

# Incoming Rollover Request 401(k) Plan



Do not complete the Investment Option portion of this form if you elected to have your account professionally managed by Advised Assets Group, LLC (AAG). If you have not yet elected to have your account professionally managed by AAG and would like to enroll in the Managed Accounts Service, please call 1-877-457-6263.

## State of South Carolina Salary Deferral 401(k) Plan and Trust

98955-01

Do not send payment with this form. Once your rollover is approved, Service Provider will contact you and provide payment instructions.

### Participant Information

Last Name			First Name			MI			Social Security Number												
Address – Number & Street												Email Address									
City				State				Zip Code				Mo		Day		Year		<input type="checkbox"/> Female		<input type="checkbox"/> Male	
( )				( )								Date of Birth		<input type="checkbox"/> Married		<input type="checkbox"/> Unmarried					
Home Phone						Work Phone															

### Rollover Information

Amount of Rollover \$ \_\_\_\_\_ (Enter approximate amount if exact amount is not known.)

**Before investing your rollover contribution, Empower Retirement (“Service Provider”) must first receive all required documentation and approve your rollover request. Rollover contributions received before approval is granted will not be invested until after approval is granted. The amount received before this form is approved may be returned to the issuer. See enclosed Step-by-Step Instructions for Rollover Contributions.**

I am choosing a Direct Rollover from a:

- Qualified 401(a) (Profit Sharing, Money Purchase or State Optional Retirement Plan (State ORP))
- Qualified 401(k) plan
  - Non-Roth \$ \_\_\_\_\_ (all contributions and earnings, excluding Roth contributions and earnings)
  - Roth \$ \_\_\_\_\_ (all contributions and earnings)
- 403(b) plan
  - Non-Roth \$ \_\_\_\_\_ (all contributions and earnings, excluding Roth contributions and earnings)
  - Roth \$ \_\_\_\_\_ (all contributions and earnings)
- Traditional IRA (non-deductible contributions/basis may not be rolled over)

I am choosing a Regular 60-Day Rollover from a:

**A copy of the Original Distribution Check Stub must be attached**

- Qualified 401(a) (Profit Sharing, Money Purchase or State Optional Retirement Plan (State ORP)) or Qualified 401(k) plan
- Traditional IRA (non-deductible contributions/basis may not be rolled over)
- 403(b) plan

### Previous Provider Information:

Company Name			Account Number		
Mailing Address					
City/State/Zip Code				( )	
				Phone Number	



Last Name

First Name

MI

Social Security Number

Required Documentation

Indicate the required documents enclosed:

For Rollovers from an IRA

- Most recent Account Statement or Final Distribution Statement from previous IRA provider showing the Internal Revenue Code (i.e. Traditional IRA or 408)

For Rollovers from All Other Eligible Plans (Non IRA)

- Most recent Account Statement or Final Distribution Statement from previous employer's plan showing the Internal Revenue Code and plan name.

If the Internal Revenue Code and plan name are not reflected on the account statement and the Final Distribution Statement from previous employer's plan is not provided, ALSO obtain the following certification and signature of the Previous Employer of the distributing plan:

The name of the distributing plan is (hereinafter referred to as the plan). The Plan Administrator of the Previous Employer's plan certifies to the best of their knowledge that:

- (1) The plan is designed or intended to be and meets the requirements of (please check one):
- Qualified plan 401(a) (including 401(k) plan)
- 403(b) plan
(2) To the extent applicable, consent requirements have been satisfied prior to a rollover
(3) The amounts are eligible for rollover as described in Code section 402(c).
(4) Amount of Rollover \$ (Enter approximate amount if exact amount is not known.)

Authorized Signature for Previous Employer's plan:

Name (print)

Title

Company Name

Date

Investment Option Information - Please refer to your communication materials for investment option designations.

I understand that funds may impose redemption fees on certain transfers, redemptions, or exchanges if assets are held less than the period stated in the fund's prospectus or other disclosure documents. I will refer to the fund's prospectus and/or disclosure documents for more information.

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Select either existing ongoing allocations (A) or your own investment options (B).

(A) Existing Ongoing Allocations

- I wish to allocate this rollover the same as my existing ongoing allocations

(B) Select Your Own Investment Options

Please Note: For dollar cost averaging call the Voice Response System or access our website.

