

Instructions

Use this form to initiate a transfer of your existing 457(b) governmental plan account to your 457(b) governmental plan account with Transamerica. Complete Sections A, B, C and D and obtain your Employer's signature in Section E. Then send this completed form and your present provider's withdrawal form (and a completed Transamerica Enrollment Application, if you are not currently enrolled) to Transamerica at 4333 Edgewood Road NE, Mail Drop 0001, Cedar Rapids, IA 52499. Upon receipt of all required paperwork, we will initiate your transfer request with your present provider. For further information, please call us at 800-755-5801.

Section A. Employer Information

Company/Employer Name	<input type="text"/>				
Contract/Account No.	<input type="text"/>	Affiliate No.	<input type="text"/>	Division No.	<input type="text"/>

Section B. Personal Information

Social Security No.	<input type="text"/>	Date of Birth (mm/dd/yyyy)	<input type="text"/>		
First Name/Middle Initial	<input type="text"/>	Last Name	<input type="text"/>		
Mailing Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Phone No.	<input type="text"/>	Ext.	<input type="text"/>		
E-mail Address	<input type="text"/>				

Section C. Present Provider Information

Plan Provider Name _____

Plan Provider Address _____

Plan Account No. _____

Plan Provider Contact Name/Phone No. _____

I. Incoming 403(b) Contract Exchange Request

Under the existing IRS Contract Exchange rules, your 403(b) account or annuity may be transferred to another investment provider for the *same 403(b) plan*, provided certain requirements are met.

(1) The 403(b) plan sponsored by your employer must permit such contract exchanges and (2) the investment provider receiving the transfer must be an approved investment provider under your employer's 403(b) plan or such provider must have entered into an information-sharing agreement with your employer.

Any 403(b) funds transferred to Transamerica from another 403(b) investment provider for your employer's 403(b) plan must continue to be subject to distribution restrictions that are not less stringent than those imposed on the contract being exchanged.

Any 403(b) funds transferred to Transamerica under a 403(b) Contract Exchange will retain their December 31, 1986 and/or December 31, 1988 grandfathered status, (if applicable) provided the necessary information is timely provided to Transamerica by your present investment provider in the section provided on Transamerica's Incoming Contract Exchange (within the Same Plan), in accordance with the instructions on that form.

II. Incoming 403(b) Plan-to-Plan-Transfer Request to Transamerica from Another 403(b) Plan

If your current 403(b) account or annuity is under a *different 403(b) plan* than the 403(b) plan of your present employer (or former employer), and the receiving plan is serviced by Transamerica, please complete the Incoming 403(b) Plan-to-Plan Transfer (from another 403(b) Plan) in accordance with the instructions on that form.

In order to allow for a Plan-to-Plan Transfer to occur, both the 403(b) transferor plan and the receiving plan that is serviced by Transamerica must provide for a Plan-to-Plan Transfer.

In order to allow for a Plan-to-Plan Transfer to occur, the funds transferred to Transamerica from another 403(b) plan must continue to be subject to distribution restrictions that are not less stringent than those imposed under the transferor 403(b) plan.

Any 403(b) funds transferred to Transamerica under a 403(b) Plan-to-Plan Transfer will retain their December 31, 1986 and/or December 31, 1988 grandfathered status, (if applicable) provided the necessary information is timely provided to Transamerica by your present investment provider in the section provided on Transamerica's Incoming Plan-to-Plan Transfer (from another 403(b) Plan), in accordance with the instructions on that form.

Important Note: Some 403(b) plans are subject to the requirements of the Employee Retirement Income Security Act of 1974 ("ERISA"). You cannot transfer 403(b) assets from an ERISA-covered 403(b) plan to a non-ERISA 403(b) plan except by a direct rollover, which requires a distributable event (e.g., termination of employment). If you transfer 403(b) assets from a non-ERISA 403(b) plan to an ERISA-covered 403(b) plan, the transferred assets will automatically become subject to the requirements of ERISA. Please contact the Plan Administrator of the ERISA covered 403(b) plan or us for further information.

