



## How to Roll Over Qualified Funds to the FRS

Investment Plan members, including former Investment Plan members (retirees), can deposit eligible rollover funds from other qualified plans into their Investment Plan account. If you need assistance in completing this form, or need to discuss the process for rolling your assets into the FRS Investment Plan, please call the MyFRS Financial Guidance Line at 1-866-446-9377, Option 4, (TRS 711) to speak with the FRS Investment Plan Administrator.

You must submit an Employee Rollover Deposit Form (Form IPPRO-1) and appropriate documentation directly to the Investment Plan Administrator. Upon receipt of the form and funds, the Investment Plan Administrator will deposit the qualified rollover funds into your FRS Investment Plan account. You can change fund allocations at any time on *MyFRS.com* or by calling the toll-free MyFRS Financial Guidance Line, Option 4. Rollover funds are tracked separately from your other Investment Plan assets.

### Checklist to Roll Over Outside Contributions to the FRS Investment Plan

Completed	Requirements and Documentation
<input type="checkbox"/>	<p>Is the plan you are rolling over a Qualified Plan or Source?</p> <ul style="list-style-type: none"> <li>• Qualified Traditional IRA</li> <li>• Simple IRA</li> <li>• SEP IRA</li> <li>• Eligible Retirement Plan (401 defined contribution or 401 defined benefit)</li> <li>• 457(b) Plan</li> <li>• 403(b) pre-tax Plan</li> <li>• Federal Employee's Thrift Savings Plan</li> </ul> <p>The following types of retirement plans/distributions are <b>not eligible</b> to be rolled over into the FRS Investment Plan.</p> <ol style="list-style-type: none"> <li>1. <b>Roth IRA:</b> You can only transfer/rollover assets from a Roth IRA into other Roth IRAs. The FRS Investment Plan is NOT a Roth IRA.</li> <li>2. <b>Payments Spread Over Long Periods of Time:</b> You cannot move a payment if it is part of a series of equal (or almost equal) payments made at least once a year and lasting for: your lifetime (or your life expectancy), your lifetime and your beneficiary's lifetime (or life expectancies), or a period of 10 years or more.</li> <li>3. <b>Required Minimum Payments:</b> Beginning in the year you reach age 72, a certain portion of your payment cannot be moved because it is a required minimum payment that must be paid to you. However, once you have received the required minimum payment for a particular year, you may move the remainder of your retirement plan account into the FRS Investment Plan. (You will be required to continue receiving the required minimum payments from your FRS Investment Plan.)</li> <li>4. <b>Emergency or Hardship Withdrawals:</b> Emergency (from a 457 plan) or hardship (from a 401 or 403(b) plan) withdrawals cannot be moved to the FRS Investment Plan.</li> </ol>

<input type="checkbox"/>	<p>If your plan is a qualified plan, you will need to provide the required documents (listed in Section 8 of the rollover form) with the Employee Rollover Deposit Form. This includes a distribution statement/payment confirmation/Form 1099-R or letter from the prior plan showing distribution information. This document should include:</p> <ul style="list-style-type: none"> <li>• Plan Name</li> <li>• Gross distribution (total amount of payment before deductions)</li> <li>• Taxable amount (portion of the payment that will be taxable to you when you withdraw it from the plan)</li> <li>• Federal withholding (taxes withheld from the payment)</li> <li>• Date of distribution (required if you are doing an indirect rollover)</li> <li>• Contributions you deferred as after-tax and/or Roth, if applicable</li> </ul> <p>Provide only copies – do not send original documents. Originals cannot be returned to you.</p>
<b>Completing the Employee Rollover Deposit Form (Form IPPRO-1)</b>	
<input type="checkbox"/>	<p>Read Sections 6 through 9 prior to completing the rollover form.</p>
	<p>Complete Sections 1 through 5. See the below explanation of each section.</p>
<input type="checkbox"/>	<p>Section 1: Information About You. Enter your last name, first name and middle initial along with the last 4 digits of your SSN. Enter your address including the City, State and zip code, telephone number and email address.</p>
<input type="checkbox"/>	<p>Section 2: Information About Your Request. You will need to indicate what type of rollover you will be processing.</p> <ul style="list-style-type: none"> <li>• A “Direct Rollover” is a rollover that is being rolled over directly from another financial institution instead of being paid directly to you. You have not paid taxes on these funds and will be taxed when you receive a future distribution of your FRS Investment Plan account.</li> <li>• An “Indirect Rollover” is when you have previously received a distribution from another qualified plan within the last 60 days and are wanting to deposit these funds into your existing Investment Plan account. You have already paid taxes on these funds when you received the distribution.</li> </ul>
<input type="checkbox"/>	<p>Section 2 (cont.): This section is where you will indicate if you have pre-tax or after-tax contributions based on the type of rollover (see above). Indicate the amount of the rollover, the taxable status and the total amount that is being deposited.</p> <ul style="list-style-type: none"> <li>• <u>Taxable Amount</u> – This is the amount that you will be transferring into your FRS Investment Plan account from the qualified plan. This is considered pre-tax contributions that you will pay taxes on in the future when you withdraw funds from the FRS. You have not paid taxes to the IRS on the portion of the benefit.</li> <li>• <u>Non-Taxable Amount</u> - This is the amount of the distribution you previously received from another qualified plan that you are requesting to be deposited into you FRS Investment Plan account within 60 days. This is considered after-tax contributions since you have already paid taxes at the time of distribution which is listed on a benefits statement or a Form 1099R.</li> <li>• <u>Total Amount of Rollover</u> - This is the total amount that will be deposited into your account which could include both taxable and non-taxable amounts.</li> </ul>
<input type="checkbox"/>	<p>Section 3: Information about the Qualified Plan. This is the name of the Qualified Plan where the funds are currently being held or the company where you made the withdrawal. If this request is an indirect rollover, provide the date of the distribution. See Section 8 of the rollover form for a list of additional documents that will need to be provided to verify your distribution.</p>
<input type="checkbox"/>	<p>Section 4: Investment Options. Select how you would like to have your rollover deposit invested once the funds have been deposited into your Investment Plan account. If this section is left blank, your rollover will be deposited in the FRS Stable Value Fund.</p>
<input type="checkbox"/>	<p>Section 5: Certification. In this section you will sign that by submitting the rollover form, you acknowledge you wish to make this rollover deposit and have read all information on the form. You are certifying this is an eligible rollover and the provisions of what is required for this rollover. This form cannot be processed without your authentic signature.</p>

