Specialist.
- Confirm with your provider what is needed to liquidate your assets.
- If you are taking receipt of your roll-in check, attach a statement from your provider that breaks down the amount you received into contribution types.
- Please print legibly in blue or black ink. The MissionSquare External Asset Movement Form must be completed in its entirety.
- If your provider requires the original MissionSquare External Asset Movement Form, do not fax. Mail to the address located at the bottom of the form.

SUBMITTING THE FORM

- Include the completed form.
- Attach most recent provider statement.
- Mail, fax, or send via secure message. (If your provider requires the original MissionSquare External Asset Movement Form, mail to the address below.)

SECURE MESSAGE:
Topic Code – Statements/Tax Forms

After logging into your account via the mobile app or web, upload the completed form and necessary information using the Topic Code – Statements/Tax Forms.

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

Or Overnight
MissionSquare Plan Services
801 Pennsylvania Ave Suite 219320
Kansas City, MO 64105

If you have the check or money order, mail the check with your form.

FAX:
MissionSquare Plan Services
(844) 677-3297

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

DC/UMC MissionSquare External Asset Movement Form

1 PERSONAL INFORMATION

☐ Check this box if there are any changes. If you have more than one MissionSquare account, any change will be made across all of your accounts.

FULL NAME: *LAST, FIRST, MI*			
SOCIAL SECURITY NUMBER:	DATE OF BIRTH: *MM/DD/YYYY*	PREFERRED PHONE NUMBER:	EMAIL ADDRESS:
MAILING ADDRESS: *STREET* *CITY* *STATE* *ZIP*			
EMPLOYER NAME (if applicable)		EMPLOYER PHONE NUMBER (if applicable)	

2 ROLLOVER FROM *(OTHER PROVIDER ACCOUNT INFORMATION)*

Plan Type: ☐ 457(b) ☐ 401(a) ☐ 401(k) ☐ 403(b) ☐ Traditional IRA ☐ Roth IRA ☐ Other ____________

Plan Provider Name: ____________ Plan or Participant Account Number: ____________

Plan Provider Phone Number: ____________ Employer Plan Name (if applicable): ____________

Plan Provider Address: ____________
STREET

____________ ____________ ____________
CITY *STATE* *ZIP*

Type of Rollover/Transfer

I am performing the following asset movement transaction:

☐ **Direct Rollover/Transfer** – Check this box when rolling over assets from a qualified retirement plan or IRA that is currently held with another financial institution and the rollover is going directly to your qualified MissionSquare retirement plan or IRA. (You must include a copy of the most recent financial statement from your other provider when submitting this form.)

☐ **Indirect Rollover/Transfer** – Check this box and complete the information below when you are rolling over money from one retirement plan to the other and you have a cashier's check or money order. (You must include the cashier's check or money order when submitting this form.)

1. Are you rolling over money that you distributed from a MissionSquare retirement plan?

☐ No

☐ Yes (If this box is checked, provide the Plan Number Here) ____________

2. Are you including a cashier's check or money order? Personal checks will not be accepted.

☐ No (skip to next section)

☐ Yes (If this box is checked, complete the information below and include a **copy** of the **plan statement** or **confirmation letter** reflecting the date of the withdrawal and type of retirement plan when submitting this form.)

Amount $____________ Date of original withdrawal: ______/______/______ (Required)
MONTH *DAY* *YEAR*

Please note: In general, indirect rollovers outside of the 60-day rollover window will not be accepted. If you qualify for an exception, please indicate the exception reason below. MissionSquare Retirement will review your request and confirm if the funds can be accepted.

Exception Reason: ____________

Note to Transferring Financial Organization – If the transfer includes Roth assets or other after-tax assets, please note the following on the check/wire: 1) the amount of Roth or other after-tax contributions, 2) the amount attributable to earnings on the Roth or other after-tax contributions, and 3) the date of the participant's first Roth contribution (if applicable). For transfers to a 457(b) plan, the amount of the non-457(b) roll-in assets subject to early withdrawal penalty (if any) should be noted.

