

Rollover Guide

What is a rollover?

A rollover is the movement of your retirement account from one retirement plan to another.

What do you need to complete this form?

You will need the following two items:

- Rollover contribution check
- Distribution qualification documents

Incomplete forms and missing documents could result in a delay in processing your rollover.

If you have questions call the Retirement & Benefits Contact Center at 800.228.4015.

Please note, you may be able to process your rollover quickly using the Benefits OnLine® app. Download the app at go.ml.com/BOLappStore.

Account Type	Descriptions	Required Documentation
Qualified Retirement Plan – Pre-tax Dollars	Contributions are made before being taxed and you defer paying taxes until you withdraw from the account.	You'll need to provide a distribution statement from your prior plan. A distribution statement is included with most rollover checks or provide a copy of your closing statement showing the amount distributed, and that the distribution is an eligible rollover distribution.
403(a) or 403(b)	Retirement plan typically offered to employees of private non profits and certain government workers such as public school employees.	
Government 457(b) Plan	Retirement plan offered to state and local government employees.	
Traditional IRA	A Traditional IRA used specifically for retirement. Note: After-tax contributions to an IRA are not eligible to be rolled over.	Both the opening and closing IRA statements.
Conduit IRA	An IRA holding only rollover assets from an employer-sponsored retirement plan.	
SEP IRA	Allows business owners to contribute toward their employees' as well as their own retirement savings.	
Designated Roth Account	A separate account within a qualified plan that holds designated after-tax contributions.	Documentation showing the year of the first Roth contribution, and a breakdown of all Roth contributions and earnings from the rollover amount.

Helpful Definitions	
Direct Rollover:	The plan administrator makes the payment <u>directly to your current plan</u> . The administrator may issue your distribution in the form of a check made payable to your account directly to you. Taxes are not withheld from your transfer amount.
Indirect Rollover:	The plan administrator makes the payment directly to you and not to your current plan. You can deposit all or a portion of it in your plan account within 60 days. Taxes are withheld from your transfer amount.

Rollover Contribution Form

Instructions

This form is used to request a rollover to your 401(k) retirement plan account from another qualified retirement plan or IRA. Please read the instructions before you complete the form.

- 1. Your information:** To get started, please provide your information.
- 2. Rollover contribution and check information:** Indicate the rollover type and amount, correctly fill out your check, and ensure you have the proper documentation.
- 3. Current investment election:** Carefully review step 3. If you have questions or would like to make changes to your current investment directions, please visit benefits.ml.com.
- 4. Your certification:** Don't forget to sign and date the form.
- 5. Mail in your form and check:** Follow the steps to mail your check and form to the address below.

Return to:

Regular Mail

Retirement & Benefit Plan Services
1400 American Blvd.
Mail-Stop NJ2-140-03-50
Pennington, NJ 08534

Step 1: Your information

First Name:

Middle Initial:

Last Name:

Please include
country code if
non-US number

Phone Number:

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Social Security Number or Tax ID Number:

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Please note that
if your payment is
not in good order,
the check will be
returned to your
address on file.

Address:

City:

State:

Zip / Postal Code:

Country:

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Step 2: Rollover contribution

Request your Rollover and gather your supporting documentation:

- 1. Contact the provider of the account you are looking to roll over and complete the steps that they require to request your rollover.
- 2. Confirm the check is payable to "McLane Company, Inc. Profit Sharing Plan, FBO (insert your name)" and have it mailed to your home address. Be sure that the check is signed and dated.
- 3. Using the Rollover Guide, make note of the type of account you are rolling your money out of for the information below.
- 4. Ensure you have the proper documentation. Refer to the Rollover Guide for what type of documentation is required from certain account types.

Date XX/XX/XXXX

Pay to the order of ABC 401k Plan, FBO John Doe \$ XXX

X amount of dollars and X amount of cents Dollars

Memo _____ John Signature

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The dollar amount must equal the amount on the check from your previous Institution.

Once you’ve received your Rollover payment, please fill in the total dollar amount of your Rollover as it is listed on your check.

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Please select one:

☐ Direct Rollover ☐ Indirect Rollover

Tell us about the account where the money is coming from. Select all that apply:

- ☐ Qualified Retirement Plan – Pre-tax Dollars
- ☐ 403(a) or 403(b)
- ☐ Government 457(b) Plan
- ☐ Traditional IRA
- ☐ Conduit IRA
- ☐ SEP IRA
- ☐ Designated Roth Account

Refer to the Rollover Guide for rules and documentation.

If your rollover includes Roth dollars, please indicate the date your first Roth contribution was made.

Date (MM-DD-YYYY):

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Step 3: Investment direction

I understand that my rollover funds will be invested per my current investment choices. If I have not made any investment choices, my funds will be invested in the plan's default investment, as described in the Summary Plan Description. To choose your own investment direction, visit www.benefits.ml.com or call 800.228.4015.

Step 4: Certification and your signature (Please print the form and manually sign before returning to the address below)

This rollover consists of a distribution from an eligible retirement plan or from an IRA (other than an inherited IRA, if I am a non-spousal beneficiary). I'm entitled to this distribution as an employee or a spousal beneficiary.

The amount rolled over is not a distribution due to financial hardship, a required minimum payment made to me, one of a series of substantially equal payments payable over my life or life expectancy or the joint life expectancies of me and my designated beneficiary, or one of a series of installment payments over a period of ten years or more, or a return of any excess deferrals, excess contributions, excess aggregate contributions or excess annual additions with respect to an eligible employer's retirement plan.

If the funds were paid directly to me from an eligible retirement plan or IRA, the distribution was received not more than 60 days before the date of this rollover. If an exception to the 60-day rule applies and is permitted by my plan, I have attached a letter certifying that an exception applies. I further certify that I am making this contribution within 30 days of the date the reason(s) listed in the 60-day rollover waiver letter no longer prevent(s) me from making this contribution.

Unless allowed by my plan and indicated as part of the deposit, this rollover contribution does not include after-tax (non-Roth) contributions.

I understand that my rollover funds will be invested per my current investment choices . If I have not made any investment choices, my funds will be invested in the plan's default investment, as described in the Summary Plan Description.

I have read the Summary Plan Description and have been advised to consult a tax specialist about the eligibility of this rollover.

Your Signature:

Date (MM-DD-YYYY):

Sign Here

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Step 5: Mail your form and check

1. Make a copy of this signed form and your certified bank check or money order before you place it in the envelope.
2. Mail the signed certified bank check or money order and completed form to:

Retirement & Benefit Plan Services
1400 American Blvd.
Mail-Stop NJ2-140-03-50
Pennington, NJ 08534



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