

**Washtenaw ISD and Wayne RESA 403(b) Plan Consortium**  
**Transfer of 403(b) Funds Information**

*This information is a tool for you if you are considering transferring funds from your current 403(b) vendor to the new 403(b) plan at The Standard. A General Checklist is followed by specific instructions that we developed for the most common 403(b) vendors. \**

**General Checklist**

- 1) You need to pay particular attention to your contract to know if you are subject to surrender charges or other distribution fees if you decide to transfer/exchange your current 403(b) plan to the new 403(b) plan. Call your advisor or the telephone number on your statement and speak with a client service professional. Ask them the following questions:
  - How much is my total account balance as of today? \_\_\_\_\_
  - If I were to transfer these funds to my employer's new 403(b) plan today, how much is my surrender fee? \_\_\_\_\_
  - Are there any other distribution or account closing fees? \_\_\_\_\_
  - How much money would the check be for? \_\_\_\_\_
- 2) Decide if you want to transfer your 403(b) to The Standard.
- 3) If you do, call your advisor or the telephone number on your statement and speak with a client service professional.
  - The employer's new 403(b) vendor is The Standard.
  - Will you accept the new 403(b) vendor's 403(b) transfer form? \_\_\_\_\_
  - If no, Can you mail me a 403(b) transfer form? \_\_\_\_\_
  - Does my signature need to be signature guaranteed? \_\_\_\_\_
  - Where do I mail my completed form? \_\_\_\_\_
- 4) If they will accept The Standard's form, download a copy at <http://www.wash.k12.mi.us/files/business/Standardtransfer.pdf>.
  - a. Complete the sections: Participant Information, Current Provider Election, and Special Instructions.
  - b. If in step 3, they told you that your signature does not need to be signature guaranteed, sign the form.
  - c. However, if in step 3 they told you that your signature does need to be signature guaranteed, DO NOT SIGN THE FORM. Instead, take your completed form to your bank or credit union to have your signature guaranteed. You may need to call ahead because generally there is only one person at the bank who can do this for you. Banks do this as a service for customers at no charge. This is not the same as a notary.
  - d. Take the form to your school district's Business Manager and have them sign in the Plan Sponsor section.
- 5) If you have to use your current vendor's form, complete the sections based on the instructions.
- 6) Make a copy of the completed form for your records.
- 7) Attach a copy of a recent statement, for verification of account number. This is not required, but would be helpful.
- 8) Mail the original form to the address they gave you in step 3.

- 9) Please Fax or Mail a copy of the forms to The Standard:  
Standard Retirement Services, Attn: New Business Group  
4550 Lena Dr. Suite 101  
Mechanicsburg, PA 17055  
OR Fax to (717)591-4093, Attn: New Business Group
- 10) Your current 403(b) provider will issue a check made payable to Reliance Trust Company and mail it directly to The Standard for deposit into your new 403(b) plan. If you happen to get a check in the mail, DO NOT CASH THE CHECK. Send it to:  
Reliance Trust Company, Attn: The Standard Team  
1100 Abernathy Road  
Building 500, Suite 400  
Atlanta GA 30328
- 11) If you have questions on your account, contact your advisor or the telephone number on your statement.
- 12) This is a non-taxable, non-reportable (to the IRS) exchange.

### **American Funds**

If you have A shares in any American Fund then you have already paid the sales commissions (front-end load). American Funds does not charge any surrender charges or distribution fees to exchange your shares and transfer your money. If you have a B share, there may be a back-end sales charge (it starts at 5% in 1<sup>st</sup> year to 1% in 6<sup>th</sup> year, 0% thereafter). If you have a C share, there is a 1% sales charge on shares held less than 12 months. If you decide you want to transfer your money from your current 403(b) vendor to the new 403(b) plan with the Standard:

- 1) Use The Standard's "Application for 403b Transfer" form. You can download a copy at <http://www.wash.k12.mi.us/files/business/Standardtransfer.pdf>
- 2) Complete the sections: Participant Information, Current Provider Election (you have a 403(b)(7) Custodial Account), and Special Instructions. DO NOT SIGN THE FORM.
- 3) Take your completed form to your bank or credit union to have your signature guaranteed. You may need to call ahead because generally there is only one person at the bank who can do this for you. Banks do this as a service for customers at no charge. This is not the same as a notary.
- 4) Take the form to your school district's Business Manager and have them sign in the Plan Sponsor section.
- 5) Make a copy of the form for your records.
- 6) Attach a copy of a recent statement, for verification of account number. This is not required, but would be helpful.
- 7) Mail the original form to American Funds:  
Capital Bank and Trust  
PO Box 6164  
Indianapolis, IN 46206-6164
- 8) Please Fax or Mail a copy of the forms to The Standard:  
Standard Retirement Services, Attn: New Business Group  
4550 Lena Dr. Suite 101  
Mechanicsburg, PA 17055  
OR Fax to (717)591-4093, Attn: New Business Group

- 9) American Funds will issue a check made payable to Reliance Trust Company and mail it directly to The Standard for deposit into your new 403(b) plan. If you happen to get a check in the mail, DO NOT CASH THE CHECK. Send it to:
  - Reliance Trust Company, Attn: The Standard Team
  - 1100 Abernathy Road
  - Building 500, Suite 400
  - Atlanta GA 30328
- 10) If you have questions on your American Funds account, contact them at (800)421-0180.
- 11) This is a non-taxable, non-reportable (to the IRS) exchange.