DC/UMC MissionSquare External Asset Movement Form

EMPLOYER PLAN NUMBER:	SOCIAL SECURITY NUMBER:

3 ROLLOVER TO

MissionSquare Plan Account Number: ______________________________ Employer Plan Name (if applicable): ______________________________

MissionSquare Plan Type:

☐ 457(b) ☐ 401(a) ☐ 401(k) ☐ 403(b) ☐ Traditional IRA ☐ Roth IRA ☐ Inherited Traditional IRA ☐ Inherited Roth IRA

Amount You Are Planning to Rollover/Transfer

Pre-Tax Assets

☐ Total Account Balance $ ______________________
*If you do not know your exact account balance, provide an estimated amount.

☐ Partial Dollar Amount $______________________ Or Partial Percent ______________________%

Roth or Other **After-Tax Assets** – If you are rolling over Roth or other after-tax assets, please confirm that your 457(b), 401(a), or 403(b) plan permits roll-ins of Roth assets prior to requesting a roll-in. Note: Other after-tax assets are not eligible for a roll-in to your 457(b) plan.

☐ Total Account Balance $ ______________________
*If you do not know your exact account balance, provide an estimated amount.

☐ Partial Dollar Amount $______________________ Or Partial Percent ______________________%

4 ROLL-IN INVESTMENT ALLOCATION

Assets will be invested in your account according to your roll-in allocation instructions. You can provide or confirm your roll-in investment allocation by accessing your account online at www.missionsq.org and selecting the "Manage My Account" tab and the "Future Allocations" menu option or by contacting MissionSquare. Read below for information about how roll-in assets will be invested in the absence of valid roll-in allocation instructions.

457(b) Plan: In the absence of valid roll-in allocation instructions, assets will be invested according to the allocation instructions for contributions to your account (or to the default fund selected by your employer if you have not yet provided allocation instructions for the investment of contributions to your account).

New York State 457(b) Deferred Compensation Plan: If your 457(b) plan account is with an employer in New York State, the transferred assets will be invested according to the same allocation instructions that are used for the investment of contributions to your account (or to the default fund selected by your employer if you have not yet provided allocation instructions for the investment of contributions to your account).

401(a) Plan*: In the absence of valid roll-in allocation instructions, assets will be invested in the default fund selected by your employer.

403(b) Plan: In the absence of valid roll-in allocation instructions, assets will be invested in the default fund selected by your employer.

MissionSquare will send you a confirmation notice when the transferred assets have been received and credited to your account. You will have the ability to transfer your assets to any investments available within your plan at any time by accessing your account online at www.missionsq.org or by contacting MissionSquare.

**Includes 401(k) plans*

5 PARTICIPANT SIGNATURE

Signature must be completed using blue or black ink only. MissionSquare Plan Services does not accept electronic or typed signatures.

I acknowledge that I have read and agree to the disclosures shown in the instructions for this section. I have also read and agree to the process described in Section 4 of this form relating to how the transferred assets will be invested within my account.

I authorize and request the custodian of my existing retirement plan specified in Section 2 to liquidate and transfer my existing account to the MissionSquare account specified in Section 3 of this form.

PARTICIPANT SIGNATURE: ____ DATE ________/________/________
MONTH DAY YEAR

DC/UMC MissionSquare External Asset Movement Form

EMPLOYER PLAN NUMBER:	SOCIAL SECURITY NUMBER:

6 MISSIONSQUARE AUTHORIZATION

MissionSquare Retirement hereby attests that it maintains an eligible 457(b), 401(a), 401(k), 403(b), or IRA plan account for the above named individual and will accept the above referenced transfer of assets.

Authorized Signature, MissionSquare: ______________________ Title: **Authorized Representative**

7 SIGNATURE GUARANTEE

Some plan providers require a signature guarantee on the transfer request form (MissionSquare Retirement does not). Please check with your current plan provider to see if they require a signature guarantee, as the lack of a required signature guarantee may delay the processing of your transfer request. Signature guarantees can be obtained at most local banks.