<input type="checkbox"/>	Section 6: Instructions. This is for instructional use only. You will use this information to assist you in completing Sections 1 through 5. You can also find a list of qualifying plans in this section in order to verify that the plan you are transferring from is listed as a qualified plan.						
<input type="checkbox"/>	Section 7: Submission Options. Read the instructions provided in this section and determine how to submit your rollover form and accompanying check.						
<input type="checkbox"/>	<p>Section 8: Required Documentation. You will need to provide documentation to certify that your rollover is eligible to be rolled into the Investment Plan. A copy of the distribution statement/payment confirmation, IRS Form 1099-R, or letter that you received from your prior employer plan or IRA showing your distribution should include the following information:</p> <ul style="list-style-type: none"> <li>• Plan Name</li> <li>• Gross distribution (total amount of payment before deductions)</li> <li>• Taxable amount (portion of the payment that will be taxable to you when you withdraw it from the plan)</li> <li>• Federal withholding (taxes withheld from the payment)</li> <li>• Date of distribution (required if you are doing an indirect rollover)</li> <li>• Contributions you deferred as after-tax and/or Roth, if applicable</li> </ul>						
<input type="checkbox"/>	Section 9: Important Information: Read the important information listed in this section to understand how to process your rollover and which plans are not eligible for a rollover.						
<input type="checkbox"/>	Make sure you have signed and dated Section 5 on Page 2 of the rollover form. This rollover cannot be processed without your certification. Make a copy of the rollover form and all documents submitted for your records.						
<b>Submitting and Processing the Rollover</b>							
<input type="checkbox"/>	<p>Contact the Qualified Plan/Source financial institution that will be sending the funds to the Investment Plan and provide the following instructions on how to issue the rollover check.</p> <ul style="list-style-type: none"> <li>• The rollover check must be made payable to: <b>“FRS Investment Plan – FBO (For the Benefit Of) [your name].”</b></li> <li>• Your Social Security Number and IRA/Qualified Plan Account Number must be included on the check.</li> <li>• The payment must be a certified, cashier’ or official bank check or money order issued from the rollover institution.</li> <li>• Mail the payment to the mailing address listed below.</li> </ul>						
<input type="checkbox"/>	<p>Submit a copy of the rollover form and all required documentation to the Investment Plan Administrator by one of the methods listed below. Be sure all form pages are submitted and no original documents are included.</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;"><b>Fax</b></td> <td style="text-align: center; vertical-align: top;"><b>Mail</b></td> <td style="text-align: center; vertical-align: top;"><b>Courier</b></td> </tr> <tr> <td style="text-align: center;">FRS Investment Plan Administrator 1-888-310-5559</td> <td style="text-align: center;">FRS Investment Plan Administrator P.O. Box 785027 Orlando, FL 32878-5027</td> <td style="text-align: center;">FRS Investment Plan Administrator 2300 Discovery Drive Orlando, FL 32826</td> </tr> </table>	<b>Fax</b>	<b>Mail</b>	<b>Courier</b>	FRS Investment Plan Administrator 1-888-310-5559	FRS Investment Plan Administrator P.O. Box 785027 Orlando, FL 32878-5027	FRS Investment Plan Administrator 2300 Discovery Drive Orlando, FL 32826
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<input type="checkbox"/>	Once the funds and required forms/documents have been received, the Investment Plan Administrator will deposit the rollover into your existing FRS Investment Plan account. You will be notified if there is missing information or if the payment cannot be processed.						
<input type="checkbox"/>	You will receive a confirmation statement from the Investment Plan Administrator, within 2 weeks, indicating that your funds have been received and deposited. If you have selected electronic delivery, you will receive a notification to review your Secure Participant Mailbox by logging into MyFRS.com.						
<input type="checkbox"/>	Log into your FRS Investment Plan account to review balance and important information such as designating beneficiaries.						

For information regarding the Employee Rollover Deposit Form or required documentation, call the MyFRS Financial Guidance Line at 1-866-446-9377, Option 4 (TRS 711) to speak with the FRS Investment Plan Administrator.