

**Before completing this form, review the completion instructions and important notes on page 2.**

Employee Information			
Employee Name		Last 4 Digits of Social Security No.	Insperity Employee ID No. <b>OR</b>
Street Address			Phone (Day)
City	State	ZIP Code	Phone (Evening)
Email Address			
Name of 401(k) Plan Receiving Rollover			

Rollover Information		
Name of Issuing Plan or Financial Institution		Rollover Check Amount \$
Issuing Plan / Account Type <input type="checkbox"/> 401(k) Plan <input type="checkbox"/> IRA <input type="checkbox"/> Other (Please Specify) _____		
Rollover Includes Roth <input type="checkbox"/> No (skip next line) <input type="checkbox"/> Yes (complete Roth information) <input type="checkbox"/> Unsure (additional information may be needed)		
Date of First Roth Contribution	Roth Contribution Basis \$	Roth Earnings \$
Direct Rollover (most common, see instructions) <input type="checkbox"/> Yes, this rollover is coming directly from another qualified retirement plan, or an IRA	Indirect Rollover (less common, see instructions) <input type="checkbox"/> Yes (cannot include Roth rollover)	
Based on your age, are you required to take a minimum distribution by the end of the current year? <input type="checkbox"/> No <input type="checkbox"/> Yes (complete next question)	Have all required minimum distributions been made from your account? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Rollover checks should be made payable to: **BNY Mellon FBO (your name)**

Mail rollover check(s) and this completed Rollover form to:  
*(You should have your rollover check mailed to you and then forward it to us along with this completed form.)*

**Insperity Retirement Services**  
**Attn: Processing Team**  
**19001 Crescent Spring Drive, Mail Code: C5.8.30**  
**Kingwood, TX 77339-3802**

Sign and Date Form	
I understand that I must satisfy the Plan's eligibility requirements before becoming a contributing participant in the Plan. I certify that this rollover contribution represents only contributions (and associated earnings) from previous employers' plans or a traditional, non-inherited IRA as indicated above, and acknowledge that once accepted by this Plan, this rollover contribution will be subject to the terms that govern the Plan. I hereby certify that this rollover contribution does not include after-tax contributions and that the information on this form is true, accurate and complete.	
Employee Name (Print Clearly)	
Employee Signature	Date Signed (mm/dd/yyyy)

**Completion Instructions:**

- Review and complete all sections of this form. Failure to thoroughly complete this form may delay the processing of your rollover contribution request and may jeopardize your ability to roll over your distribution.
- For questions regarding completing the Rollover Contribution form, contact us at 888-401-5273.

**Note:** Additional information may be required before your rollover contribution can be processed.

- Complete the Rollover Contribution form. Failure to complete this form thoroughly and accurately may delay the processing of your rollover contribution.
- Direct and indirect rollovers may be accepted from (1) a qualified plan described in Section 401(a) or 403(a) of the Internal Revenue Code of 1986 (the “Code”), excluding after-tax contributions; (2) an annuity contract described in Code Section 403(b), excluding after-tax contributions; (3) an eligible plan under Code Section 457(b) which is maintained by a state, political subdivision of a state or any agency or instrumentality of a state or political subdivision of a state; or (4) an individual retirement account or annuity described in Section 408(a) or 408(b) that is eligible to be rolled over, which would otherwise be taxable to you.
  - If applicable, you should confirm before requesting your rollover that the Plan also allows direct rollovers from a qualified Roth contribution program under (1) a qualified plan described in Section 401(a) of the Code or (2) an annuity contract described in Code Section 403(b). **Note:** *Indirect Roth rollovers cannot be accepted by a 401(k) plan.*
- Provide the issuing institution with the correct instructions on how to make your rollover check payable.
- **Payable to: BNY Mellon FBO (your name)**  
(The Plan custodian is BNY Mellon, FBO stands for “For the Benefit Of”, add your name after that)
  - The rollover check should be mailed directly to you and forwarded with this completed form. Should we receive the check directly from the distributing plan or IRA, it will be returned to you if your Rollover Contribution form has not been received or is incomplete.
- Mail the check and the completed Rollover Contribution form to the address on page 1.**

**Important Notes:**

- This form does not enroll you to make deferral contributions in the Plan. After satisfying the eligibility requirements, to enroll, and to set up or change your contribution elections contact us by phone at 888-401-5273 or online through the Retirement Service Center<sup>SM</sup> at retirement.insperity.com (which can also be accessed via Insperity Premier<sup>TM</sup> at portal.insperity.com).
- Only individual rollovers can be accepted; plan asset mergers cannot be accepted as rollover contributions. For information regarding plan-to-plan transfers (not individual rollovers), contact us at the above number.
- A direct Roth rollover contribution is allowed only if the receiving Plan allows Roth contributions. To confirm that the Plan allows direct Roth rollovers, check your Plan summary plan description or contact us at the above number. In the case of a direct Roth rollover contribution from a Code Section 401(a) or 403(b) plan, the administrator of the distributing plan must provide the following information: (1) the first year of the 5-taxable-year period of participation and (2) the portion of the distribution that is attributable to investment in the contract (contribution basis). If that information is not included on the rollover check, additional information and documentation may be required.
- Indirect rollovers are those that are paid directly to you, and you later decide to roll over the amount. The indirect rollover must take place within 60 days from the day you received the initial distribution payable to you. **Note:** *Indirect Roth rollovers cannot be accepted by a 401(k) plan.*
- If you will be at least age 70-1/2 before the end of the current year, you may have to take a required minimum distribution from your account in the distributing plan/IRA before making a rollover contribution to this Plan. Please be prepared to provide us with support that you received a required minimum distribution in the current year, such as a copy of the required minimum distribution correspondence, check stub, or tax reporting. Check with your plan administrator or IRA provider.
- If you have made an investment election in the Plan, your rollover assets will be invested according to your current investment elections. If you have not made an investment election, your rollover contributions will be invested in the Plan’s qualified default investment alternative (QDIA) or default investment alternative, as applicable, unless you make an investment election. Contact us at the above phone number or (if you have online account access) through the Retirement Service Center<sup>SM</sup> as described above to make or change your investment election.
- If you wish to roll over an outstanding loan from a previous 401(k) plan, you must also complete a Loan Rollover form.
- Personal checks, wire transfers, and “in kind” rollovers cannot be accepted.
- If you do not have a beneficiary designation with this Plan, you may want to complete a beneficiary designation before your rollover contribution is processed.