Guarantor: ______________________

Title: ______________________

Authorized Officer to Place Stamp Here

8 CHECK/WIRE INSTRUCTIONS FOR FORMER TRUSTEE/CUSTODIAN

CHECK INFORMATION:
Make check(s) payable to:
MissionSquare Retirement

MAILING ADDRESS:
P.O. Box 219320
Kansas City, MO 64121-9320

OVERNIGHT ADDRESS:
MissionSquare Plan Services
801 Pennsylvania Ave Suite 219320
Kansas City, MO 64105

WIRE INSTRUCTIONS:
State Street Bank and Trust Company
ABA #**011000028**
DSTRS AGNT FOR MISSIONSQUARE RET CLIENTS
Account #**9900-119-0**

Please provide the **plan number** to which assets should be transferred. This should match the six-digit number you provided in Section 3. Include **investor name** and **last four digits of the SSN** on check/wire.

Roth and Non-457(b) Roll-In Assets – If the transfer includes Roth assets, please note the following on the check/wire: 1) the amount of Roth contributions, 2) the amount attributable to earnings on the Roth contributions, and 3) the date of the participant's first Roth contribution. The amount of non-457(b) roll-in assets (if any) should also be noted.

Roth and Other After-Tax Assets – If the transfer includes Roth or other after-tax assets, please note the following on the check/wire: 1) the amount of Roth or other after-tax contributions, 2) the amount attributable to earnings on the Roth or other after-tax contributions, and 3) the date of the participant's first Roth contribution (if applicable).

ADDITIONAL INFORMATION

Beneficiary Designations

MissionSquare recommends that you confirm we have current beneficiary information. Please review and update your beneficiary information as appropriate by accessing your account online at: **www.missionsq.org.**

Federal Tax Withholding – "No Withholding" Requests

Lump sum payments and installment payments paid over short periods of time are eligible to be rolled in to another employer-sponsored retirement plan or to an IRA and are subject to an IRS mandated 20% federal income tax withholding. If you use the Installment Payment Change Form to request substantially equal installment payments over a period of 10 years or more, your payments will not be subject to mandatory withholding and MissionSquare will honor requests for "no withholding" of federal tax or for withholding amounts less than 20% in federal tax.

MissionSquare Retirement IncomeAdvantage Fund

If your plan offers the MissionSquare Retirement IncomeAdvantage Fund (the Fund), any assets you have invested in the Fund will be excluded from your withdrawal request. If you would like to initiate withdrawals from the Fund, please contact MissionSquare for the appropriate withdrawal forms.

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.

Special Tax Notice Regarding Plan Payments

This notice applies to distributions from 401(a), 401(k), 403(b), and 457(b) plans with MissionSquare Retirement, including distributions from Roth and non-Roth accounts in the plans.

Roll-In Options Available

You are receiving this notice because all or a portion of a payment you are receiving from your account is eligible to be rolled into an IRA or an employer plan. This notice is intended to help you decide whether to do such a roll-in. Please review and consider the information in the notice before you begin withdrawing funds from your account with MissionSquare.

Rules that apply to most payments from a plan are described in the "General Information About Roll-Ins" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

General Information About Roll-Ins

How can a roll-in affect my taxes?

Non-Roth Assets – You will be taxed on a payment from the Plan if you do not roll it over. If you are under age 59½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (generally, distributions made before age 59½), unless an exception applies. However, if you do a roll-in, you will not have to pay tax until you receive payments later and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception to the 10% additional income tax applies).

Roth Assets – After-tax contributions included in a payment from a designated Roth account are not taxed, but earnings might be taxed. The tax treatment of earnings included in the payment depends on whether the payment is a qualified distribution. If a payment is only part of your designated Roth account, the payment will include an allocable portion of the earnings in your designated Roth account.

If the payment from the Plan is not a qualified distribution and you do not do a rollover to a Roth IRA or a designated Roth account in an employer plan, you will be taxed on the portion of the payment that is earnings. If you are under age 59½, a 10% additional income tax on early distributions (generally, distributions made before age 59½) will also apply to the earnings (unless an exception applies). However, if you do a roll-in, you will not have to pay taxes currently on the earnings and you will not have to pay taxes later on payments that are qualified distributions.