### **Ameriprise Financial**

If you have Ameriprise Financial, your investments are most probably in a 403(b)(1) Annuity Contract. You need to pay particular attention to your contract to know if you are subject to surrender charges if you decide to exchange your shares and transfer your money. If you decide you want to transfer your money from your current 403(b) vendor to the new 403(b) plan with the Standard:

- 1) Call your advisor or the telephone number on your statement and speak with a client service professional. Ask them the following questions:
  - How much is my total account balance as of today? \_\_\_\_\_
  - If I were to transfer these funds to another non-Ameriprise 403(b) today, how much is my surrender fee? \_\_\_\_\_
  - How much money would the check be for? \_\_\_\_\_
- 2) Request an Ameriprise Financial “Distribution Request for 403b Form.” You have to use their form. They will mail it to you. You can also download a copy at <http://www.wash.k12.mi.us/files/business/Ameriprisetransfer.pdf>
- 3) Complete the sections based on the instructions that will be included. Complete part 1, 2, 3, and 4. In part 4, select “Send to alternate payee or address” You will enter Reliance Trust Company, Attn: The Standard Team, 1100 Abernathy Road, Building 500, Suite 400, Atlanta GA 30328. Complete part 7. You will enter TSCA Contract Exchange and enter the Reliance Trust Company. Sign the form in part 10. The district does not need to sign the form.
- 4) You also need to complete The Standard’s “Application for 403b Transfer” form. You can download a copy at <http://www.wash.k12.mi.us/files/business/Standardtransfer.pdf>
- 5) Complete the sections: Participant Information, Current Provider Election, and Special Instructions. Sign the form.
- 6) Take the form to your school district’s Business Manager and have them sign in the Plan Sponsor section.
- 7) Make a copy of the completed forms for your records.
- 8) Attach a copy of a recent statement, for verification of account number. This is not required, but would be helpful.
- 9) Mail all original forms to Ameriprise:
  - Ameriprise Financial Services, Inc.
  - 70100 Ameriprise Financial Center
  - Minneapolis, MN 55474
- 10) Please Fax or Mail a copy of the forms to The Standard:
  - Standard Retirement Services, Attn: New Business Group

4550 Lena Dr. Suite 101  
Mechanicsburg, PA 17055

OR Fax to (717)591-4093, Attn: New Business Group

- 11) Ameriprise will issue a check made payable to Reliance Trust Company and mail it directly to The Standard for deposit into your new 403(b) plan. If you happen to get a check in the mail, DO NOT CASH THE CHECK. Send it to:

Reliance Trust Company, Attn: The Standard Team  
1100 Abernathy Road  
Building 500, Suite 400  
Atlanta GA 30328

- 12) If you have questions on your Ameriprise account, contact your advisor.

- 13) This is a non-taxable, non-reportable (to the IRS) exchange.

### **Fidelity**

Fidelity funds are all no load (no front-end or back-end loads). However, certain funds may have short term trading fees. If you decide you want to transfer your money from your current 403(b) vendor to the new 403(b) plan with the Standard:

- 1) Use The Standard's "Application for 403b Transfer" form. You can download a copy at <http://www.wash.k12.mi.us/files/business/Standardtransfer.pdf>
- 2) Complete the sections: Participant Information, Current Provider Election (you have a 403(b)(7) Custodial Account), and Special Instructions. If you have less than \$100,000 in your account, sign at Participant Signature.
- 3) If you have greater than \$100,000 in your account. DO NOT SIGN THE FORM. Take your completed form to your bank or credit union to have your signature guaranteed. You may need to call ahead because generally there is only one person at the bank who can do this for you. Banks do this as a service for customers at no charge. This is not the same as a notary.
- 4) Take the form to your school district's Business Manager and have them sign in the Plan Sponsor section.
- 5) Make a copy of the form for your records.
- 6) Attach a copy of a recent statement, for verification of account number. This is not required, but would be helpful.
- 7) Mail the original form to Fidelity:

Fidelity  
PO Box 770002  
Cincinnati OH 45277-0093

- 8) Please Fax or Mail a copy of the forms to The Standard:  
Standard Retirement Services, Attn: New Business Group  
4550 Lena Dr. Suite 101  
Mechanicsburg, PA 17055

OR Fax to (717)591-4093, Attn: New Business Group

- 9) Fidelity will issue a check made payable to Reliance Trust Company and mail it directly to The Standard for deposit into your new 403(b) plan. If you happen to get a check in the mail, DO NOT CASH THE CHECK. Send it to:

Reliance Trust Company, Attn: The Standard Team  
1100 Abernathy Road

Building 500, Suite 400  
Atlanta GA 30328

- 10) If you have questions on your Fidelity account, contact them at (800)343-0860.
- 11) This is a non-taxable, non-reportable (to the IRS) exchange.

