



Utah Retirement Systems

PO Box 1590
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www.urs.org **Submit Online:** www.urs.org/us/messagecenter

Request for Rollover or Transfer to URS

INSTRUCTIONS:

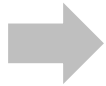
1. Use this form to request a rollover or transfer contribution from an existing eligible plan from another investment provider to a Utah Retirement Systems (URS) Savings Plan (401(k), 457(b), Traditional IRA, or Roth IRA).
2. Please type or print clearly using black ink and review all pages of this form before completing.
3. Carefully review the *401(k) and 457(b) Summary Plan Descriptions*, *Roth and Traditional IRAs Guidebook*, and the *Roth and Traditional IRAs Disclosure Statement* available at www.urs.org or by contacting the URS office. They contain important information you should know before participating in a URS Savings Plan.
4. The *401(k) and 457(b) Plan Documents* are available by contacting the URS office.
5. You must include a copy of your most recent statement of the account you are requesting to rollover/transfer to URS.
6. You will need to designate beneficiaries for the plan(s) you participate in. You can designate beneficiaries by logging into your account online at www.urs.org or by submitting a *Beneficiary Designation Form (MECF-1B)*. If URS does not have a beneficiary designation on file for a plan you are participating in prior to your death, the proceeds may be paid according to Title 49 of the Utah Code.
7. The amounts you rollover or transfer to the plan selected will be invested according to your future investment allocation. If you have not elected a future investment allocation, your funds will be placed in the Target Date Fund that corresponds to your date of birth (default investment option), as shown on the chart on page 3 of the form. You may change your future investment allocation by logging into your account online at www.urs.org or by submitting a *Contribution and Investment Change Agreement* form.
8. You may revoke your URS IRA by notifying URS within seven (7) days of establishing your IRA (account open date). See the *Roth and Traditional IRAs Disclosure Statement* for additional information.

SECTION A » MEMBER INFORMATION	
Name (First, Middle, Last)	Social Security # or Account #

SECTION B » PRIOR INVESTMENT PROVIDER INFORMATION		
Name of Investment Provider	Investment Provider Phone #	
Mailing Address		
City	State	ZIP
Account/Contract Number of Prior Investment Plan		

SECTION C » ROLLOVER/TRANSFER INFORMATION Select the type of plan From which the rollover or transfer is being made (Prior Investment Provider Plan Type) and the type of plan into which the funds are to be rolled over/transferred To (URS Plan Type).

Prior Investment Provider Plan Type (select only one)	URS Plan Type
<p>Rollover/Transfer From:</p> <p><input type="checkbox"/> 401(k), 401(a), 403(b), Profit Sharing, Money Purchase Plan*</p> <p><input type="checkbox"/> 457(b)*</p> <p><input type="checkbox"/> Roth 401(k), Roth 403(b), Roth 457(b)</p> <p><input type="checkbox"/> Traditional IRA, Rollover IRA, SEP IRA, SARSEP IRA, Simple IRA</p> <p><input type="checkbox"/> Roth IRA</p> <p><input type="checkbox"/> Other (please specify): _____</p>	<p>By checking a box below, I confirm that I currently participate in the URS plan selected or I elect to open an account in the URS plan selected: (select only one)</p> <p>Rollover/Transfer To:</p> <p><input type="checkbox"/> 401(k)</p> <p><input type="checkbox"/> 457(b)</p> <p><input type="checkbox"/> Traditional IRA</p> <p><input type="checkbox"/> Roth IRA</p>



*After-tax funds within a non-Roth 401(k), 401(a), 403(b), Profit Sharing, Money Purchase Plan, 457(b), or other account may only be rolled over to a URS Roth IRA. If you are requesting a rollover from a non-Roth 401(k), 401(a), 403(b), Profit Sharing, Money Purchase Plan, 457(b), or other account that contains both after-tax and pre-tax funds contact our office for instructions.

SECTION D » ROLLOVER/TRANSFER INSTRUCTIONS

1. Type of Rollover/Transfer: Direct Rollover/Transfer – Funds will be sent directly to URS by the prior investment provider.
 60-Day Rollover – You have received a distribution (made payable to you) from the prior plan within the last 60 days.
2. Liquidation Amount: Full Balance or Partial Balance \$ _____.
3. Rollover/Transfer Date: As Soon As Possible or Rollover/Transfer Issued On* _____.
(mm/dd/yyyy)

*See Certificate of Deposit on page 3 if you are rolling over/transferring a certificate of deposit (CD).

