

# Rollover In/Plan-to-Plan Transfer In Form

457(b)

Use this form if you want to:

- submit a rollover in (a rollover may not be requested from or submitted to a plan sponsored by a 457(b) tax exempt employer ("top-hat plan")).
- submit a plan-to-plan transfer in.

Form requirements:

- complete a separate form for each rollover or transfer being sent to MassMutual
- complete the appropriate information in Section C.
- attach a current statement of your account of the amount you intend to rollover or transfer in.

Do not use this form to:

- transfer your account from another provider under your current plan to MassMutual. Complete a *Provider-to-Provider Transfer Form*.

**Questions?**

Call  
MassMutual's Customer Service Center  
1-800-528-9009

Fax  
877-526-2531 or  
800-678-8645

Online  
massmutual.com/serve

MassMutual will not process this form until it is received in good order. Please see the *Important Information* Section for information on "Good Order" requirements.

Section A - Plan Information	
Group No.	Plan Name

Section B - Participant Information				
SSN	Participant Name			Date of Birth
* Legal Address				
City	State	Zip Code	Daytime Phone Number	
Financial Advisor's Name		Financial Advisor's Phone Number		
Financial Advisor's Email				

\*We will change your account information to reflect the Legal Address above and all future mailings will be sent to this address unless changed by you or your Plan Administrator as described under "State Address" in the *Important Information* Section. For your mailing address, provide either a street address or P.O. Box, not both. If you provide both, MassMutual will follow USPS Guidelines and use the PO Box as your mailing address

## Section C - Rollover/Transfer In Request (participant completes)

Complete either ROLLOVER or 457(b) PLAN-TO-PLAN TRANSFER below:

**ROLLOVER:**

A ROLLOVER is funds moved from either:

- Previous employer's 403(b), 401 or 457(b) plan, OR
- Individual Retirement Account

A rollover occurs when you take an eligible rollover distribution from an eligible retirement plan or IRA and move (or "roll") some or all of the proceeds into a separate employer-sponsored retirement plan that accepts the rollover under the terms of the plan and the Internal Revenue Code, or into a different IRA. In order to request a rollover from an eligible retirement plan, you must first be eligible to take a distribution (e.g., due to separation from service, disability, or certain plan terminations, as defined by the plan document and permitted under the contract.).

I request that  all amounts OR  \$ \_\_\_\_\_ be liquidated from the retirement program indicated below and be rolled into my deferred compensation account at MassMutual.

**Section C - Rollover/Transfer In Request - continued**

The eligible rollover distribution is coming from an eligible retirement plan identified under Code section:

- 401 qualified plan (including 401(k) or 403(a) qualified annuity plans)
- 403(b) tax sheltered plan
- 408 IRA including simplified employee pension and simple retirement accounts
- Governmental 457(b) eligible deferred compensation plan sponsored by a governmental employer

**Rollover From:**

Provider	Account Number
Address	Phone Number

- If your plan includes a Roth Contributions feature, check here to indicate that designated Roth contributions will be included.

Note that your plan cannot accept Roth IRA amounts.

**457(b) PLAN-TO-PLAN TRANSFER:**

A PLAN-TO-PLAN TRANSFER is funds moved from one 457(b) plan to another 457(b) plan

1. Any beneficiary or participant who has had a severance from employment from the transferring employer and who is performing services for the receiving employer, may initiate a transfer whether or not the plans are within the same state.
2. If all of the plan's assets are being transferred to another eligible government plan within the same state, no severance from employment is required.
3. If the transfer is from one eligible governmental plan to another of the same employer, no severance from employment is required.

By checking this box, if you are moving funds from a current or previous employer's 457(b) Plan into your MassMutual 457(b) account, this is considered a **PLAN-TO-PLAN TRANSFER**. You acknowledge and understand that you will not be able to withdraw the transferred amount until you are eligible to take a distribution from your account at MassMutual in accordance with the terms of the Plan.

This option is available under the Code and may be an option available under a given retirement program if both the transferring plan and the receiving plan allow for the transfer. You cannot transfer amounts between government sponsored and tax-exempt sponsored 457(b) plans.

- I request a Code Section 457(e)(10) plan-to-plan transfer of  all amounts OR  \$ \_\_\_\_\_ from a Code Section 457(b) eligible deferred compensation plan.

**Transfer From:**

Provider	Account Number
Address	Phone Number

- If your plan includes a Roth Contributions feature, check here to indicate that designated Roth contributions will be included.

Note that your plan cannot accept Roth IRA amounts.

\_\_\_\_\_  
Former Employer's Authorized Plan Administrator's Signature

\_\_\_\_\_  
Date

## Section D - Participant Authorization

I understand that if I am currently enrolled in the Plan, my rollover or transfer in will be allocated among the investment options based upon my current investment elections unless Special Instructions are provided below to invest my rollover or transfer.

