

ROLLOVER INSTRUCTIONS

If you have a balance in a former employer's retirement plan, deductible IRA or conduit (rollover) IRA, you may want to consider consolidating your assets into your current employer's plan. Rolling over your prior retirement savings into a single plan can be a convenient way to manage your savings. By choosing to rollover your account balances you defer any tax and penalties that are associated with early withdrawals of retirement accounts.

Rolling over money into your current employer's plan is an easy four-step process. Please follow the instructions below:

Step 1: Have the conversation about rollovers with Trust Company by calling 1-888-545-2200 or direct 630-545-2200.

Please have a copy of your most recent statement available. This will help us determine if the money is rollover eligible. Once eligibility is determined we will prepare a Transfer Form on your behalf; if prior retirement plan provider requires one. This form must be forwarded to your prior retirement plan provider.

Please reference the rollover chart on the back side of this page when determining which accounts are eligible for rollover. You may also access this chart online at www.irs.gov/pub/irs-tege/rollover_chart.pdf

Step 2. Request your distribution from your previous retirement plan provider.

Once you receive the distribution form from your prior retirement plan provider be sure to select "rollover to a qualified plan" on the distribution request form. This should be one of the distribution options available on the form. Please have the check made payable as follows:

Trust Company of Illinois as Trustee for (Company/Plan Name)
FBO (Your Name)
1901 Butterfield Road, Suite 1000
Downers Grove, IL 60515

Step 3. Complete the Enrollment/Contribution/Rollover Election and Investment Election/Change Forms.

By completing these forms, you will have informed us of how you would like your rollover contributions invested.


Step 4. Mail documentation and check.

Mail the following forms to Trust Company of Illinois along with the check.

- a. **Enrollment/Contribution/Rollover Election Form**- Please complete sections 1 and 3 and sign and date. If you wish to invest these rollover funds the same as your current investment elections, please write "invest same as current elections" on this form.
- b. **Investment Election/Change Form** -If using current elections, you do not need to include this form.
- c. **Rollover Check**-Most institutions mail the check directly to us. Please reach out to your current custodian to ask about their direct rollover process.

Please contact Trust Company directly at 1-888-545-2200 or 630-545-2200 if you need additional assistance during this process.

ROLLOVER CHART

		Roll To							
		Roth IRA	Traditional IRA	SIMPLE IRA	SEP-IRA	Governmental 457(b)	Qualified Plan ¹ (pre-tax)	403(b) (pre-tax)	Designated Roth Account (401(k), 403(b) or 457(b))
Roll From	Roth IRA	Yes ²	No	No	No	No	No	No	No
	Traditional IRA	Yes ³	Yes ²	Yes ^{2,7} , after two years	Yes ²	Yes ⁴	Yes	Yes	No
	SIMPLE IRA	Yes ³ , after two years	Yes ² , after two years	Yes ²	Yes ² , after two years	Yes ⁴ , after two years	Yes, after two years	Yes, after two years	No
	SEP-IRA	Yes ³	Yes ²	Yes ^{2,7} , after two years	Yes ²	Yes ⁴	Yes	Yes	No
	Governmental 457(b)	Yes ³	Yes	Yes ⁷ , after two years	Yes	Yes	Yes	Yes	Yes ^{3,5}
	Qualified Plan¹ (pre-tax)	Yes ³	Yes	Yes ⁷ , after two years	Yes	Yes ⁴	Yes	Yes	Yes ^{3,5}
	403(b) (pre-tax)	Yes ³	Yes	Yes ⁷ , after two years	Yes	Yes ⁴	Yes	Yes	Yes ^{3,5}
	Designated Roth Account (401(k), 403(b) or 457(b))	Yes	No	No	No	No	No	No	Yes ⁶

¹Qualified plans include, for example, profit-sharing, 401(k), money purchase, and defined benefit plans.

² [Only one rollover](#) in any 12-month period.

³Must include in income.

⁴Must have separate accounts.

⁵Must be an in-plan rollover.

⁶Any nontaxable amounts distributed must be rolled over by direct trustee-to-trustee transfer.

⁷Applies to rollover contributions after December 18, 2015. For more information regarding retirement plans and [rollovers](#), visit [Tax Information for Retirement Plans](#).