SECTION E » MEMBER AUTHORIZATION

By signing and submitting this *Request for Rollover/Transfer to URS* form for processing I am requesting to have options and elections established under the Plan as specified on this form and agree to the following:

- The *401(k) and 457(b) Plan Documents, Roth and Traditional IRAs Disclosure Statement, Roth and Traditional IRAs Guidebook, and the 401(k) and 457(b) Summary Plan Descriptions* are incorporated into this *Request for Rollover/Transfer to URS* form and that these together constitute my entire rights and obligations under the applicable Plan;
- This form is a legally binding contract;
- The URS Savings Plans are established and governed by Utah Code Title 49 and are administered as federally qualified plans, which means they must comply with the Internal Revenue Code and applicable IRS regulations and guidance;
- I certify that the rollover/transfer requested meets the requirements of applicable sections of the Internal Revenue Code and the plan indicated in Section C and I assume responsibility for any tax consequences that may result if these requirements are not met;
- I understand that fees for each investment option apply under the Plan I selected above. The fees vary by investment option and are available to review at www.urs.org;
- I understand that opening an account involves investment risk, including the possible loss of principal;
- I understand that the value of my account may vary depending on market conditions and the performance of the investment option I select. The account balance may be more or less than the total amount contributed to the account;
- I understand my investments are not insured or guaranteed by the State of Utah, the Utah State Retirement Board, the Utah Retirement Systems, or any other state or federal government agency.

Signature	Date
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Signature Guarantee – Check with the prior investment provider to determine if a signature guarantee is required.

If Required, Place Medallion Signature Guarantee Stamp Below:

You may obtain a signature guarantee from a financial institution – such as a commercial bank, savings bank, credit union, or broker dealer – that participates in one of the Medallion signature guarantee programs. The best source of a signature guarantee would be a participating financial institution with which you do business. A notary public cannot provide a signature guarantee.

URS ACCEPTANCE » (This section to be completed by Utah Retirement Systems only)

To Trustee or Custodian: Utah Retirement Systems certifies that an eligible savings plan has been established for benefit of the individual indicated above, which meets the requirements of the applicable Internal Revenue Code of the plan indicated in Section C. URS agrees to accept this transfer or rollover insofar as it meets applicable federal transfer and rollover eligibility rules.

Authorized URS Signature	Title	Date
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IMPORTANT INFORMATION REGARDING ROLLOVERS OR TRANSFERS TO URS AND PLAN PARTICIPATION

REVIEW THE TERMS AND CONDITIONS OF THE PLAN

Carefully review the *401(k) and 457(b) Summary Plan Descriptions, Roth and Traditional IRAs Guidebook* and the *Roth and Traditional IRAs Disclosure Statement* available at www.urs.org or by contacting the URS office. They contain important information you should know before participating in a URS Savings Plan. The *401(k) and 457(b) Plan Documents* are available at www.urs.org or by contacting the URS office.

Funds rolled over or transferred into a URS Savings Plan are subject to the laws, policies, and procedures governing each plan respectively. Therefore, distributions from the new URS plan may be subject to restrictions and tax consequences which are different from those of the prior investment provider plan.

TYPES OF ROLLOVERS AND TRANSFERS

A **DIRECT TRANSFER** is between similar plans (e.g., traditional IRA to traditional IRA, Roth IRA to Roth IRA). A direct transfer occurs when funds from a similar plan are sent directly to URS.

A **DIRECT ROLLOVER** allows you to move a distribution from one eligible plan to a different type of eligible plan. A direct rollover occurs when a distribution from an eligible plan is paid directly to URS. This avoids federal tax withholding and early withdrawal penalties because the distribution is made directly to URS.

A **60-DAY (INDIRECT) ROLLOVER*** is a distribution from a retirement account that is rolled over to an eligible plan or IRA within 60 days. A 60-day or indirect rollover differs from a direct rollover or transfer in that the funds are sent to you (the member) and not directly to the new plan (URS). Distributions may be subject to mandatory federal tax withholding. You may replace any amount that was withheld. Any portion of the distribution that is not rolled over, including any taxes that are withheld and not replaced, is treated as a taxable withdrawal, and may be subject to an additional 10% early withdrawal penalty tax.

