EMPLOYEE ROLLOVER DEPOSIT INSTRUCTIONS AND FORM





Before completing this form, read the information on page 2.

The *FRS Investment Plan Employee Rollover Deposit Form* should be used to invest assets **into** the FRS Investment Plan that are currently in (1) a qualified Traditional IRA, Simple IRA or SEP IRA at another custodian; (2) an eligible retirement plan (401 defined contribution or 401 defined benefit); (3) 457(b); (4) 403(b) pre-tax; or (5) the Federal Employee's Thrift Savings Plan. If you need assistance in completing this form, or need to discuss the process for rolling your assets into the FRS Investment Plan, please call the MyFRS Financial Guidance Line at 1-866-446-9377, Option 4, (TRS 711) to speak with the FRS Investment Plan Administrator.

Please Print			
(Last Name)		Name)	(MI)
1 1			
(Social Security Number)	(Date of Birth – mm/dd/yyyy)	(Work Telephone)	(Home Telephone)
Investment Plan accepts ro amounts. The total amount \$	llovers that include both taxable	and non-taxable (any am The Taxa	As evidenced by the attached
Name of Qualified Pl	an or Qualified Source (Bank, M	utual Fund, etc.)	
Investment Options			
	Pollovor Donosit Form you are i	nitially chaosing to have	your rollover deposit invested in one
	ment options (<i>choose only on</i>		s your rollover deposit linvested in one
100% invested	in accordance with my curre	ent Investment Plan all	ocations.
	servation. The fund is an index		provide high current income, liquidity sts in high qualify, liquid, short-term
balance based on a \$1,00 printed. To see the latest to investment options above FRS Money Market Fundament Plan account. Please use the free MyFR choices. You can change Financial Guidance Line, that you reviewed the Fundament Plan account.	to investment in that fund. The fee and fund information, go or ve on this form, you are affirm it. You may change your above You have a suite of 10 retirements Financial Guidance Program your investment fund selection Option 4, or logging onto MyFF	fees on this form may haline to MyFRS.com. If y matively electing to have investment option after ent date funds and 11 in resources to help your after your account is a RS.com. Transfer restricted Summary, and the Ani	ve your rollover deposited in the your rollover is deposited into your vestment options to choose from. understand your investment fund ctivated by calling the MyFRS ions may apply. You acknowledge hual Fee Disclosure Statement in the
acknowledge you read an any of the rollover contribution distribute the ineligible am The rollover check must I	d understand the information o ution is subsequently determine rount and any earnings, if appli	n page 2 and certify all i ed to be ineligible for rol cable. nvestment Plan – FBO (F	I signature. By signing this form, you information to be true and correct. If lover, you understand that the Plan will for the Benefit Of) [your name]." Your Social.
Signature	Date	Da	ytime Telephone Number

EMPLOYEE ROLLOVER DEPOSIT INFORMATION AND INSTRUCTIONS

Submit all documentation to:

Important Rollover Information:

The following types of retirement plans and/or distributions are not eligible to be moved into the FRS Investment Plan:

- Roth IRA: You can only transfer/rollover assets from a Roth IRA into other Roth IRAs.
- 2. <u>Payments Spread Over Long Periods of Time</u>: You cannot move a payment if it is part of a series of equal (or almost equal) payments made at least once a year and lasting for: your lifetime (or your life expectancy), your lifetime and your beneficiary's lifetime (or life expectancies), or a period of 10 years or more.
- 3. Required Minimum Payments: Beginning in the year you reach 70½, a certain portion of your payment cannot be moved because it is a required minimum payment that must be paid to you. However, once you have received the required minimum payment for a particular year, you may move the remainder of your retirement plan account into the FRS Investment Plan. (You will be required to continue receiving the required minimum payments from your FRS Investment Plan.)
- 4. <u>Emergency or Hardship Withdrawals</u>: Emergency (from a 457 plan) or hardship (from a 401 or 403(b) plan) withdrawals cannot be moved to the FRS Investment Plan.

