

## 1 ROLLOVER/TRANSFER REQUIREMENTS

In order to be eligible for a rollover/transfer, all of the below statements must be true.

- You must currently be a participant or eligible to be a participant in the AGFinancial 403(b) Retirement Plan ("Plan").
- The rollover amount must be from an eligible plan and cannot include the following: Required minimum distributions; loans treated as distributions; hardship distributions; distributions of excess contributions and related earnings; distributions that are one of a series of substantially equal payments; withdrawals electing out of automatic contribution arrangements; distributions to pay for accident, health, or life insurance; dividends on employer securities; S corporation allocations treated as deemed distributions; or, nondeductible IRAs.
- Indirect rollovers cannot be from a designated Roth account or a traditional after-tax account of an employer plan.

## 2 GENERAL

### WHO CAN ROLL OVER/TRANSFER FUNDS INTO THE PLAN?

You must either already be enrolled in the Plan or be eligible to enroll. Eligibility to enroll in the Plan requires holding credentials with the Assemblies of God or active employment with an approved ministry that uses AGFinancial as an authorized 403(b) plan service provider.

### CAN I ROLL OVER OR TRANSFER AN INHERITED RETIREMENT ACCOUNT?

Only spousal beneficiary accounts may be rolled into your 403(b) account.

### WHAT IS THE DIFFERENCE BETWEEN A 403(b) ROLLOVER AND A TRANSFER?

Rollovers typically occur when you change jobs or retire and move your employer-sponsored plan to the Plan. Transfers occur when you want to change your 403(b) plan provider and do not meet the qualifications for rollovers.

### WHAT IS THE DIFFERENCE BETWEEN A DIRECT ROLLOVER AND AN INDIRECT ROLLOVER?

A direct rollover is when the distributing company transfers funds directly to AGFinancial for the benefit of the participant. An indirect rollover is when you cash out your account and receive a check made payable to you. A percentage of your total balance is withheld for taxes and will be considered a distribution if that amount is not included in the rollover. Indirect rollovers must be made within 60 days of receipt of a rollover from another plan, or you may be able to claim a waiver of the 60-day rollover period under the IRS self-certification procedure. If using the self-certification procedure, you must attach a signed IRS-approved Model Letter.

## 3 TRANSFER PROCESS

### WHERE DO I START?

Complete an Incoming Rollover/Transfer Form for each account you are rolling over or transferring and include requested documentation. Mail original forms and copies of documentation to AGFinancial, PO Box 2515, Springfield, MO 65801-2513. All rollover/transfer checks should be made payable to MBA.

### DO I NEED ANYTHING FROM MY CURRENT COMPANY?

Contact the company that manages your current plan to determine if a signature guarantee or other documentation is required to roll over or transfer funds to the Plan. You may also need to initiate liquidation instructions of certain investments.

### HOW LONG DOES A ROLLOVER/TRANSFER TAKE TO BE COMPLETED?

Your rollover/transfer process can take up to five weeks for completion depending on the processing time of the company sending the funds. You will receive a confirmation letter from AGFinancial when the rollover/transfer funds are received.

### WHAT ABOUT REQUIRED MINIMUM DISTRIBUTIONS?

If you are 72 or older, you are required to take the required minimum distribution before you roll over or transfer funds.

## 4 MISCELLANEOUS

### HOW WILL MY ROLLOVER/TRANSFER BE INVESTED?

Rollovers/transfers are invested according to the election on file for new contributions. To make changes, download and complete the Investment Change Form located at [agfinancial.org/retirementforms](http://agfinancial.org/retirementforms) before your rollover is received.

#### ARE THERE ANY FEES ASSOCIATED WITH ROLLOVERS/ TRANSFERS?

There are no fees to roll over or transfer funds into the Plan. However, any distribution of rollover/transfer funds from the Plan within the first year will be assessed a \$250.00 fee to cover administrative expenses of processing the rollover and distribution.

#### WHAT ELSE SHOULD I KNOW ABOUT 403(b) TRANSFERS?

AGFinancial must be listed as an approved service provider in your employer's 403(b) written plan prior to transfer.

The account statement must detail the specific sources and related income information. If the statement does not contain the accounting detail requested, AGFinancial will treat all funds received as pre-tax deferral earnings from a 403(b)(7) plan. If all monies received are treated as earnings, this may affect your ability to receive hardship distributions as well as any distributions for Roth and traditional after-tax monies.

403(b)(7) custodial accounts have more legal distribution restrictions than 403(b)(1) annuity and 403(b)(9) church accounts. Transfers from any 403(b) account must retain the same legal distribution restrictions that the original account was required to have had. If the transferring 403(b) type is unknown, it must be treated as a 403(b)(7) custodial account. Additionally, 403(b) plans may restrict distributions differently according to their governing document.

#### ADDITIONAL QUESTIONS?

Contact us at 877.700.5231 or [rollover@agfinancial.org](mailto:rollover@agfinancial.org).