III. Incoming 401(a) Plan-to-Plan Transfer Request to Transamerica from Another 401(a) Plan

If your current 401(a) account is under a *different 401(a) plan* than the 401(a) plan of your present employer (or former employer), and the receiving plan is serviced by Transamerica, please complete the Incoming 401(a) Plan-to-Plan Transfer (from another 401(a) Plan), in accordance with the instructions on that form.

In order to allow for a Plan-to-Plan Transfer to occur, both the 401(a) transferor plan and the receiving plan that is serviced by Transamerica must provide for a Plan-to-Plan transfer.

In order to allow for a Plan-to-Plan Transfer to occur, the funds transferred to Transamerica from another 401(a) plan must continue to be subject to distribution restrictions that are not less stringent than those imposed under the transferor 401(a) plan.

In order to allow for a Plan-to-Plan Transfer to occur, the funds transferred to Transamerica from another 401(a) plan must provide that the participant is entitled to receive any distribution from the receiving plan in a single sum distribution.

Please contact your Plan Administrator or us for further information.

IV. Incoming Tax Exempt Employer 457(b) Plan-to-Plan Transfer Request to Transamerica from Another Tax Exempt Employer 457(b) Plan

If your current Tax Exempt 457(b) account is under a *different Tax Exempt 457(b) plan* than the Tax Exempt 457(b) plan of your present employer or former employer, and the receiving plan is serviced by Transamerica, please complete the Tax Exempt Employer 457(b) Transfer Deposit in accordance with the instructions on that form.

In order to allow for a Plan-to-Plan Transfer to occur, both the Tax Exempt Employer 457(b) transferor plan and the receiving plan that is serviced by Transamerica must provide for a Plan-to-Plan Transfer.

Important Note: If you transfer from one Tax Exempt Employer 457(b) Plan to another Tax Exempt Employer 457(b) Plan, your transferred amount is an unsecured obligation of the receiving plan's employer and is subject to the payment of claims of the employer's general creditors in the event of the employer's insolvency. Please contact your Plan Administrator or us for further information.

V. Incoming Governmental 457(b) Plan-to-Plan Transfer Request to Transamerica from Another Governmental 457(b) Plan

If your current Government 457(b) account is under a *different Governmental 457(b) plan* than the Governmental 457(b) plan of your present employer or former employer, and the receiving plan is serviced by Transamerica, please complete the Governmental 457(b) Transfer Deposit in accordance with the instructions on that form.

In order to allow for a Plan-to-Plan Transfer to occur, both the Governmental 457(b) transferor plan and the receiving plan that is serviced by Transamerica must provide for a Plan-to-Plan Transfer.

Important Note: Instead of a plan-to-plan transfer from one Governmental 457(b) plan to another Governmental 457(b) Plan, you may also do a rollover by requesting an eligible rollover distribution. Please contact your Plan Administrator or us for further information.

VI. Mailing and Wiring Instructions

Checks

If sending a check, mail the check and the Incoming Transfer/Rollover/Exchange Form to one of the following addresses, as applicable:

Regular Mail

Transamerica
Remittance Processing Center
PO Box 13029
Newark, NJ 07188

Overnight Mail

JPMorgan Chase - Lockbox Processing
Lockbox No. 13029
4 Chase Metrotech Center
Ground Level Courier on Willoughby Street
Brooklyn, NY 11245
Phone Number: (718) 242-0674 (*must be indicated on overnight air bill*)

Wire Transfers

If sending a wire transfer, mail the Incoming Transfer/Rollover/Exchange Form to the address below:

Form

Transamerica
4333 Edgewood Road NE
Cedar Rapids, IA 52499

Wire Instructions

State Street Bank and Trust Company
200 Clarendon Street
Boston, MA 02116-5021
Bank ABA # **011000028**
Receiving Account # **00457374**
Receiving Account name: Transamerica
Contract-Affiliate #
Contract Name