If the payment from the Plan is a qualified distribution, you will not be taxed on any part of the payment even if you do not do a roll-in. If you do a roll-in, you will not be taxed on the amount you roll in and any earnings on the amount you roll in will not be taxed if paid later in a qualified distribution.

A qualified distribution from a designated Roth account in the Plan is a payment made after you are age 59½ (or after your death or disability) and after you have had a designated Roth account in the Plan for at least five years. In applying the five-year rule, you count from January 1 of the year your first contribution was made to the designated Roth account. However, if you did a direct roll-in to a designated Roth account in the Plan from a designated Roth account in another employer plan, your participation will count from January 1 of the year your first contribution was made to the designated Roth account in the Plan or, if earlier, to the designated Roth account in the other employer plan.

Any distribution from a pension-linked emergency savings account (PLESA), if offered by the Plan, is treated as a qualified distribution. Also, for purposes of determining the portion of a PLESA distribution that is attributable to contributions or earnings, the PLESA may be treated as separate from the rest of your designated Roth account.

What types of retirement accounts and plans may accept my roll-in?

Non-Roth Assets – You may roll in the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified plan, Section 403(b) plan, or governmental Section 457(b) plan) that will accept the roll-in. The rules of the IRA or employer plan that holds the roll-in will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, IRAs are not subject to spousal consent rules and IRAs may not provide loans). Further, the amount rolled in will become subject to the tax rules that apply to the IRA or employer plan.

Roth Assets – You may roll in the payment to either a Roth IRA (a Roth individual retirement account or Roth individual retirement annuity) or a designated Roth account in an employer plan that will accept the roll-in (a tax-qualified plan, Section 403(b) plan, or governmental Section 457 plan). The rules of the Roth IRA or employer plan that holds the roll-in will determine your investment options, fees, and rights to payment from the Roth IRA or employer plan (for example, Roth IRAs are not subject to spousal consent rules and Roth IRAs may not provide loans). Further, the amount rolled in will become subject to the tax rules that apply to the Roth IRA or the designated Roth account in the employer plan. In general, these tax rules are similar to those described elsewhere in this notice, but differences include:

- If you do a roll-in to a Roth IRA, all of your Roth IRAs will be considered for purposes of determining whether you have satisfied the five-year rule (counting from January 1 of the year for which your first contribution was made to any of your Roth IRAs).
- If you do a roll-in to a Roth IRA, you must keep track of the aggregate amount of the after-tax contributions in all of your Roth IRAs (in order to determine your taxable income for later Roth IRA payments that are not qualified distributions).
- Eligible roll-in distributions from a Roth IRA can only be rolled in to another Roth IRA.

How do I do a roll-in?

There are two ways to do a roll-in. You can do either a direct roll-in or a 60-day roll-in.

If you do a direct roll-in, the Plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct roll-in.

If you do not do a direct roll-in:

Non-Roth Assets – You may still do a roll-in by making a deposit into an IRA or eligible employer plan that will accept it. Generally, you will have 60 days after you receive the payment to make the deposit. If you do not do a direct roll-in, the Plan is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received). This means that in order to roll in the entire payment in a 60-day roll-in, you must use other funds to make up for the 20% withheld. If you do not roll in the entire amount of the payment, the portion not rolled in will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

Roth Assets – You may still do a roll-in by making a deposit (generally within 60 days) into a Roth IRA, whether the payment is a qualified or nonqualified distribution. In addition, you can do a roll-in by making a deposit within 60 days into a designated Roth account in an employer plan if the payment is a nonqualified distribution and the roll-in does not exceed the amount of the earnings in the payment. You cannot do a 60-day roll-in to an employer plan of any part of a qualified distribution. If you receive a distribution that is a nonqualified distribution and you do not roll in an amount at least equal to the earnings allocable to the distribution, you will be taxed on the amount of those earnings not rolled in, including the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

- If you do a direct roll-in of only a portion of the amount paid from the Plan and a portion is paid to you at the same time, the portion directly rolled in consists first of earnings.
- If you do not do a direct roll-in and the payment is not a qualified distribution, the Plan is required to withhold 20% of the earnings for federal income taxes (up to the amount of cash and property received). This means that in order to roll in the entire payment in a 60-day rollover to a Roth IRA, you must use other funds to make up for the 20% withheld.

