

IMPORTANT INFORMATION FOR YOUR ROLLOVER/TRANSFER REQUEST

- **Who can rollover/transfer funds into MBA?**

- ✓ To be eligible to rollover/transfer funds from another qualified retirement plan into your MBA 403(b) Plan, you must either already be enrolled in the MBA 403(b) Plan or be eligible to enroll.

- ✓ Qualifications to enroll in the MBA 403(b) Plan include credentials with the Assemblies of God or active employment with an Assemblies of God ministry institution that uses MBA as an authorized 403(b) plan vendor. If you have questions regarding your qualifications for MBA membership, please contact an MBA representative.

- **What is the difference between a rollover and a transfer?**

- ✓ You are eligible for a rollover if you meet a qualifying event such as a separation from service, disability or attainment of age 59½. If you meet one of these qualifiers, you may roll over your 401(k), 457, or 403(b). Traditional IRAs can be rolled over at any time.

- ✓ A transfer would be used if you have a 403(b) through your current employer and do not meet the qualifications listed for rollovers. MBA must be an approved vendor of your employer in order to transfer a 403(b).

- **Where do I start?**

- ✓ Complete one form for each account you are rolling/transferring over and include a copy of your most recent account statement from your current firm. Mail original forms and statement copies to MBA, PO Box 2515, Springfield, MO 65801-2513. All rollover/transfer checks should be made payable to Ministers Benefit Association.

- **If I'm making a 403(b) transfer, what other details should I provide MBA?**

- ✓ MBA must be listed as an approved vendor on your employer's 403(b) written plan prior to transfer.

- ✓ The account statement must detail the information required in Section 2A or a representative of the transferring company must certify in Section 4 that the information provided accurately reflects their records.

- ✓ If the accounting detail requested in Section 2A is not complete, MBA will treat all funds received as pre-tax deferral earnings from a 403(b)(7) plan. If all monies received are treated as earnings, this will affect your ability to receive hardship distributions as well as any distributions for Roth and traditional after-tax monies.

- ✓ Note: 403(b)(7) custodial accounts have more legal distribution restrictions than 403(b)(1) annuity and 403(b)(9) church accounts. Transfers from any 403(b) account must retain the same legal distribution restrictions that the original account was required to have. If the transferring 403(b) type is unknown, it must be treated as a 403(b)(7) custodial account. Additionally, 403(b) plans may restrict distributions differently according to their governing document.

- **How long does a rollover/transfer take to be completed?**

- ✓ Your rollover/transfer process can take up to five weeks for completion depending on the processing time of the company sending the funds.

- ✓ You will receive a confirmation letter from MBA at the time the rollover/transfer funds are received.

- **How will my rollover be invested?**

- ✓ Rollovers/transfers are invested according to the election on file for new contributions. If you wish to invest your rollover differently, you may do so by completing the Investment Election Change Form, found online at agfinancial.org/mbaforms before your rollover is received.

Continued on reverse

- **Will I need to contact the current company for anything?**
 - ✓ Please consult the company that manages the plan you are rolling/transferring into MBA to determine if a signature guarantee or other documentation is required. You may also be required to establish further liquidation procedures if your investments are in a mutual fund.

- **What is the difference between a direct rollover and an indirect rollover?**
 - ✓ A direct rollover takes place when the distributing company sends funds from a qualified retirement plan by a check made payable to MBA.

 - ✓ An indirect rollover takes place when the distributing company sends funds from a qualified retirement plan by a check made payable to you. Indirect rollovers are permitted (except for rollover Roth IRA accounts) provided they are received by MBA within 60 days of distribution.
 - The latest statement from the qualified retirement plan making the disbursement plus the distribution statement received with the disbursement from the plan must accompany your rollover deposit. Distributions due to hardships and required minimum distributions do not qualify for rollover. (see below)

- **If I'm over 70 ½, what should I do about the required minimum distribution?**
 - ✓ If you are 70 ½ or older you will be required to take the required minimum distribution before you rollover or transfer funds into MBA.

 - ✓ Our rollover/transfer form requires you to certify that you have taken all required minimum distributions before the transaction is executed.

- **Can I rollover/transfer an inherited retirement account?**
 - ✓ Spousal beneficiary accounts can be rolled into your MBA account. Rollovers from a non-spouse beneficiary account cannot be moved into your MBA account.

Additional Questions? Call 1.877.700.5231 or e-mail us at rollover@agfinancial.org



403(b) TRANSFER / ROLLOVER REQUEST FORM

Complete one form for each account you are transferring and include a copy of your most recent account statement from your current firm.

1 | Member Information

First Name	Middle Initial	Last Name	SS#
Street Address		City	State Zip
Home Phone	Cell Phone	E-mail Address	

2 | Transferring Company Information

Company Name	Company Phone	Account Number
Company Address	City	State Zip

Please indicate what type of account you are rolling/transferring into your MBA 403(b) Plan.

