



### Incoming Direct Rollover 401(a) Plan

Do not complete the Investment Option Information portion of this form if you elected to have your account professionally managed by Empower Advisory Group, LLC ("EAG").

### CERF Savings Plan - 401(a) Plan

98993-02

#### Participant Information

_____ Last Name                      First Name                      MI <i>(The name provided MUST match the name on file with Service Provider.)</i>			_____ Social Security Number		
_____ Address - Number & Street			_____ E-Mail Address		
_____ City		_____ State	_____ Zip Code		_____ Mo    Day    Year
(    ) Home Phone		(    ) Work Phone		<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Married <input type="checkbox"/> Unmarried	

#### Payroll Information

_____ Division Name	_____ Division Number
_____ Location Name	_____ Location Number

#### Direct Rollover Information

**Current Plan Administrator must authorize by signing in the Required Signature(s) section.**

**Previous Plan Administrator must authorize by signing in the Required Signature(s) section.**

I am choosing a:

- Direct Rollover from a:
  - 401(a) plan
  - 401(k) plan
  - 403(b) plan
- Direct Rollover from a Traditional IRA. (Non-deductible contributions/basis may not be rolled over.)

#### Previous Provider Information:

_____ Company Name	_____ Account Number
_____ Mailing Address	
_____ City/State/Zip Code	(    ) Phone Number

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Number

**Required Documentation**

If you are rolling over from an IRA, please provide a copy of the most recent account statement. If you are rolling over from an employer sponsored retirement plan, please provide a copy of the most recent account statement showing the Internal Revenue Code ("Code") plan type and plan name.

**If you do not have this information on the statement, please have your Previous Plan Administrator complete the applicable fields below. Also provide the signature of the previous employer as Plan Administrator.**

The name of the distributing Plan is \_\_\_\_\_  
(hereinafter referred to as the "Plan"). The Plan Administrator of the Plan certifies to the best of their knowledge that:

- (1) The Plan is designed or intended to be tax qualified under the Code and meets the requirements of a
  - Qualified 401(a) or 401(k) plan
  - 403(b) Plan
- (2) The amounts are eligible for rollover as described in Code section 402(c).
- (3) Employer/employee before-tax contribution and earnings: \$ \_\_\_\_\_
- (4) Signature of previous employer:

I am authorized to sign as Plan Administrator of the previous employer.

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

Printed Name of "Plan Administrator" \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Number

**Amount of Direct Rollover:** \$ \_\_\_\_\_ (Enter approximate amount if exact amount is not known.)

**Investment Option Information** - Please refer to your communication materials for investment option designations.

I understand that funds may impose redemption fees on certain transfers, redemptions or exchanges if assets are held less than the period stated in the fund's prospectus or other disclosure documents. I will refer to the fund's prospectus and/or disclosure documents for more information.

Select either existing ongoing allocations (A) or your own investment options (B).

**(A) Existing Ongoing Allocations**

I wish to allocate this rollover the same as my existing ongoing allocations.

**(B) Select Your Own Investment Options**

**Please Note: For automatic dollar cost averaging call the Voice Response System or access our Web site.**

INVESTMENT OPTION				INVESTMENT OPTION			
NAME	TICKER	CODE	%	NAME	TICKER	CODE	%
Vanguard Target Retirement Income Inv.....	VTINX	VTINX	_____	Jackson Square SMID-Cap Growth CIT M.....	N/A	DELCIT	_____
Vanguard Target Retirement 2025 Inv.....	VTTVX	VTTVX	_____	Diamond Hill Small-Mid Cap Y.....	DHMYX	DHMYX	_____
Vanguard Target Retirement 2035 Inv.....	VTTHX	VTTHX	_____	American Funds American Mutual R6.....	RMFGX	RMFGX	_____
Vanguard Target Retirement 2045 Inv.....	VTIVX	VTIVX	_____	MFS Massachusetts Investors Gr Stk R6.....	MIGNX	MIGNX	_____
Vanguard Target Retirement 2055 Inv.....	VFFVX	VFFVX	_____	Vanguard Large Cap Index Adm.....	VLCAX	VLCAX	_____
Vanguard Target Retirement 2065 Inv.....	VLXVX	VLXVX	_____	Janus Henderson Balanced N.....	JABNX	JABNX	_____
American Funds EuroPacific Gr R6.....	RERGX	RERGX	_____	Pioneer Strategic Income K.....	STRKX	STRKX	_____
Invesco Global R6.....	OGLIX	OGLIX	_____	Empower Guaranteed Portfolio Fund.....	PORT	PORT	_____
Vanguard Total Intl Stock Index Admiral.....	VTIAX	VTIAX	_____	<b>MUST INDICATE WHOLE PERCENTAGES</b>			<b>= 100%</b>
Vanguard Small Cap Index Adm.....	VSMAX	VSMAX	_____				

**Participant Acknowledgements**

**Empower Advisory Group, LLC** - If I have elected to have my account professionally managed by Empower Advisory Group, LLC and this form is submitted, my election to have my account professionally managed will override the investment allocation requested on this form until such time as I revoke or amend my election to have my account professionally managed.