You must complete the rollover deposit within 60 days of receiving the assets to avoid paying income taxes and a potential early withdrawal penalty. The Eligible Rollover Deposit is a one-time plan transaction separate from your current FRS Investment Plan. Once you roll over eligible retirement monies into the FRS Investment Plan, you cannot receive any distributions of these funds (or your Investment Plan account balance) until you terminate employment for 3 calendar months. You may be eligible to withdraw a one-time distribution of up to 10% of your Investment Plan account balance one calendar month following the month of your termination if you meet the normal retirement requirements for the FRS Pension Plan.

Required Documentation

In addition to this form, you must provide documentation that shows the rollover contribution is eligible to be rolled into the Plan. If documentation is not provided, it will be necessary for you to submit additional information. To show that the rollover is from an eligible plan and can be rolled into the plan, send a copy of the distribution statement/payment confirmation, IRS Form 1099-R, or letter that you received from your prior employer plan or IRA showing your distribution. This documentation should include:

- Plan Name
- Gross distribution (total amount of payment before deductions)
- Taxable amount (portion of the payment that will be taxable to you when you withdraw it from the plan)
- Federal withholding (taxes withheld from the payment)
- Date of distribution (required if you are doing an indirect rollover)
- Contributions you deferred as after-tax and/or Roth, if applicable

Provide only copies -- do not submit any original documentation (except for this form). Documentation submitted for rollover processing can't be returned to you.

You certify the following statements are true and correct:

- 1. Your Eligible Rollover Deposit is eligible to be rolled in to the FRS Investment Plan and you are rolling over your Eligible Employee Rollover Deposit no later than the 60th day after receiving it.
- 2. If your Eligible Employee Rollover Deposit is coming from an IRA, that IRA is a traditional IRA, Simple IRA or SEP IRA (not a Roth IRA).
- 3. This Eligible Employee Rollover Deposit is not a part of a series of payments over your life expectancy or over a period of 10 years or more.
- 4. This Eligible Employee Rollover Deposit does not include any required minimum distributions with respect to your previous employer's plan or IRA.
- 5. This Eligible Employee Rollover Deposit does not include a hardship distribution, corrective distribution, nor any amounts that are deemed to have been distributed from a qualified retirement plan due to a default on a loan.
- 6. You are eligible to direct the Eligible Employee Rollover Deposit to the FRS Investment Plan and that your are one of the following: the plan participant, the surviving spouse of a deceased plan participant; or the spouse or former spouse of a plan participant under a Qualified Domestic Relations Order.
- 7. You understand that if your rollover includes after-tax money, it must be accounted for separately.
- 8. You understand that if your rollover check has both pretax and after-tax money, your selected investment allocations will be used to process your rollover contributions.
- 9. You understand you must designate a beneficiary for my Investment Plan account. Until you file a Beneficiary Designation Form with the Investment Plan Administrator, your beneficiary will be per Florida law. You understand you can modify or change your Investment Plan beneficiary by completing a Beneficiary Designation Form available on the web at MyFRS.com.
- 10. You understand that once you roll over eligible retirement monies into the FRS Investment Plan, you cannot receive any distributions of these funds (or your Investment Plan account balance) until you terminate employment for 3 calendar months. You may be eligible to withdraw a one-time distribution of up to 10% of your Investment Plan account balance one calendar month following the month of your termination if you meet the normal retirement requirements for the FRS Pension Plan.
- 11. You understand Employee Rollover Deposits are reported to the IRS. You hereby release the Plan Sponsor and Plan Administrator from any claim for damages on account of the failure of this transaction to qualify as a valid rollover. You authorize the transfer of assets to the Investment Plan as detailed above. You further authorize the Investment Plan Administrator, to process this request on your behalf. You understand it is your responsibility to assure the prompt transfer of assets by the current custodian. You have read and understand all information in these instructions and hereby provide the applicable eligible rollover certification.