## VALIC

If you have VALIC, your investments are most probably in a 403(b)(1) Annuity Contract. You need to pay particular attention to your contract to know if you are subject to surrender charges if you decide to exchange your shares and transfer your money. If you decide you want to transfer your money from your current 403(b) vendor to the new 403(b) plan with the Standard:

- 1) Call (800)448-2542 (M-F 8 am to 9 pm) and speak with a client service professional OR call your local VALIC sales representative. Ask them the following questions:
  - How much is my total account balance as of today? \_\_\_\_\_
  - If I were to transfer these funds to another non-VALIC 403(b) today, how much is my surrender fee? \_\_\_\_\_
  - How much money would the check be for? \_\_\_\_\_
- 2) Request an AIG/VALIC "Rollover/Transfer Out Form." You have to use their form. They will mail it to you. You can also download a copy at <http://www.wash.k12.mi.us/files/business/VALICtransfer.pdf>
- 3) Complete the sections based on the instructions that will be included. Sign the form. The district does not need to sign the form.
- 4) Make a copy of the completed form for your records.
- 5) Attach a copy of a recent statement, for verification of account number. This is not required, but would be helpful.
- 6) Mail the original form to VALIC:
  - AIG Retirement, Attn: Document Control
  - PO Box 15648
  - Amarillo, TX 79105-5648
- 7) Please Fax or Mail a copy of the forms to The Standard:
  - Standard Retirement Services, Attn: New Business Group
  - 4550 Lena Dr. Suite 101
  - Mechanicsburg, PA 17055
  - OR Fax to (717)591-4093, Attn: New Business Group
- 8) VALIC will issue a check made payable to Reliance Trust Company and mail it directly to The Standard for deposit into your new 403(b) plan. If you happen to get a check in the mail, DO NOT CASH THE CHECK. Send it to:
  - Reliance Trust Company, Attn: The Standard Team
  - 1100 Abernathy Road
  - Building 500, Suite 400
  - Atlanta GA 30328
- 9) If you have questions on your VALIC account, contact them at (800)448-2542.
- 10) This is a non-taxable, non-reportable (to the IRS) exchange.

## Vanguard

Vanguard funds are all no load (no front-end or back-end loads). However, certain funds may have short term trading fees. If you decide you want to transfer your money from your current 403(b) vendor to the new 403(b) plan with the Standard

- 1) Use The Standard's "Application for 403b Transfer" form. You can download a copy at <http://www.wash.k12.mi.us/files/business/Standardtransfer.pdf>
- 2) Complete the sections: Participant Information, Current Provider Election (you have a 403(b)(7) Custodial Account), and Special Instructions. Sign at Participant Signature.
- 3) Take the form to your school district's Business Manager and have them sign in the Plan Sponsor section.
- 4) Make a copy of the form for your records.
- 5) Attach a copy of a recent statement, for verification of account number. This is not required, but would be helpful.
- 6) Mail the original form to Vanguard:  
Vanguard  
PO Box 1110  
Valley Forge PA 19482
- 7) Please Fax or Mail a copy of the forms to The Standard:  
Standard Retirement Services, Attn: New Business Group  
4550 Lena Dr. Suite 101  
Mechanicsburg, PA 17055  
OR Fax to (717)591-4093, Attn: New Business Group
- 8) Vanguard will issue a check made payable to Reliance Trust Company and mail it directly to The Standard for deposit into your new 403(b) plan. If you happen to get a check in the mail, DO NOT CASH THE CHECK. Send it to:  
Reliance Trust Company, Attn: The Standard Team  
1100 Abernathy Road  
Building 500, Suite 400  
Atlanta GA 30328
- 9) If you have questions on your Vanguard account, contact them at (800)662-2003.
- 10) This is a non-taxable, non-reportable (to the IRS) exchange.

*\* For rollovers from a prior employer's 403(b), 401(k), 457 or IRA arrangement, you will use a different form specifically for ROLLOVERS (as they are different than a 403(b) transfer/exchange). You will need to complete a "Rollover Contribution Form" that will be available in your enrollment booklet.*

*\* For transfers of shares "in-kind transfers" to the Schwab PCRA account for mutual funds held in your current 403(b) account, please see separate instructions.*