*You can make only one rollover from an IRA to another (or the same) IRA in any 12-month period, regardless of the number of IRAs that you own. For additional information see *IRS Announcement 2014-15* and *IRS Announcement 2014-32*.

ALLOWABLE ROLLOVERS AND TRANSFERS

Prior Investment Provider Plan Type (From)	URS Plan Type (To)
401(k), 401(a), 403(b), Profit Sharing, Money Purchase Plan	401(k), Traditional IRA, Roth IRA
457(b)**	401(k), 457(b), Traditional IRA, Roth IRA
Roth IRA, Roth 401(k), Roth 403(b), Roth 457(b)	Roth IRA
Traditional IRA, Rollover IRA, SEP IRA, SARSEP IRA, Simple IRA	401(k), Traditional IRA, Roth IRA

**Funds rolled over from a 457(b) will be subject to the laws, policies, and procedures governing the receiving plan. Therefore, distributions from the receiving plan will be subject to the restrictions and tax consequences of the receiving plan (which may be different from those of the original 457(b)).

FUTURE INVESTMENT ALLOCATION

The amounts you rollover or transfer to a URS Savings Plan will be invested according to your future investment allocation. If you have not elected a future investment allocation for the plan you are rolling over or transferring to, your funds will be placed in the Target Date Fund that corresponds to your date of birth (default investment option), as shown on the chart below. You may change your future investment allocation by logging into your account online at www.urs.org or by submitting a *Contribution and Investment Change Agreement* form.

<u>Date of Birth</u>	<u>Fund</u>	<u>Date of Birth</u>	<u>Fund</u>
(6/30/1948 or Earlier)	Target Date Retired	(7/1/1973-6/30/1978)	Target Date 2040
(7/1/1948-6/30/1953)	Target Date 2015	(7/1/1978-6/30/1983)	Target Date 2045
(7/1/1953-6/30/1958)	Target Date 2020	(7/1/1983-6/30/1988)	Target Date 2050
(7/1/1958-6/30/1963)	Target Date 2025	(7/1/1988-6/30/1993)	Target Date 2055
(7/1/1963-6/30/1968)	Target Date 2030	(7/1/1993-6/30/1998)	Target Date 2060
(7/1/1968-6/30/1973)	Target Date 2035	(7/1/1998 or Later)	Target Date 2065

CERTIFICATE OF DEPOSIT

If a CD is to be rolled over or transferred to URS upon maturity, we must receive this form at least 15 days prior to the maturity date. There may be a premature withdrawal penalty if you choose to liquidate your CD prior to maturity. If you are transferring more than one CD and the maturity dates are more than one month apart, please complete separate forms.

CHECK POSTING POLICY

URS accepts personal checks and certified funds (i.e. cashier's checks and money orders). URS is unable to accept cash. Certified funds will post to your account within 3 - 5 business days. If you submit a personal check, payment is not posted to your account for a minimum of 5 business days. Returned checks, due to non-sufficient funds, are not posted to accounts. URS charges a \$20 returned check fee for insufficient funds.

DESIGNATE BENEFICIARIES

You will need to designate beneficiaries for the plan(s) you participate in. You can designate beneficiaries by submitting a *Beneficiary Designation Form (MECF-1B)* or by logging into your account online at www.urs.org. If URS does not have a beneficiary designation on file for a plan you are participating in prior to your death, the proceeds may be paid according to Title 49 of the Utah Code.

Under Utah law, a divorce or annulment of a marriage revokes any beneficiary designation of the former spouse as a beneficiary with URS. If you wish to re-designate your former spouse as beneficiary, login online or complete a new beneficiary form after the date of the divorce and submit it to URS. URS shall be relieved from all liability for paying a claim to a former divorced spouse if URS did not receive notice of the divorce prior to paying the proceeds. A revocation of a beneficiary designation is canceled by remarriage to the former spouse or by a nullification of the divorce or annulment.

INVESTMENT PERFORMANCE

The investment options available in your savings plan(s) are not insured; they are not a deposit or obligation of, nor guaranteed by, any financial institution; and they are not guaranteed by Utah Retirement Systems or any government agency.

Because you make the investment decisions about your account, the plan's Sponsor, Trustees, and others associated with the investments may be relieved of liability for investment performance. Utah Retirement Systems regularly evaluates the performance of its investment managers and may change managers at any time.