How much may I roll in?

If you wish to do a roll-in, you may roll in all or part of the amount eligible for roll-in. Any payment from the Plan is eligible for roll-in, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the joint lives or joint life expectancies of you and your beneficiary);
- Required minimum distributions after age 70½ (if you were born before July 1, 1949), after age 72 (if you were born after June 30, 1949, and before January 1, 1951), after age 73 (if you were born after December 31, 1950, and before January 1, 1960), after age 75 (if you were born after December 31, 1959), or after death;
- Hardship distributions;
- Corrective distributions of contributions that exceed tax law limitations;

- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends);
- Cost of life insurance paid by the Plan;
- Payments of certain automatic enrollment contributions that you request to withdraw within 90 days of your first contribution;
- Amounts treated as distributed because of a prohibited allocation of S corporation stock under an ESOP (also, there generally will be adverse tax consequences if you roll over a distribution of S corporation stock to an IRA); and
- Distributions of certain premiums for health and accident insurance.

MissionSquare can tell you what portion of a payment is eligible for roll-in.

If I don't do a roll-in, will I have to pay the 10% additional income tax on early distributions?

Non-Roth Assets – If you are under age 59½, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll in, unless one of the exceptions listed below applies. This tax applies to the part of the distribution that you must include in income and is in addition to the regular income tax on the payment not rolled in.

Roth Assets – If a payment is not a qualified distribution and you are under age 59½, you will have to pay the 10% additional income tax on early distributions with respect to the earnings allocated to the payment that you do not roll in (including amounts withheld for income tax), unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on earnings not rolled in.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation;
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the joint lives or joint life expectancies of you and your beneficiary);
- Payments from a governmental plan made after you separate from service if you are a qualified public safety employee and you (1) will be at least age 50 in the year of the separation or (2) have at least 25 years of service under the plan;
- Payments from a tax-qualified plan or Section 403(b) plan made after you separate from service if you are an employee who provides firefighting services and you (1) will be at least age 50 in the year of the separation or (2) have at least 25 years of service under the plan;
- Payments of up to $5,000 made to you within one year after the birth or adoption of a child;
- Payments made due to disability;
- Payments made while you are terminally ill;
- Payments after your death;
- Payments of ESOP dividends;
- Corrective distributions of contributions that exceed tax law limitations;
- Cost of life insurance paid by the Plan;
- Payments made directly to the government to satisfy a federal tax levy;
- Payments made under a qualified domestic relations order (QDRO);
- Payments of up to $5,000 made to you from a defined contribution plan if the payment is a qualified birth or adoption distribution;
- Payments up to the amount of your deductible medical expenses (without regard to whether you itemize deductions for the taxable year);
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001, for more than 179 days;
- Payments of certain automatic enrollment contributions that you request to withdraw within 90 days of your first contribution;
- Payments of up to $22,000 made in connection with federally declared disasters;
- Phased retirement payments made to federal employees;
- Payments for emergency personal expenses up to the lesser of (a) $1,000 or (b) the excess of your vested benefit over $1,000;
- Payments to domestic abuse victims up to the lesser of (a) $10,000 (or such higher amount the IRS announces for years after 2024) or (b) 50% of your vested benefit; and
- Payments made after December 29, 2025, that are used to pay premiums on "certified" long-term care insurance policies up to the least of (a) the amount paid for the coverage, (b) 10% of your vested benefit, or (c) $2,500 (or such higher amount the IRS announces).

If I do a roll-in to a traditional IRA or Roth IRA, will the 10% additional income tax apply to early distributions from the IRA?

Non-Roth Assets – If you receive a payment from an IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions on the part of the distribution that you must include in income, unless an exception applies.

Roth Assets – If you receive a payment from a Roth IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions on the earnings paid from the Roth IRA, unless an exception applies or the payment is a qualified distribution.