If this is a 60-day (indirect) rollover, I certify that this rollover is being completed within 60 days from receipt or, if it is over 60 days since my receipt of the distribution from the paying plan or financial institution, I have provided certification to the plan sponsor that the funds being rolled over qualify for a waiver from the 60-day requirement and that any self-certification letter required has been provided to the plan sponsor and a copy kept with my own tax records. (Participant should review the information in Section G if they are depositing an indirect rollover, which also refers to an IRS website with more detailed information).

Special Instructions: \_\_\_\_\_

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

\_\_\_\_\_  
Date

## Section E - Current Plan Administrator's Acceptance of Rollover or Transfer In

The authorized signature below certifies eligibility and acceptance of the rollover or transfer in as instructed in this request.

I certify that the funds to be deposited constitute a valid rollover from a source or sources acceptable under the terms of the plan and that in the event these rollover funds constitute a '60-day' indirect rollover (i.e., the distribution was originally made payable to the 'participant' (which for these purposes includes the spousal beneficiary or alternate payee where the alternate payee was the spouse or former spouse of the participant who now wishes to rollover to a separate plan account), the participant has certified that the funds are being contributed within 60 days of receipt or the participant has provided information and signed certifications in accordance with IRS procedures that he either (1) qualifies for an 'automatic' waiver of the 60-day rollover requirement; (2) has requested and received a *private letter ruling* waiving the 60-day rollover requirement; (3) qualifies for and has used the *self-certification procedure* described in *Revenue Procedure 2016-47* for a waiver of the 60-day requirement.; or (4) qualifies for an extension of the rollover period pursuant to the provisions of the Tax Cuts and Jobs Act of 2017 regarding loan offset amounts. Note to Plan Sponsor: More information is available in Section G, Important Information under 'Indirect Rollovers' concerning waivers of the 60-day requirement under certain conditions or as subject to IRS determinations related to a private letter ruling. Please discuss with your own legal or tax advisors.

In the event that the participant qualifies for and has self-certified his qualification for a waiver of the 60-day requirement using the appropriate form of certification as outlined by the IRS, I, as plan administrator confirm that (1) have received the written and signed self-certification form, and provided a copy to, the participant and; (2) have no actual knowledge that is contrary to the participant's certification.<sup>1</sup> (There is also more information available in Section G of this form.)

\_\_\_\_\_  
Authorized Plan Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Plan Administrator's Name (please print)

<sup>1</sup>Plan sponsors should keep the participant's signed self-certification and supply the participant with a copy for his records as the IRS may request evidence of the certification on audit. For more information about self-certification and other methods of requesting a waiver from the 60-day requirement please consult with your own legal advisor and *Revenue Procedure 2016-47* and access the IRS website at <https://www.irs.gov/retirement-plans/retirement-plans-faqs-relating-to-waivers-of-the-60-day-rollover-requirement#2>. There is also more information available in Section G of this form.

## Section F - Payment Information

**For payments made by check**, make check payable to:

MassMutual FBO Employee Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Mail check and this form to:

Regular Mail: MassMutual  
P.O. Box 1583  
Hartford, CT 06144-1583

Overnight Mail: MassMutual  
100 Bright Meadow Boulevard  
Enfield, CT 06082

**For payments made by ACH or Wire**, forward to:

Mellon Bank  
Three Mellon Bank Center  
Pittsburgh, PA 15259-0001  
Money Transfer Dept.  
ABA-043000261  
Account No 1957963

Include the following information:  
Credit Massachusetts Mutual Life Insurance Company

FBO: Employee Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Employer Name \_\_\_\_\_

Group No. \_\_\_\_\_

## Section G - Important Information

**Good Order** - "Good Order" means that all sections of the form are complete, the participant has provided their signature authorizing the transaction, the former Plan Sponsor has provided their signature (if required) and the current Plan Sponsor has provided their signature authorizing MassMutual to process the transaction requested on the form (if required).

**Stale Address** - It is important that you notify us if you change your address. Going forward, your address may change in our records either at your or your employer's direction, or as a result of an address confirmation service provided under our agreement with your employer. Under this service, the addresses in our records are compared against and updated quarterly with addresses received from commercial address update services (e.g., the U.S. Postal Service). If your mail is returned to us or your employer tells us your address is incorrect, we are likely to suspend future mailings until a new address is obtained. Unless preempted by federal law, failure to give us a current address may also result in uncashed distributions from your participant account being considered abandoned property under state law, and remitted to the applicable state. To update your address, contact your Plan Administrator or, if permitted by your Plan, log in to our website at [massmutual.com/serve](http://massmutual.com/serve) and select the "My Profile" tab at the top of the screen.