**1 PARTICIPANT INFORMATION**

Full Legal Name	Date of Birth	Social Security Number	
Physical Address (Required)	City	State	Zip
Mailing Address (If different)	City	State	Zip
Phone Number	Email Address		

**2 DISTRIBUTING COMPANY INFORMATION**

Company Name			
Address	City	State	Zip
Phone Number	Account Number		

**3 ACCOUNT TYPE**

*Complete one form for each account and attach a copy of your most recent statement from your distributing company.*

**EMPLOYER PLAN**  
*Select one option below.*

- 401(a)  
 401(k)  
 403(b)  
 Governmental 457  
 Other (Specify) \_\_\_\_\_

OR

**INDIVIDUAL RETIREMENT ACCOUNT (IRA)**  
*Select one option below. Roth IRAs are not eligible to roll over to the Plan.*

- Traditional  
 SIMPLE  
 SEP

*For 401(a), 401(k), and 403(b) accounts only:*

Did you open the account you are rolling over/transferring through your current employer? *Select one below.*

- No       Yes (Have your current employer sign in Section 6)

**EMPLOYER PLAN ROTH INFORMATION IF APPLICABLE**

*Complete if your rollover will include Roth after-tax funds. Attach statement showing proof of Roth contributions, earnings, and initial contribution date.*

\$ _____	\$ _____	_____
Contributions	Earnings	Initial Contribution Date

# INCOMING ROLLOVER/TRANSFER

(continued from previous page)

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## REDEMPTION INSTRUCTIONS

Complete one option below.

BROKERAGE ACCOUNT OR MUTUAL  
FUND COMPANY

OR

BANK, SAVINGS & LOAN, LIFE INSURANCE,  
ANNUITY OR CREDIT UNION ACCOUNT

- Sell all assets and transfer cash to AGFinancial  
Approximate Value \$ \_\_\_\_\_
- Sell and transfer only a portion of my account  
Asset Description \_\_\_\_\_  
\_\_\_\_\_

- Entire account balance
- Partial transfer of \$ \_\_\_\_\_
- Liquidate immediately or transfer cash
- Liquidate at maturity  
Maturity Date \_\_\_\_\_

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## CREDENTIALIALED MINISTERS ONLY

Indicate if any money in the account came from non-ministerial income or a secular employer. These funds are still eligible to be rolled over/transferred, but the funds are not eligible to be used as retired minister's housing allowance\*.

\$ \_\_\_\_\_ OR  \_\_\_\_\_ %

*\*A retired minister is allowed to exclude from taxable income a housing allowance paid as retirement compensation to the extent that the amount paid is actually used to rent or otherwise provide the minister a home (e.g., a primary residence). The amount paid must constitute compensation for past services performed as a credentialed minister. The burden of proof for housing eligibility lies with the minister.*

## 6 SIGNATURES

### PARTICIPANT'S CERTIFICATIONS AND SIGNATURE

- I hereby make the following certifications and acknowledgments:
- I am either currently a participant or eligible to be a participant in the Plan.
- The rollover amount is from an eligible plan and does not include ineligible distributions, including, but not limited to, required minimum distributions; loans treated as distributions; hardship distributions; distributions of excess contributions and related earnings; distributions that are one of a series of substantially equal payments; withdrawals electing out of automatic contribution arrangements; distributions to pay for accident, health, or life insurance; dividends on employer securities; S corporation allocations treated as deemed distributions; or, nondeductible IRAs.
- I am entitled to the rollover amount as an employee or spouse beneficiary, and not as a non-spouse beneficiary.
- If an indirect rollover, I received the distribution not more than 60 days before the date of this rollover contribution, or I qualify for a waiver of the 60-day requirement as indicated on the attached properly executed documents. I understand that the entire amount of the rollover contribution would be includible in gross income if it were not being rolled over.
- I agree to submit any additional information requested by AGFinancial to complete the rollover/transfer of the amount indicated above, which may include a determination letter indicating that my current plan is qualified, as well as a copy of the distribution statement which accompanied the distribution check.
- The requested amount does not exceed my vested benefit under my prior employer's plan and I agree that any amount rolled over will be distributed only in accordance with the distribution options and provisions of the Plan.
- I understand that any distribution of my rollover/transfer funds from the Plan within the first year will be assessed a \$250.00 fee.

My signature below authorizes the current custodian of these funds to release any and all information regarding my account to AGFinancial in any form requested.

Participant Signature	Printed Name	Date
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**MEDALLION SIGNATURE GUARANTEE:** AGFinancial does not require a Medallion Signature Guarantee. Contact the current company for their requirements.

MEDALLION SIGNATURE GUARANTEE\*

\*The medallion signature guarantee may be executed by banks, broker dealers, credit unions, national securities exchanges and savings associations which participate in STAMP, SEMP, or NYSE-MSP. A notary public is not a substitute for a signature guarantee. The medallion signature guarantee stamp must include the words "Signature Guarantee, Medallion Guarantee" and otherwise comply with the medallion program requirements.

**EMPLOYER'S INFORMATION AND SIGNATURE IF APPLICABLE**  
*For current church-related employer's 403(b) or 401(a) plan transfers only.*

By signing below, I approve this rollover/transfer of funds under our 403(b) written plan to AGFinancial for benefit of the participant named above.

Employer Name	City	State
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Signature of Employer Representative	Printed Employer Representative Name and Title	Date
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**LETTER OF ACCEPTANCE**  
 The AGFinancial 403(b) Retirement Plan is a retirement plan described under section 403(b)(9) of the Internal Revenue Code. AGFinancial agrees to accept the rollover/transfer as set forth above.

Signature of AGFinancial Representative	Printed AGFinancial Representative Name	Date
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