In general, the exceptions to the 10% additional income tax for early distributions from a traditional or Roth IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from a traditional or Roth IRA, including:

- The exceptions for payments made after you separate from service if you will be at least age 55 in the year of the separation (or age 50 or following 25 years of service for qualified public safety employees and employees providing firefighting services) do not apply;
- The exception for QDROs does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse);
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service;
- There are additional exemptions that apply for payments from an IRA, including: (1) payments for qualified higher education expenses, (2) payments up to $10,000 used in a qualified first-time home purchase, (3) payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status), and (4) payments of net income attributable to an excess IRA contribution made in a calendar year where such amounts are distributed by tax return deadline for the year (including extensions) and no deduction is allowed for the excess contribution.

If your payment is from a governmental Section 457(b) plan:

If the Plan is a governmental Section 457(b) plan, the same rules described elsewhere in this notice generally apply, allowing you to roll in the payment to an IRA or an employer plan that accepts roll-ins. One difference is that you cannot do a roll-in if the payment is due to an "unforeseeable emergency" and the special rules under "If you were born on or before January 1, 1936," do not apply.

Non-Roth Assets – If the distribution is from non-Roth assets, another difference is that if you do not do a roll-in, you will not have to pay the 10% additional income tax on early distributions from the Plan even if you are under age 59½ (unless the payment is from a separate account holding roll-in contributions that were made to the Plan from a tax-qualified plan, a Section 403(b) plan, or an IRA). However, if you do a roll-in to an IRA or to an employer plan that is not a governmental Section 457(b) plan, a later distribution made before age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies).

Roth Assets – If the distribution is from Roth assets, another difference is that if you receive a payment that is not a qualified distribution and you do not roll it in, you will not have to pay the 10% additional income tax on early distributions with respect to the earnings allocated to the payment that you do not roll in, even if you are under age 59½ (unless the payment is from a separate account holding rollover contributions that were made to the Plan from a tax-qualified plan, a Section 403(b) plan, or an IRA). However, if you do a roll-in to an IRA or to an employer plan that is not a governmental Section 457(b) plan, a later distribution that is not a qualified distribution made before age 59½ will be subject to the 10% additional income tax on earnings allocated to the payment (unless an exception applies).

Will I owe state income taxes?

This notice does not address any state or local income tax rules (including withholding rules).

Special Rules and Options

If your payment includes non-Roth after-tax contributions:

After-tax contributions included in a payment are not taxed. If you received a partial payment of your total benefit, an allocable portion of your after-tax contributions is included in the payment, so you cannot take a payment of only after-tax contributions. However, if you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in the payment. In addition, special rules apply when you do a roll-in, as described below.

You may roll in to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day roll-in. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct roll-in of only a portion of the amount paid from the Plan and at the same time the rest is paid to you, the portion rolled in consists first of the amount that would be taxable if not rolled in. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions. In this case, if you directly roll in $10,000 to an IRA that is not a Roth IRA, no amount is taxable because the $2,000 amount not rolled in is treated as being after-tax contributions. If you do a direct roll-in of the entire amount paid from the Plan to two or more destinations at the same time, you can choose which destination receives the after-tax contributions.

If you do a 60-day roll-in to an IRA of only a portion of a payment made to you, the portion rolled in consists first of the amount that would be taxable if not rolled in. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions, and no part of the distribution is directly rolled in. In this case, if you roll in $10,000 to an IRA that is not a Roth IRA in a 60-day roll-in, no amount is taxable because the $2,000 amount not rolled in is treated as being after-tax contributions.

You may roll in to an employer plan all of a payment that includes after-tax contributions, but only through a direct roll-in (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental Section 457(b) plan). You can do a 60-day roll-in to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled in.

If you miss the 60-day roll-in deadline:

Generally, the 60-day roll-in deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the roll-in by the 60-day roll-in deadline. Under certain circumstances, you may claim eligibility for a waiver of the 60-day roll-in deadline by making a written self-certification. Otherwise, to apply for a waiver from the IRS, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*.

If you have an outstanding loan that is being offset:

If you have an outstanding loan from the Plan, your Plan benefit may be offset by the outstanding amount of the loan, typically when your employment ends. The offset amount is treated as a distribution to you at the time of the offset. Generally, you may roll over all or any portion of the offset amount.

