

## Retirement Income Security Plan-Cadence Preferred LLC

### *How to Rollover your Funds from another Retirement Plan or IRA*

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The Plan accepts rollovers from qualified plans (401(k), profit sharing, money purchase, etc.), 403(b) plans, 457 (b) plans, or IRAs.

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#### **STEP 1: REQUEST ROLLOVER FROM PRIOR PLAN OR IRA**

- Contact your former retirement plan provider or IRA custodian to request a direct rollover of your funds from your prior plan or IRA.
- Request that the rollover check be made payable to "**Matrix ( fbo enter your name here)**". The Plan's Account Number (**n10343dq**) MUST also appear somewhere on the check. Please be sure to instruct your prior provider to mail the check directly to you. **Checks made payable to any other person or entity will be rejected and returned. Please DO NOT sign or endorse the check.**
- Request that you be provided a "distribution statement" verifying that the funds being rolled over from a qualified plan or IRA. This information is often included on the rollover check stub.
- If your former retirement plan provider requires a Letter of Acceptance, please check the box on the Rollover Contribution Form and we will provide to you upon receipt of this form.

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#### **STEP 2: SUBMIT ROLLOVER PACKAGE**

- Complete the attached Rollover Contribution Form.
- Attach your rollover check and distribution statement to the Rollover Contribution Form, and send the entire package to: BlueStar Retirement Services, Inc., Attn: Rollover Processing Department, 822 A1A N, Suite 211, Ponte Vedra Beach, FL 32082.
- To avoid significant delays in processing, please be sure to submit your Rollover Contribution Form and check together. Checks received without an accompanying Rollover Contribution Form will be held for 48 hours and then returned.

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#### **STEP 3: ROLLOVER PROCESSING**

- Upon receipt and approval of your rollover package, your rollover will be deposited into your account with Cadence Preferred LLC/Retirement Income Security Plan and invested in accordance with your standing investment elections; if you have not yet made affirmative investment elections, your rollover will be invested in the Plan's default investment alternative.
- You can verify the deposit by accessing your account online at [www.myplanconnection.com](http://www.myplanconnection.com).
- If your rollover request is rejected for any reason, you will be notified. Call 800.878.5220 with any questions.



# Retirement Income Security Plan-Cadence Preferred LLC

## Rollover Contribution Form

### STEP 1: PARTICIPANT INFORMATION

Participant's Name:

Social Security Number:

Date of Birth:

Street Address:

City:

State:

Zip Code:

Email Address:

Phone:

### STEP 2: ROLLOVER DETAILS

Prior Plan Name or IRA Custodian:

Type of Plan/Account:  Qualified Plan (incl. 401(k), profit sharing, money purchase, etc.)

403(b)

457

IRA

Estimated Rollover Amount: \$

If Rollover includes Roth Contributions, enter Roth basis amount and 1st Contribution Date: \$

Date:

Note: If Cadence Preferred LLC/Retirement Income Security Plan does not permit Roth contributions, Roth rollovers will be rejected.

Letter of Acceptance Required

### STEP 3: CERTIFICATION AND SIGNATURE

I certify that the information provided above is true and correct and that the rollover amount qualifies as an eligible rollover under the Internal Revenue Code. and that I have the power and authority to provide such information. I authorize implementation of the instructions set forth in this form. I understand that only certain types of accounts can be rolled into a qualified retirement savings plan.

Signature:

Printed Name:

Date:

Please keep for your records a copy of this form, the rollover check, your rollover distribution statement, and any other attachments.

Return the entire original package to:

BlueStar Retirement Services, Inc.

Attn: Rollover Processing Department

822 A1A N, Suite 211

Ponte Vedra Beach, FL 32082