



ASSET TRANSFER PAC

FOR ASSET TRANSFERS INTO
OUR COMPANY 401(k) PLAN

EMPLOYEE INFORMATION

LAST NAME _____ FIRST NAME _____ SOCIAL SECURITY NUMBER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TRANSFER INFORMATION

\$ _____
AMOUNT BEING TRANSFERRED, IF KNOWN

EMPLOYEE DECLARATION

I, the above-named employee, have received a copy of the Asset Transfer Policy Notice. I want to rollover my qualified distribution into our company's 401(k) Plan.

EMPLOYEE SIGNATURE

X _____
EMPLOYEE SIGNATURE

DATE _____

REQUEST FOR TRANSFER OF ASSETS TO THE COMPANY 401(k) PLAN

FOR TRANSFER IN OF ROLLOVER IRA OR PREVIOUS PENSION PLAN ASSETS

Employee:

Complete this page then forward it to the custodian of your rollover IRA or to your previous employer with whom you still have pension plan assets.

EMPLOYEE INFORMATION

LAST NAME FIRST NAME SOCIAL SECURITY NUMBER

FORMER EMPLOYER/ROLLOVER IRA CUSTODIAN INFORMATION

COMPANY/CUSTODIAN NAME

ADDRESS

REQUEST FOR TRANSFER OF ASSETS

Retirement Assets Custodian:

Please liquidate all my rollover IRA or retirement plan asset accounts and send the proceeds directly to the attention of my current 401(k) Plan Administrator at my current employer, the address is listed below. Please make the check payable to “_____401(k) Trust.”

This transaction is not subject to backup withholding.

X _____
EMPLOYEE SIGNATURE DATE

CURRENT EMPLOYER PLAN ADMINISTRATOR

ADDRESS

CITY STATE ZIP

PHONE

ASSET TRANSFER POLICY NOTICE

ROLLOVER OF DISTRIBUTIONS FROM A QUALIFIED PLAN

Money or property in a qualified plan can be transferred or “rolled over” tax-free to another tax-qualified plan so long as the money or property is rolled over immediately to another qualified plan or a rollover IRA. Lump-sum distributions are subject to a mandatory 20% income tax withholding; the remainder is eligible to be rolled over to a qualified plan or IRA within sixty (60) days after the plan participant receives the distribution. This 60-day period cannot be waived under current law; it does not include, however, any period during which the amount transferred to an employee is a “frozen deposit.” (A frozen deposit is any deposit that may not be withdrawn because of the bankruptcy or insolvency of a financial institution or because of any requirement imposed by the state in which the institution is located by reason of bankruptcy of one or more financial institutions in the state.) An individual has ten (10) days after the assets have “thawed” to complete a rollover.

ROLLOVER RULES

The following rules apply to the rollover of all or part of a distribution from one qualified plan to another plan.

1. If an employee received:
 - The entire balance of his plan account in a qualified total distribution and he transfers all or part of that distribution to another plan, the distribution, to the extent transferred, is not included in that individual’s gross income for the tax year in which it was paid.
 - A partial distribution of his plan account, he may roll over part or all of that partial distribution to a qualified plan without tax consequences.
 - Property other than cash as part of a qualified total distribution and wishes to take a rollover contribution of such property, he must either contribute the identical property received or sell the property in a bona fide sale and contribute the proceeds.
 - Cash and a life insurance policy, the policy *cannot* be rolled over; its value is included in gross income and therefore taxable.
2. If an individual rolls over less than the full distribution he received, the amount he keeps will be taxed in that year as ordinary income.
3. A “qualified total distribution” is one or more distributions that:
 - Constitute a lump-sum distribution,
 - Are made within one taxable year of the employee because of termination of the plan or, in

the case of a profit sharing or stock bonus plan, the complete discontinuance of plan contributions, *or*

- Constitute a distribution of accumulated deductible contributions.
4. Amounts that are rolled over partially or completely to a plan must not include an employee's non-deductible contributions to the plan. The individual must retain these tax-paid contributions. He pays no further tax on them.
 5. The surviving spouse of an employee-participant in a qualified plan or annuity may roll over to an IRA part or all of a lump-sum distribution that he or she received after the death of the employee. Death benefits paid within one taxable year to a participant's surviving spouse as the result of a complete plan termination and death benefits paid to the surviving spouse and that are attributable to the deceased's accumulated deductible employee contributions may also be rolled over to an IRA. *(Note: These surviving spouse provisions permit rollovers only to an IRA.)*
 6. Required distributions from a qualified plan or IRA under the minimum distribution rules may not be rolled over. Such a prohibition prevents an individual from circumventing the required distribution rules by taking a required distribution and simply rolling it back into the plan.
 7. Qualified rollover funds are not eligible for employer matching or profit-sharing contributions.

NOTICE OF AVAILABILITY OF ROLLOVER TREATMENT

When a plan administrator makes a distribution of benefits to a plan participant or beneficiary that is eligible to be rolled over, the plan administrator must provide the recipient with a written explanation indicating that the distribution will be subject to a mandatory 20% income tax withholding if it is not immediately transferred to another qualified plan or an individual retirement account (IRA). The administrator also must inform the recipient that the distribution may be eligible for income averaging or, in some cases, capital gain treatment.

If a lump-sum distribution consists of a series of distributions, the notice provided to the recipient must indicate that the sixty-day rollover period begins after the last distribution in the series is completed. A plan administrator may meet the notice of rollover requirements by providing notice with every payment that is distributed so long as he or she also includes a statement describing whether a particular distribution is a "qualifying rollover distribution."