**Indirect Rollovers** - If this request to rollover is for a '60-day' indirect rollover (i.e., the distribution was originally made payable to the 'participant', which for these purposes includes the spousal beneficiary after the death of the participant or alternate payee where the alternate payee was the spouse or former spouse of the participant who now wishes to rollover to a separate plan account), the rollover must be made within 60 days of the participant's receipt of the funds.

If it is too late to make the rollover within 60 days of receipt of the participant's funds, then there generally are four ways by which a participant can qualify for a waiver of this 60-day timing requirement:

1. An automatic waiver of the 60-day rollover requirement (as described in *Revenue Procedure 2003-16*)
2. A private letter ruling waiving the 60-day rollover requirement due to an acceptable hardship exception (as described in *Revenue Procedure 2003-16*)
3. Qualify and use the self-certification procedure for a waiver of the 60-day requirement (as described in *Revenue Procedure 2016-47*).
4. An extension of the rollover period pursuant to the provisions of the Tax Cuts and Jobs Act of 2017, the rollover amount equals a qualified plan loan offset amount (**for which "qualified plan loan offset amount" is defined as an amount treated as distributed to the participant solely by reason of (i) the termination of a qualified retirement plan or (ii) the failure to meet the plan loan repayment terms due to the participant's severance from employment**) AND the transfer of the rollover amount is being made prior to the participant's due date (including extensions) for filing his/her tax return for the taxable year in which such qualified plan loan offset amount was treated as distributed from a qualified employer plan.

These methods for waivers are described in more detail below. These should also be discussed with your legal or tax advisor.

**Automatic Waiver.** To satisfy the 'automatic waiver' requirements, the participant must generally show that the financial institution which received the funds received them before the end of the 60-day period, he must have followed all the procedures set by the financial institution for depositing the funds into the recipient plan or IRA, the funds were not deposited within 60 days because the financial institution made an error, the funds are deposited within one year from the beginning of the 60-day rollover period, and it would have been a valid 60-day rollover transaction if the financial institution had deposited the funds as instructed.

**Private Letter Ruling.** To qualify for a private letter ruling issued by the IRS to waive the 60-day rollover requirement, the participant must apply for a ruling from the IRS in accordance with formal procedures. These procedures are described in *Revenue Procedure 2016-4* and *Revenue Procedure 2003-16*, and the fees associated with filing for a Ruling are described in *Revenue Procedure 2016-8*. In general, the Treasury Secretary could waive the 60-day requirement "where the failure to waive such requirement would be against equity or good conscience, including casualty, disaster, or other events beyond the reasonable control of the individual subject to such requirement." There is a fee for the letter request

**Self-Certification Procedure.** Under the self-certification procedure, the participant can complete a standard letter (such as the Model Letter provided by the IRS for this purpose or one that is substantially similar). In this letter, the participant certifies that he missed the 60-day deadline for one of 11 IRS-provided reasons, including an error created by the distributing financial institution, misplaced check, damage to the principal residence, or the illness or death of a family member. The participant must also certify that he is making the rollover deposit as soon as practicable after the reason or reasons no longer prevented him from making the contribution (this requirement is deemed to be satisfied if the contribution is made within 30 days after the reason(s) no longer prevent the taxpayer from making the contribution), and that the representations that the participant is making are true, the IRS has not previously denied a request for a waiver of the 60-day rollover with respect to the same funds, and that the participant's certification may be relied on by the plan administrator unless the plan administrator has actual knowledge to the contrary.

## Section G - Important Information

The plan sponsor websites have such a sample standard letter entitled 'Plan Participant Self-Certification for Late Rollover Contribution' which can be used to make this certification. It is in the 'administrative forms' section of the website. The original copy of this sample letter should be signed by the participant and the original should be kept with the plan sponsor's records, with a copy held by the participant with his tax records. (MassMutual does not need to see this sample standard letter or obtain a copy of it when the rollover is being made to a qualified retirement plan).

**Extension of Rollover Period for Qualified Plan Loan Offset Amounts.** To satisfy the "extension" requirements pertaining to indirect rollovers of qualified plan loan offset amounts, the participant must generally show that an amount equal to the rollover was treated as distributed to the participant by a qualified plan loan solely by reason of (i) the termination of a qualified retirement plan or (ii) the failure to meet the plan loan repayment terms due to the participant's severance from employment) and the transfer of the rollover amount is being made prior to the participant's due date (including extensions) for filing his/her tax return for the taxable year in which such qualified plan loan offset amount was treated as distributed from a qualified employer plan.

Participants and the Plan Sponsor should consult with their own legal advisors for more information concerning these waivers. They may also obtain more detailed information by visiting the following IRS website: <https://www.irs.gov/retirement-plans/retirement-plans-faqs-relating-to-waivers-of-the-60-day-rollover-requirement#2> Please note that this information is as of December 31, 2016 and that plan sponsors and participants may obtain more current information on the IRS website and/or through their own legal/tax advisors.