



## ROLLOVERS FROM A QUALIFIED EMPLOYER PLAN

### A PLACE FOR MOM 401(k) PLAN

Are you interested in rolling over your funds from your former employer into your current plan? Please follow these easy steps to initiate this process:

- Contact your former employer or former plan administrator. They should provide you a distribution form or packet. You may have been provided a distribution packet when you left your job.
- Within this packet, there should be a place to indicate what you would like to do with your retirement funds. For example, you might be asked if you would like to take a lump sum distribution or roll your funds into another qualified retirement plan. Choose the option to roll your funds into another qualified retirement plan.
- The form should ask you where to mail your rollover check and how to have the check issued. Please use the following information on your distribution forms:

**MAKE ROLLOVER CHECK PAYABLE TO:** Charles Schwab Bank; fbo: A Place for Mom, Inc. 401(k) Plan; Acct# 704705

**WRITE IN THE MEMO LINE OF THE ROLLOVER CHECK:** Acct # 704705 fbo: *Participant Name and SSN*

**MAIL THE ROLLOVER CHECK TO:** Charles Schwab Bank  
Attn: RBS Cash Management  
PO Box 81686  
Austin, TX 78708

**OVERNIGHT ADDRESS:** Charles Schwab Bank  
Attn: Trust Services  
2309 Gracy Farms Ln  
Austin, TX 78758

- Return the completed distribution form to your prior employer/plan administrator and they should initiate the rollover.
- Complete the second page of this Request for Rollover Contribution Form and return it to Randall & Hurley at [submit@randall-hurley.com](mailto:submit@randall-hurley.com).

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## ROLLOVER FROM TRADITIONAL (NON-ROTH) OR CONDUIT IRA

Please follow these easy steps to initiate a transfer from an Individual Retirement Account (IRA). ***Note: Roth IRAs cannot be rolled into a 401(k) Plan.***

Complete the second page of this Request for Rollover Contribution Form and provide to the current custodian of your IRA (shown on your statement). They might require additional paperwork for the rollover but this form will get things started and let them know where to send the check.

**A PLACE FOR MOM 401(k) PLAN**  
**REQUEST FOR ROLLOVER CONTRIBUTION FORM**

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**Name**

**SSN**

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**Mailing Address**

I wish to make a rollover contribution in the following amount(s):

**PRE-TAX ROLLOVER:**

I certify that this is a pre-tax Rollover from a qualified plan, 403(b) plan, 457(b) plan, or a traditional or conduit IRA.

The total pre-tax rollover amount is: \$\_\_\_\_\_.

**AFTER-TAX ROTH 401(K) ROLLOVER (*if allowed by plan*):**

I certify that this rollover is from an after-tax Roth 401(k) plan.

The total Roth 401(k) rollover amount is: \$\_\_\_\_\_.

\$\_\_\_\_\_  
Amount (\$) of Roth Contributions/Basis

Year of Initial Roth Contribution

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In order to initiate a direct rollover to this plan, I have provided my prior administrator and/or IRA custodian with the information on Page 1 of this form.

I understand that my balance will be allocated according to my current elections in the 401(k) Plan. If I do not have a current election on file, the amount will be invested into the default investment.

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**Participant Signature (*required*)**

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**Date (*required*)**

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Action by Administrative Committee:

Approved\_\_\_\_\_

Disapproved\_\_\_\_\_

Explanation: \_\_\_\_\_

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**Administrative Committee**

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**Date**

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*Please return a copy of this completed form to Randall & Hurley at [submit@randall-hurley.com](mailto:submit@randall-hurley.com).*