



## Rollover Instructions Christian Brothers Retirement Savings 403(b) Plan Plan #093264

The *Rollover Contribution Request* is to be used when transferring money to the Christian Brothers 403(b) Plan from:

- a non-403(b) plan
- a 403(b) plan of a prior employer

This form should NOT be used to rollover money from a 403(b) plan of your current employer.

Step 1	Contact previous retirement plan provider to obtain applicable forms (if required) to initiate rollover out of prior plan (e.g. Letter of Acceptance) <sup>1</sup> .
Step 2	Complete <i>Rollover Contribution Request</i> form
Step 3	Ensure that the check(s) is made payable to: "Vanguard Fiduciary Trust Company" FBO Participant Name and Last 4 digits of SS#
Step 4	Complete and return <i>Rollover Contribution Request</i> form along with your check, if applicable, to: Christian Brothers Retirement Savings Plan 1205 Windham Parkway Romeoville, IL 60446 Attn: Christine Pacocha
Step 5	Send copy of <i>Rollover Contribution Request</i> form to prior provider, if required. <u>This copy does NOT need to be returned to us from prior provider.</u>
	If you have any questions regarding the transfer or how to complete the <i>Rollover Contribution Request</i> form, please contact Christine Pacocha at 800-807-0700 and enter extension 2639.

<sup>1</sup>Prior plan provider may require completion of their own form(s) to initiate the rollover. Be sure to confirm with them what forms are needed. Christian Brothers Services will still need to receive our *Rollover Contribution Request* form (as noted above) even if the prior provider requires a different form.

- **ROTH ROLLOVER** – Please note that if you are rolling over Roth contributions, Vanguard must receive documentation from your prior record keeper of the Roth Cost Basis and Roth Start Date. If this information is not included on the check stub then separate documentation will be needed before your rollover can be processed.
- Do not send checks directly to Vanguard. If you or the prior provider send the check directly to Vanguard, this will cause disruption in the processing since there will be delays in reconciling which checks Vanguard received versus which forms we received.
- If the check and *Rollover Contribution Request* form arrive separately, we will not send payments to Vanguard until both the check and Form have been received which can cause delays in payments being deposited into the participant account. Therefore, whenever possible please be sure that checks and forms are submitted together.
- Be sure to contact Christine Pacocha at 800-807-0700 extension 2639 (or [christine.pacocha@cbservices.org](mailto:christine.pacocha@cbservices.org)) if you have any questions.



#### IV. Investment Election

Please invest the enclosed rollover check in the following manner. Allocations must be in increments of 1%. Make one of the two choices below.

Please invest my eligible rollover money using my current fund allocations.

**-OR-**

Choose new fund allocations for your rollover in the boxes below.

#### Target Retirement Funds

If you choose this investment approach, you may want to consider investing 100% of your contributions in one Vanguard Target Retirement Fund.

Fund Code	Fund Name	Allocation	Fund Code	Fund Name	Allocation
000308	Vanguard Target Retirement Income Fund	<input type="text"/>	000696	Vanguard Target Retirement 2040 Fund	<input type="text"/>
000303	Vanguard Target Retirement 2015 Fund	<input type="text"/>	000306	Vanguard Target Retirement 2045 Fund	<input type="text"/>
000682	Vanguard Target Retirement 2020 Fund	<input type="text"/>	000699	Vanguard Target Retirement 2050 Fund	<input type="text"/>
000304	Vanguard Target Retirement 2025 Fund	<input type="text"/>	001487	Vanguard Target Retirement 2055 Fund	<input type="text"/>
000695	Vanguard Target Retirement 2030 Fund	<input type="text"/>	001691	Vanguard Target Retirement 2060 Fund	<input type="text"/>
000305	Vanguard Target Retirement 2035 Fund	<input type="text"/>	001791	Vanguard Target Retirement 2065 Fund	<input type="text"/>

#### Core Funds

Or for the following list of funds, specify percentages in 1% increments.

Fund Code	Fund Name	Allocation	Fund Code	Fund Name	Allocation
000033	Vanguard Federal Money Market Fund	<input type="text"/>	000098	Vanguard Extended Market Index Fund	<input type="text"/>
000081	Vanguard International Growth Fund	<input type="text"/>	001231	Vanguard Total International Bond Index Fund	<input type="text"/>
000021	Vanguard Wellington Fund	<input type="text"/>	001967	Vanguard Short-Term Inflation-Protected Securities Index Fund	<input type="text"/>
000080	Vanguard U.S. Growth Fund	<input type="text"/>	00001C	Vanguard Total International Stock Index Fund	<input type="text"/>
000040	Vanguard 500 Index Fund	<input type="text"/>	006884	Baird Intermediate Bond Fund	<input type="text"/>
000073	Vanguard Windsor II Fund	<input type="text"/>	006911	DFA Emerging Markets Social Core Portfolio	<input type="text"/>
000085	Vanguard Total Stock Market Index Fund	<input type="text"/>	006099	DFA International Social Core Equity Portfolio	<input type="text"/>
000084	Vanguard Total Bond Market Index Fund	<input type="text"/>	006098	DFA US Social Core Equity 2 Portfolio	<input type="text"/>
007418	Fidelity Blue Chip Growth Fund	<input type="text"/>			

**Your allocations must total 100%**

**Note:** If you fail to complete the investment elections above, your contribution will automatically be invested in the appropriate Vanguard Target Retirement Fund based on your age.

#### V. Authorization

**Note:** Your employer may require certain documentation related to the rollover contribution prior to authorizing it.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

**Participant Mailing Instructions**

**U.S. Mail**

Christian Brothers Retirement Services  
1205 Windham Pkwy  
Romeoville, IL 60446

I authorize a rollover contribution to the plan in accordance with the instructions above.

\_\_\_\_\_  
Signature of Plan Administrator

\_\_\_\_\_  
Date