

# Helpside Inc. 401(k) Retirement Plan - Helpside Inc.

932319-00001

Rollover Form

## Four Simple Steps

1. Contact your plan administrator or refer to your Summary Plan Description to make sure you're eligible to roll over your plan account balance from a prior qualified retirement plan.
2. Contact your prior company and request a rollover distribution. If you have an Individual Retirement Account (IRA), contact the investment manager (custodian) for your IRA and request a withdrawal. Be sure to have the distribution check made payable to **Transamerica, FBO "Reference Your Name" (e.g., Transamerica, FBO Jane Doe)** and have it sent directly to you.
3. Complete the Rollover Form below.
4. Submit the Rollover Form along with the distribution check to Transamerica for processing.

**You must first enroll in the plan and designate a beneficiary.**

## 1. Employee Information (Please print)

Married       Not Married

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Hire \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## 2. Previous Plan/IRA Information

Name of prior plan \_\_\_\_\_

Mark One:*	<input type="radio"/> 401(k)	<input type="radio"/> 403(a)	<input type="radio"/> 403(b)	<input type="radio"/> Profit Sharing Plan	<input type="radio"/> Defined Benefit Plan	<input type="radio"/> Money Purchase Plan
	<input type="radio"/> Government 457	<input type="radio"/> Conduit IRA	<input type="radio"/> Traditional IRA	<input type="radio"/> Simple IRA	<input type="radio"/> SEP IRA	<input type="radio"/> Roth 401(k) - Direct
						<input type="radio"/> Roth 401(k) - Indirect (earnings only permitted)

*For Roth 401(k) rollovers, please complete the information below. This information should have been provided by your rollover institution.*

Year of First Roth 401(k) Contribution \_\_\_\_\_

Roth Contribution Basis \_\_\_\_\_ (This is the non-taxable portion of your distribution).

\*Your plan may not accept rollovers from all plan types listed above. Contact your plan administrator to make sure your rollover qualifies. The tax costs with a Roth IRA conversion can be significant. Contributions are subject to taxes that were previously deducted, including any accumulated earnings. You may also be pushed into a higher tax bracket, especially if converting a large amount of money.

**Continued on next page**

**Helpside Inc. 401(k) Retirement Plan - Helpside Inc. Rollover Form**

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Previous Plan/IRA Information Contact:**

First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

**3. Tax Information**

- All of this distribution amount would be taxable to me if I did not roll it over.
- This rollover includes after-tax contributions in the amount of \$ \_\_\_\_\_. The remainder would be taxable income to me if I did not roll it over.
- No part of this rollover is a minimum required distribution.
- No part of this rollover is a hardship withdrawal.
- All of this distribution is a Roth 401(k) rollover.

Please note the following important information:

1. Transamerica cannot accept after-tax amounts if the cost basis is not provided. If you are unsure of your after-tax cost basis, contact your previous plan administrator to obtain/confirm this information. If this information is not received, it will be assumed that the deposit represents pretax amounts only.
2. If you are already enrolled in the plan, your incoming rollover will be invested according to your existing investment allocation for payroll contributions.
3. If you are not enrolled in the plan, **or your elections do not equal 100%**, your incoming rollover will be invested in PortfolioXpress®. You can subsequently reallocate your investment at any time, subject to plan provisions.

**4. Employee Authorization**

I wish to contribute a single sum rollover in the amount of \$ \_\_\_\_\_, which represents a distribution from another qualified retirement plan. **A check made payable to Transamerica, FBO "Reference Your Name" (e.g., Transamerica, FBO Jane Doe) is attached.** I understand the withdrawal restrictions that apply to these contributions.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT SIGNED FORM TO: Transamerica, PASS Processing Center, JPMorgan Chase – Lockbox Processing, Transamerica Financial Life Insurance Company 28566, 4 Chase Metrotech Center 7th floor East, Brooklyn, NY 11245 Fax#: 866-846-2236.**

Once this form has been completed with all of the necessary information and required signatures, please forward to the Transamerica Processing Center. Please list the name, contract # and SSN last 4 digits on the check & any other documents sent with the rollover form. Be sure to keep a photocopy for your records.

**PASS Authorization:**

I authorize these rollover funds to be deposited into the participant's account.

PASS Signature \_\_\_\_\_ Date \_\_\_\_\_

**For PLAN ADMINISTRATOR Use Only: JPMorgan Chase – Lockbox Processing, Transamerica Financial Life Insurance Company 28566, 4 Chase Metrotech Center 7th floor East, Brooklyn, NY 11245 Fax#: 866-846-2236**