**General Information** - I understand that only certain types of distributions are eligible for rollover treatment and that it is solely my responsibility to ensure such eligibility. By signing below, I affirm that the funds I am rolling are in fact eligible for such treatment.

I authorize these funds to be transferred into my employer's Plan and to be invested according to the information specified in the Investment Option Information section.

If the investment option information is missing or incomplete, I authorize Service Provider to allocate the direct rollover assets ("assets") the same as my ongoing contributions (if I have an account established) or to the default investment option selected by my Plan (if I do not have an account established). If no default investment option is selected, the funds will be returned to the payor as required by law. If my assets are received more than 180 calendar days after Service Provider receives this Incoming Direct Rollover form (this "form"), I authorize Service Provider to allocate all monies received the same as my ongoing allocation election on file with Service Provider. I understand I must call the Voice Response System or access the Web site in order to make changes or transfer monies from the default investment option. The assets will be processed on the day this form is received. I understand that this completed form must be received by Service Provider at the address below.

I understand that the current Custodian/Provider may require that I furnish additional information before processing the transaction requested on this form, and Service Provider is not responsible for determining the status of any transaction that I have requested. It is entirely my responsibility to provide the current Custodian/Provider with any information that they may require, and/or to notify Service Provider of any information that the current Custodian/Provider may wish to obtain in order to effect the transaction.

**Withdrawal Restrictions** - I understand that the Internal Revenue Code and/or my employer's Plan Document may impose restrictions on direct rollovers and/or distributions. I understand that I must contact the Plan Administrator/Trustee, if applicable, to determine when and/or under what circumstances I am eligible to receive distributions or make direct rollovers.

**Investment Options** - I understand that by signing and submitting this form for processing, I am requesting to have investment options established under the Plan as specified in the Investment Option Information section. I understand and agree that this account is subject to the terms of the Plan Document. I understand and acknowledge that all payments and account values, when based on the experience of the investment options, may not be guaranteed and may fluctuate, and, upon redemption, shares may be worth more or less than their original cost. I acknowledge that investment option information, including prospectuses, disclosure documents and Fund Profile sheets, have been made available to me and I understand the risks of investing.

**Account Corrections** - I understand that it is my obligation to review all confirmations and quarterly statements for discrepancies or errors. Corrections will be made only for errors which I communicate within 90 calendar days of the last calendar quarter. After this 90 days, account information shall be deemed accurate and acceptable to me. If I notify Service Provider of an error after this 90 days, the correction will only be processed from the date of notification forward and not on a retroactive basis.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Number

**Payment Instructions**

**Make check payable to:**

Empower Trust Company, LLC

**Include the following information on the check:**

Participant Name, Social Security Number,  
Plan Number, Plan Name

**Wire instructions:**

**Bank:** US Bank

**Account of:** Empower Trust Company, LLC

**Account no:** 103655774323

**Routing transit no:** 102000021

**Attention:** Financial Control

**Reference:** Participant Name, Social Security Number,  
Plan Number, Plan Name

**Regular mail address for the check and form  
(if mailed together):**

Empower Trust Company, LLC  
PO Box 560877  
Denver, CO 80256-0877

**Overnight mail address for the check and form  
(if mailed together):**

US Bank  
10035 East 40th Avenue Suite 100  
Attn Lockbox # 560877 DN-CO-OCLEB  
Denver, CO 80238

**Contact:** Empower

**Phone #:** 1-800-701-8255

**If sending the "form" only**, please follow the mailing instructions above. Please remember that this form needs to arrive prior to or at the same time the funds arrive to invest according to the allocations on this form. We will not accept hand delivered forms at Express Mail addresses.

**Required Signature(s) and Date**

Participant Consent

My signature indicates that I have read, understand the effect of my election and agree to all pages of this Incoming Direct Rollover form. I affirm that all information provided is true and correct.

\_\_\_\_\_  
**Participant Signature**

\_\_\_\_\_  
**Date**

*A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.*

**Participant** forward to Plan Administrator

Authorized Plan Administrator Approval

I acknowledge and agree that the Plan Administrator for the Previous Employer's Plan is released from and the Plan Administrator for the Current Employer's Plan shall assume all obligations associated with any amounts transferred under this Incoming Direct Rollover form.

\_\_\_\_\_  
**Authorized Plan Administrator Signature  
for Current Employer's Plan**

\_\_\_\_\_  
**Date**

*A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.*

\_\_\_\_\_  
**Print Full Name**

\_\_\_\_\_  
**Authorized Plan Administrator Signature  
for Previous Employer's Plan  
(for direct rollovers)**

\_\_\_\_\_  
**Date**

*A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.*

\_\_\_\_\_  
**Print Full Name**

**Plan Administrator** forward as shown above in the  
Payment Instructions section

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