How long you have to complete the rollover depends on what kind of plan loan offset you have. If you have a qualified plan loan offset, you will have until your tax return due date (including extensions) for the tax year during which the offset occurs to complete your roll-in. A qualified plan loan offset occurs when a plan loan in good standing is offset because your employer plan terminates or because you sever from employment. If your plan loan offset occurs for any other reason (such as a failure to make level loan repayments that results in a deemed distribution), then you have 60 days from the date the offset occurs to complete your roll-in.

Non-Roth Assets – Any offset amount that is not rolled in will be taxed (including the 10% additional income tax on early distributions, unless an exception applies). You may roll in offset amounts to an IRA or an employer plan (if the terms of the employer plan permit the plan to receive plan loan offset rollovers).

Roth Assets – If the distribution attributable to the offset is not a qualified distribution and you do not roll in the offset amount, you will be taxed on any earnings included in the distribution (including the 10% additional income tax on early distributions, unless an exception applies). You may roll in the earnings included in the loan offset to a Roth IRA or designated Roth account in an employer plan (if the terms of the employer plan permit the plan to receive plan loan offset roll-ins). You may also roll in the full amount of the offset to a Roth IRA.

If you were born on or before January 1, 1936:

If you were born on or before January 1, 1936, and receive a lump-sum distribution that is not a qualified distribution from a designated Roth account and that you do not roll in, special rules for calculating the amount of the tax on the payment (for Roth assets, on any earnings taxed) might apply to you. For more information, see IRS Publication 575, *Pension and Annuity Income*.

If you are an eligible retired public safety officer and your payment (including a nonqualified Roth distribution) is used to pay for health coverage or qualified long-term care insurance:

If the Plan is a governmental plan, you retired as a public safety officer, and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income Plan payments (including nonqualified Roth distributions) paid as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of $3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

If you roll in your payment of non-Roth assets to a Roth IRA:

If you roll in a payment of non-Roth assets from the Plan to a Roth IRA a special rule applies under which the amount of the payment rolled in (reduced by any after-tax amounts) will be taxed. In general, the 10% additional income tax on early distributions will not apply. However, if you take the amount rolled in out of the Roth IRA within the five-year period that begins on January 1 of the year of the roll-in, the 10% additional income tax will apply (unless an exception applies).

If you roll in the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the roll-in). A qualified distribution from a Roth IRA is a payment made after you are age 59½ (or after your death or disability or as a qualified first-time homebuyer distribution of up to $10,000) and after you have had a Roth IRA for at least five years. In applying this five-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the roll-in, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs),* and IRS Publication 590-B*, Distributions from Individual Retirement Arrangements (IRAs)*.

If you do a roll-in from non-Roth assets to a designated Roth account in the same Plan (in-plan Roth conversion):

You cannot roll in a distribution to a designated Roth account in another employer's plan. However, you can roll the distribution over into a designated Roth account in the distributing plan. If you roll in a payment from the Plan to a designated Roth account in the Plan, the amount of the payment rolled in (reduced by any after-tax amounts directly rolled in) will be taxed. In general, the 10% additional income tax on early distributions will not apply. However, if you take the amount rolled in out of the Roth IRA within the five-year period that begins on January 1 of the year of the roll-in, the 10% additional income tax will apply (unless an exception applies).

If you roll in the payment to a designated Roth account in the Plan, later payments from the designated Roth account that are qualified distributions will not be taxed (including earnings after the roll-in). A qualified distribution from a designated Roth account is a payment made both after you are age 59½ (or after your death or disability) and after you have had a designated Roth account in the Plan for at least five years. In applying this five-year rule, you count from January 1 of the year your first contribution was made to the designated Roth account. However, if you made a direct roll-in to a designated Roth account in the Plan from a designated Roth account in a plan of another employer, the five-year period begins on January 1 of the year you made the first contribution to the designated Roth account in the Plan or, if earlier, to the designated Roth account in the plan of the other employer. Payments from the designated Roth account that are not qualified distributions will be taxed to the extent of earnings after the roll-in, including the 10% additional income tax on early distributions (unless an exception applies). As a Plan participant, you are not required to take required minimum distributions from a designated Roth account during your lifetime.

