



Dale R. Foulwell, CPA
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Instructions for Rollover Pre-Approval

NC 401(k) PLAN

You should use this form if you want to roll over an eligible amount from your former employer's IRC § 401(a), 401(k), 403(a), 403(b) account, § 457(b) (governmental only) plan, or an IRA established pursuant to IRC § 408 (pre-tax money only) to your current account with Prudential Retirement under the NC 401(k) Plan. Please note you must be enrolled in the NC 401(k) Plan in order to roll over these funds. Keep a copy of this form for your records.

In order to roll over funds into your NC 401(k) Plan, you must take the following steps:

- A. Complete the attached Rollover Pre-Approval form.
- B. Provide Supporting Documentation from the prior plan or IRA that indicates the plan is either an IRC § 401(a), 401(k), § 403(a), 403(b), § 457(governmental only) plan, or an IRA established pursuant to IRC § 408 (pre-tax money only).

Acceptable documentation may be one of the following:

- A copy of an account statement from the prior plan or carrier that includes the plan name and indicates the type of plan,
- A letter from the prior plan's administrator stating the plan type and, if the plan is qualified, it has a determination letter,
- An excerpt from the prior plan's Summary Plan Description that indicates the plan name and plan type.

FORM DIRECTION:

Submit the completed form and documentation to: Prudential Retirement, P.O. Box 5340, Scranton, PA 18505 or fax toll free to 1-866-439-8602.

Once received, it will be reviewed for approval. You will receive the approval letter indicating you can contact your prior distributing plan or carrier to request the rollover to Prudential Retirement. You will also be notified if additional documentation is needed or if the form is not complete.

CHECK DIRECTION:

NC Plans Processing Center
P.O. Box 5360
Scranton, PA 18505

Note: We will not accept rollover checks until the pre-approval process is complete. Once pre-approval is complete and you receive your acceptance letter, all checks should be payable to 'Prudential Retirement for the benefit of (member's name)' and should also include the last 4 digits of the individuals social security number. Please mail to the address above.

Should you have any questions regarding this process, please call 1-866-NCPLANS.



Rollover Pre-Approval NC 401(k) PLAN

Form Direction

Please refer to the instructions page before completing this form. Please print using blue or black ink. Keep a copy of this form for your records. Submit the completed form and documentation to: Prudential Retirement, P.O. Box 5340, Scranton, PA 18505 or fax toll free to 1-866-439-8602.

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About You

Prudential Plan number

0 0 2 0 0 3

Who is your employer?

(Please print entire employer name)

What department do you work in?

(Please print entire department name)

Social Security number

____ - ____ - _____

Daytime telephone number

____ - ____ - _____
area code

Questions?
Call 1-866-627-5267
for assistance.

First name

MI

Last name

Address

City

State

ZIP code

_____ - _____

Date of birth

____ / ____ / ____
month day year

Email address

Distributing Plan or Carrier Information

Distributing plan or carrier name _____

Distributing plan or carrier address _____

City _____ State _____ ZIP code _____

Daytime telephone number _____
_____ - _____ - _____
area code

Plan Sponsor (previous employer) name _____

Distributing plan account number _____

Please note that if your rollover funds are not received within 30 days of receipt of this form, Prudential Retirement may contact the distributing carrier on your behalf.

Rollover Information

If your rollover amount is from a 401(a) or 401(k) plan and it includes **after-tax** dollars, your current carrier needs to provide the amount of the **after-tax** contributions along with the check. Otherwise, the entire amount will be applied as before-tax. Any permissible rollover that includes after-tax dollars must be made in the form of a direct rollover. Your rollover assets will be invested according to your current allocation election. If your rollover amount is from any of the North Carolina Retirement Systems, select the box for 401(a).

The law requires that any withdrawals made of after tax monies from a qualified plan must have a proportionate amount of earnings attached to them. This means that if you happen to have after tax contributions that were made to your account in 1986 or before, you can take a withdrawal at a future date of just the principal amount and you will not be required to include earnings. Any after tax contributions made after that date you will be required to take a proportionate amount of earnings. Your prior record keeper should have been tracking your pre-1987 and post-1986 after tax contributions.

Please note: If Prudential receives a Rollover Acceptance Form that does not specify the breakdown of your pre-1987 and post-1986 after tax contributions, the monies will be deposited as post 1986 after tax monies and will have a proportionate amount of earnings attached to them for any future withdrawals until such time as you provide documentation to prove otherwise.

Is any portion of this rollover attributable to designated **Roth** contributions? Yes No
Only Roth 401(k) and Roth 403(b) contributions are acceptable.

What type of plan are you rolling **FROM**?
 401(a) 401(k) 403(a) 403(b) IRA* Governmental 457(b)
 SEP IRA Simple IRA - Date of first contribution _____

*A Conduit IRA or Traditional IRA with pre-tax money only.

**Minimum
Distribution
Information**

I understand that if I have attained the age of 70 ½ or older, the distributing carrier is required to process the Minimum Required Distribution before transferring the funds to Prudential. Therefore, if I meet these requirements, and have not already done so, I understand that I need to direct the prior carrier to distribute my Minimum Required Distribution prior to processing this rollover.

**Your
Authorization**

I, the Plan member, certify that all information on this form is accurate. I also certify that this rollover contribution was distributed from a plan intended to satisfy the requirements of I.R.C. § 401(a), 401(k), 403(a), 403(b), 457 (governmental only), or an IRA established pursuant to IRC § 408 (pre-tax money only) and, which to the best of my knowledge, does satisfy them.

I certify that this distribution can be rolled over into my account with Prudential because it:

- 1) is not one of a series of substantially equal periodic payments (not less frequently than annually) distributed over my life or life expectancy (or the joint lives [or joint life expectancies] of me and my beneficiary) or over a period equal to or greater than 10 years,
- 2) was received by me not more than 60 days before the date of the rollover to the Plan,
- 3) would be includible in gross income if not rolled over in its entirety,
- 4) does not represent a Minimum Required Distribution, a hardship distribution, or a corrective distribution (for example: corrections of elective deferrals or elective contributions, etc.), and
- 5) was distributed to me as an employee (not as a beneficiary).

Prudential Retirement will not accept responsibility for the actions of your distributing plan.

 X _____ Date | |
Member's/Account Owner's signature

Prudential Retirement