Table with 4 columns: INVESTMENT OPTION NAME, INVESTMENT OPTION CODE (Internal Use Only), INVESTMENT OPTION NAME, INVESTMENT OPTION CODE (Internal Use Only). Lists various fund options like SSgA Target Retirement Income NL Fund K., AB Small Cap Growth I., etc.

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Last Name

First Name

MI

Social Security Number

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## PARTICIPATION AGREEMENT

**Advised Assets Group, LLC** – If I have elected to have my account professionally managed by Advised Assets Group, LLC and this form is submitted, my election to have my account professionally managed will override the investment allocation requested on this form until such time as I revoke or amend my election to have my account professionally managed.

**General Information** - I understand that only certain types of distributions are eligible for rollover treatment and that it is solely my responsibility to ensure such eligibility. By signing below, I affirm that the funds I am rolling are in fact eligible for such treatment. I authorize these funds to be transferred into the Program and to be invested according to the information specified in the Investment Option Information section. I understand and agree that this account is subject to the terms of the Program Document.

If the investment option information is missing or incomplete, I authorize Great-West to allocate the rollover assets (“assets”) the same as my ongoing contributions (if I have an account established) or to the default investment option selected by the plan (if I do not have an investment election on file). If initial rollover or additional assets from the same provider are received more than 180 calendar days after Great-West receives this Incoming Rollover Request form (this “form”), I authorize Great-West to allocate all monies received the same as my most recent investment election on file with Great-West. I understand I must call KeyTalk® 1-877-457-6263 or access the website [www.southcarolinadcp.com](http://www.southcarolinadcp.com) in order to make changes or transfer monies from the default investment option. I understand that this completed form must be received by Great-West at the address provided on this form. Assets will not be invested until after approval is granted. Forms and documentation received after market close will be reviewed for approval the following business day.

I understand the current Custodian/Provider may require that I furnish additional information before processing the transaction requested on this form, and Great-West is not responsible for determining the status of any transaction that I have requested. It is entirely my responsibility to provide the current Custodian/Provider with any information that they may require, and/or to notify Great-West of any information that the current Custodian/Provider may wish to obtain to effect the transaction.

**Withdrawal Restrictions** - I understand that the Internal Revenue Code and/or the Program Document may impose restrictions on direct rollovers and/or distributions. I understand that I must contact the Program, if applicable, to determine when and/or under what circumstances I am eligible to receive distributions and make direct rollovers.

**Investment Options** - I understand and acknowledge that all payments and account values, when based on the experience of the investment options, may not be guaranteed and may fluctuate, and, upon redemption, shares may be worth more or less than their original cost. I acknowledge that investment option information, including prospectuses, disclosure documents, and fund profile sheets have been made available to me and I understand the risks of investing.

**Account Corrections** - I understand that it is my obligation to review all confirmations and quarterly statements for discrepancies or errors. Corrections will be made only for errors which I communicate within 180 calendar days of the last calendar quarter. After this 180 days, account information shall be deemed accurate and acceptable to me. If I notify Great-West of an error after this 180 days, the correction will only be processed from the date of notification forward and not on a retroactive basis.

**Outstanding Loan Balance** - An outstanding loan balance from a previous plan cannot be included in the rollover. However, you may payoff the outstanding loan balance *before* this rollover is submitted. After the loan is paid off you may submit this rollover request. If you do not payoff the outstanding loan balance, you may rollover only the cash value (not including the loan) from the contract that has the outstanding loan.

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**Required Signature** - My signature indicates that I have read and understand the effect of my election and agree to all pages of this Incoming Rollover Request form. I affirm that all information provided is true and correct. If a rollover is requested I certify that: 1) I was entitled to a distribution as a participant, not as a beneficiary; 2) the distribution was not one of a series of periodic payments, required minimum distribution or a hardship distribution; 3) the rollover contribution is being made to the plan within 60 days from the date I received my distribution, 4) the entire amount being rolled over would be included in my income if it were not being rolled over; and 5) that the entire amount is being rolled over from an “eligible retirement plan” within the meaning of Code Section 402. I understand that Great-West is required to comply with the regulations and requirements of the Office of Foreign Assets Control, Department of the Treasury (OFAC). As a result, Great-West cannot conduct business with persons in a blocked country or any person designated by OFAC as a specially designated national or blocked person. For more information, please access the OFAC website at: <http://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx>.