If IRA, 457, 401(k), or "other" is checked, please **skip to the Redemption Instructions below.**

- | | | |
|---|--|--|
| <input type="checkbox"/> IRA Not Roth | <input type="checkbox"/> Governmental 457 | <input type="checkbox"/> Other Type: _____ |
| <input type="checkbox"/> 401(k) If Roth 401(k), list:
Contributions: \$ _____
Earnings: \$ _____
Original Roth contribution date: _____
<i>Send statement showing proof of Roth contributions, earnings, and initial contribution date.</i> | <input type="checkbox"/> 403 (b) Through previous employer
Employer Name: _____
<i>If Roth, List:</i>
Contributions: \$ _____
Earnings: \$ _____
Original Roth contribution date: _____ | <input type="checkbox"/> 403(b) Through current employer
Must complete Section 2-A below and provide copy of statement for verification. |

SECTION 2-A For 403(b) transfers: This section should be completed by the transferring plan OR the same information should be given by the provider on a separate form.

**Failure to complete the information requested may subject the amounts to more restrictive rules than those imposed prior to move.*

Source Type*	403(b) (9) or 403(b) (1) accounts	403(b) (7) or 403(b) Unknown
Employer Non-Elective Contributions	\$ _____	\$ _____
Earnings on Employer Contributions	\$ _____	\$ _____
Employee Pre-Tax Elective Contributions	\$ _____	\$ _____
Elective Traditional After-Tax Contributions	\$ _____	\$ _____
Earnings on Traditional After-Tax Contributions	\$ _____	\$ _____
Elective Roth Designated After-Tax Contributions	\$ _____	\$ _____
Earnings on Roth After-Tax Contributions	\$ _____	\$ _____

Certification required by transferring 403(b) issuer.
I certify that the information provided accurately reflects our records and that the transfer is solely attributable to amounts from a Code 403(b)(1) annuity contract, 403(b)(7) custodial account, and/or a 403(b)(9) retirement income account.

Signature of Transferring Company _____ Date _____

3 | Redemption Instructions (Complete Section A or B)

A. Transfer/Rollover from a Brokerage Account or Mutual Fund Company

Select one of the following:

- Sell all assets and transfer cash to MBA.
Approximate Value: \$ _____

OR

- Sell and transfer only a portion of my account as follows:
List Security(ies) below:

B. Transfer/Rollover cash from a Bank, Savings & Loan, Life Insurance, Annuity or Credit Union Account

Select one of the following:

- Entire account balance
 Partial transfer of \$ _____
 Liquidate CD or annuity immediately and transfer cash. I acknowledge that I may incur a penalty for early redemption.

- Liquidate CD or annuity at my maturity date.
My maturity date is _____ MONTH _____ DAY _____ YEAR

Submit your request three weeks prior to maturity.

4 | Credentialed Ministers Only

Under Section 107 of the Internal Revenue Service Code, a retired minister is allowed to exclude from taxable income a housing allowance paid as retirement compensation to the extent the amount paid is actually used to rent or otherwise provide the minister a home (i.e. a primary residence). The amount paid must constitute compensation for past services performed as credentialed minister. The burden of proof for housing eligibility lies with the minister.

This portion of my rollover is NOT eligible for housing: \$ _____

5 | Signatures

Participant's Signature

I agree to submit any additional information requested by MBA to complete the rollover/transfer of the amount indicated above. Furthermore, I certify that the requested rollover/transfer amount does not exceed my vested benefit under my prior employer's plan and acknowledge that any amount rolled over will be distributed only in accordance with the distribution options and provisions of the MBA Retirement Plan.

AGE 70½ RESTRICTIONS: THE FOLLOWING APPLY TO QUALIFIED PLAN ROLLOVERS.

If I am over 70½, I attest that none of the amount to be rolled over/transferred will include the required minimum distribution for the current year pursuant to the Internal Revenue Code.

I certify that I am currently a credentialed minister with the Assemblies of God (AG), employed by an AG ministry, or that I am retired from or became totally disabled while working for an AG ministry.

The signature below authorizes the current custodian of these funds to release any and all information regarding my account to MBA or AG Financial Solutions in any form that MBA or AG Financial Solutions may request.

X	
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Signature of Member Date

Medallion signature guarantee: Not required by AG Financial Solutions, but may be required by the distributing plan. Please call the custodian or the distributing account to see if a signature guarantee or other documentation is required.

Medallion signature guarantee – medallion stamp*: _____

*The medallion signature guarantee may be executed by banks, broker dealers, credit unions, national securities exchanges and savings associations which participate in Stamp, SEMP or NYSE-MSP. A notary public is not a substitute for a signature guarantee. The medallion signature guarantee stamp must include the words "Signature Guarantee, Medallion Guarantee" and otherwise comply with the medallion program requirements. Please check your fund prospectus or with your fund as to whether a signature guarantee is required.

Employer's Information and Signature (For 403(b) transfers only.)

Name of Employer

Mailing Address City State Zip

By signing below I am approving this transfer of funds under our institution's 403(b) written plan from one vendor to another.

X		
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Signature of Employer Title of Employer Date

MBA's Letter of Acceptance

The MBA Retirement Plan is a retirement plan described under section 403(b) of the Internal Revenue Code. MBA has agreed to accept the transfer from my account under my previous plan/custodian.

X	
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Signature of AG Financial Solutions Representative Date