If you are not a Plan participant:

Payments after death of the participant. If you receive a distribution after the participant's death that you do not roll in, the distribution generally will be taxed in the same manner described elsewhere in this notice. However, whether the payment is a qualified distribution from a designated Roth account generally depends on when the participant first made a contribution to the designated Roth account in the Plan. Also, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "If you were born on or before January 1, 1936," applies only if the deceased participant was born on or before January 1, 1936.

If you are a surviving spouse and receive a payment of non-Roth assets from the Plan, you have the same roll-in options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a roll-in to an IRA, you may treat the IRA as your own or as an inherited IRA.

An IRA you treat as your own is treated like any other IRA of yours, so payments made to you before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies), and required minimum distributions from your IRA do not have to start until after you are 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), age 73 (if you were born after December 31, 1950, and before January 1, 1960), or after age 75 (if you were born after December 31, 1959).

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70½ (if they were born before July 1, 1949), age 72 (if they were born after June 30, 1949, and before January 1, 1951), age 73 (if they were born after December 31, 1950, and before January 1, 1960), or after age 75 (if they were born after December 31, 1959).

If you are a surviving spouse and receive a payment of Roth assets from the Plan, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a roll-in to a Roth IRA, you may treat the Roth IRA as your own or as an inherited Roth IRA.

A Roth IRA you treat as your own is treated like any other Roth IRA of yours, so you will not have to receive any required minimum distributions during your lifetime and earnings paid to you in a nonqualified distribution before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies).

If you treat the Roth IRA as an inherited Roth IRA, payments from the Roth IRA will not be subject to the 10% additional income tax on early distributions. An inherited Roth IRA is subject to required minimum distributions. You will not have to start receiving required minimum distributions from the inherited Roth IRA until the year the participant would have been age 70½ (if they were born before July 1, 1949), age 72 (if they were born after June 30, 1949, and before January 1, 1951), age 73 (if they were born after December 31, 1950, and before January 1, 1960), or after age 75 (if they were born after December 31, 1959).

If you are a surviving beneficiary other than a spouse and receive a payment of non-Roth assets from the Plan, the only roll-in option you have is to do a direct roll-in to an inherited IRA. Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

If you are a surviving beneficiary other than a spouse and receive a payment of Roth assets from the Plan, the only roll-in option you have is to do a direct roll-in to an inherited Roth IRA. Payments from the inherited Roth IRA, even if made in a nonqualified distribution, will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited Roth IRA.

Payments under a QDRO. If you are the spouse or former spouse of the participant who receives a payment from the Plan under a QDRO, you generally have the same options and the same tax treatment that the participant would have (for example, you may roll over the payment as described in this notice). However, payments under the QDRO will not be subject to the 10% additional income tax on early distributions.

If you are a nonresident alien:

If you are a nonresident alien and you do not do a direct roll-in to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day roll-in), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, *U.S. Tax Guide for Aliens,* and IRS Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities.*

Other Special Rules

If a payment is one in a series of payments for less than 10 years, your choice whether to do a direct roll-in will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year (treating Roth and non-Roth assets separately) are less than $200, the Plan is not required to allow you to do a direct roll-in and is not required to withhold federal income taxes. However, you can do a 60-day roll-in.

Unless you elect otherwise, a mandatory cashout of more than $1,000 (treating Roth and non-Roth assets separately) will be directly rolled in to an IRA chosen by the Plan administrator or payor. A mandatory cashout is a payment from a plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed $7,000 (not including any amounts held under the plan as a result of a prior roll-in made to the plan).

You may have special roll-in rights if you recently served in the U.S. Armed Forces. For more information on special roll-in rights related to the U.S. Armed Forces, see IRS Publication 3, *Armed Forces' Tax Guide*. You also may have special roll-in rights if you were affected by a federally declared disaster (or similar event) or if you received a distribution on account of a disaster. For more information on special roll-in rights related to disaster relief, see the IRS website at www.irs.gov.

For More Information

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, *Pension and Annuity Income;* IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*; IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs);* and IRS Publication 571, *Tax-Sheltered Annuity Plans (403(b) Plans).* These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.