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Participant Signature

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Date

**Core securities, when offered, are offered through GWFS Equities, Inc. and/or other broker dealers.**

GWFS Equities, Inc., Member FINRA/SIPC, is a wholly owned subsidiary of Great-West Life & Annuity Insurance Company.

Empower Retirement refers to the products and services offered in the retirement markets by Great-West Life & Annuity Insurance Company (GWL&A), Corporate Headquarters: Greenwood Village, CO; Great-West Life & Annuity Insurance Company of New York, Home Office: White Plains, NY; and their subsidiaries and affiliates. All trademarks, logos, service marks, and design elements used are owned by their respective owners and are used by permission.

# Direct Rollover Instructions and Regular 60-Day Rollover Instructions Step-by-Step Instructions for Rollover Contributions

## Participant Instructions

State of South Carolina Salary Deferral 401(k) Plan and Trust offers you the opportunity to “roll over” the distribution you receive from your previous employer’s plan or your IRA. The following information and instructions are designed to help you through this process. If you have any questions please contact 1-877-457-6263.

## Determine Whether Your Contribution Is a Direct Rollover or a Regular 60-Day Rollover.

### Direct Rollover

Return this Incoming Rollover Request form (fully completed),  
*plus*, required supporting documentation, (see Required Documentation section) to:

**DO NOT SEND PAYMENT TO THE ADDRESS BELOW.**

Regular Mail Empower Retirement  
PO Box 173764  
Denver, CO 80217-3764

Overnight Express 8515 E. Orchard Road  
Greenwood Village, CO 80111

Phone 1-877-457-6263  
Fax 1-866-745-5766

### Regular 60-Day Rollover

Return this Incoming Rollover Request form (fully completed),  
*plus*, copy of stub from other investment provider/company’s distribution check,  
*plus*, required supporting documentation, (see Required Documentation section) to:

**DO NOT SEND PAYMENT TO THE ADDRESS BELOW.**

Regular Mail Empower Retirement  
PO Box 173764  
Denver, CO 80217-3764

Overnight Express 8515 E. Orchard Road  
Greenwood Village, CO 80111

Phone 1-877-457-6263  
Fax 1-866-745-5766

**Send no check with this form. Once your rollover is approved, Empower Retirement will contact you and provide payment instructions.**

### IMPORTANT INFORMATION AND REMINDERS

This form must arrive at Empower Retirement prior to the transaction proceeds. Rollover contributions received before transaction approval will not be invested until approval is granted.

In the event that a rollover contribution is made that can not be accepted, the rollover contribution will be made payable to and returned to the issuer.

Examples of contributions that can not be rolled over:

Any required minimum distributions (i.e. amount being paid to you because you are age 70 1/2 or older)

Distributions that are a series of periodic payments (made at least annually and paid to you over your life expectancy or the life expectancy of you and your beneficiary) or for a period of at least 10 years.

Review decisions related to your qualified plan distribution with your financial advisor or your tax advisor.

#### If Electing a Direct Rollover

For a Direct Rollover from a Traditional IRA please note: The maximum amount eligible is the total amount of your deductible IRA contributions plus earnings. Non-deductible IRA contributions may not be rolled over. If your rollover amount was held in a conduit IRA and you were born before January 1, 1936, you may be eligible for capital gains treatment. In this instance, you may want to track these rollover amounts in order to be eligible for favorable tax treatment. If the amounts were from a SIMPLE IRA, you would have had to participate in the SIMPLE IRA for a minimum of two years.

#### If Electing a Regular 60-Day Rollover

If choosing a Regular 60-Day Rollover, remember to send a copy of the check stub from the previous provider, showing the amount of distribution and withholding.

Please Note: If you are making a “Regular 60-Day Rollover” under Federal Regulations, you have 60 (sixty) days from the date you receive your distribution to make a rollover contribution. After 60 days, Great-West cannot accept your rollover contribution. It is your responsibility to ensure that Great-West receives all required documentation AND your rollover contribution prior to the expiration of the 60-day period. There are no exceptions to the 60-day rule. You will be responsible for any income tax or tax penalties for failure to meet the 60-day rule for rollover contributions when information is not provided and the rollover contribution is not made within the 60-day period.