

EMPLOYEE ENROLLMENT/CHANGE FORMS

INSTRUCTIONS FOR PROCESSING EMPLOYEE ENROLLMENTS AND CHANGES

Enrollment/Change Investment Election Form - The Employer should have all new Employees complete the form to enroll in the plan or to decline enrollment. Current Participants must complete the applicable sections of this form to make changes to any or all of the following: Your Info and Your Election. The instructions for each section of this form are provided below:

At the top of the form, the eligible Employee/Participant should check one of the options to indicate the reason for completing the form in order to ensure proper routing.

- **Section A – Your Info -**

All Employees/Participants completing this form must enter the information requested in this section as indicated so that they will be properly identified as the originator of the election form.

- **Section B – Your Investment Direction -**

Since all or a portion of the plan assets are invested based on participant direction, the available investment funds that the Participants can choose from are listed in this section. New Employees enrolling in the plan must complete this section of the form to choose the funds in which they wish to invest and to indicate the percentage of contribution that will be allocated to each fund. After initial enrollment, Participants must call the Interactive Voice Response (IVR) System or Web Site to make changes in their investment fund election. They should refer to their IVR System/Web Site Instructions for further information on using the IVR System. **Paper copies of the investment election form will not be accepted after initial enrollment in the plan. All subsequent transactions must occur over the IVR or Web Site.**

- **Section C – Your Election -**

New Employees must complete this form and either indicate the percentage of compensation they wish to contribute to the plan OR enter 0% to decline enrollment in the plan. Current Participants should complete this section if they wish to change the percentage of compensation they are currently contributing to the plan.

The election to contribute is not effective until the first day of the month following the month in which the election is made. If the plan applies no eligibility requirements, and if the employee completes the election prior to his date of hire, then the election to contribute can be effective in the month in which he is hired.

- **Section D – Signature -**

New Employees and current Participants should read this section carefully and sign where indicated in order for their election(s) to take effect.

If the form is completed by a new Employee to enroll in the plan, the Employer should return the completed form to CPI along with the Cover Page for Submitting Election/Change form. If the form is completed by a new Employee to enroll or to decline enrollment, or by a current Participant to change their employee contribution percentage, the Employer should act on the form as required and keep the completed form with plan records.

Beneficiary Designation Form – New Employees enrolling in the plan must complete this form in order to appoint someone as beneficiary of their plan benefits. Current Participants must complete this form if they wish to change the beneficiary of their plan benefits. The total of each primary beneficiary should equal 100 percent. Secondary beneficiaries need to equal 100 percent under each primary beneficiary. If the participant wishes to designate more than three primary beneficiaries, please have the participant provide the additional primary beneficiaries as a separate attachment to the form. If there are more than two secondary beneficiaries to a primary beneficiary, please have the participant provide the additional information on a separate attachment to the form. All newly enrolled Employees and current Participants who are married must complete the spousal consent section at the bottom of this form in order for the beneficiary designation to take effect.

On-Line Enrollment is Easy – This form should be provided to the Participant to instruct him/her on accessing the web site in order to enroll on-line.

Cover Page for Submitting Enrollment/Change Election Form – The Employer should complete this form and attach all Investment Election Forms for all new enrollees to it. The completed package should be submitted to CPI with the payroll data for the investment split.

Participant Employment Record for Rehired Employees – The Employer should complete this form for all rehired Employees. The completed form should be returned to CPI.

Rollover Contribution Acceptance and Remittance Form – This form must be used whenever there is a participant rollover from another plan or IRA. Please have the form completed as follows:

- 1) Provide the ***Rollover Contribution Acceptance and Remittance Form*** to the participant and have them read and sign the **Participant Certification** section. They must indicate the type of plan that the funds are originating from and any other required information as indicated. If the Participant is in possession of the rollover check, he/she should attach the rollover check that is to be deposited to the plan and return it along with the form to the Plan Representative. The check should be made out to *MG Trust Company FBO (School Association for Special Education in DuPage County 403(b) Plan)*.
- 2) The Plan Representative must review the **Participant Certification** section. If the Plan Representative determines that the rollover meets the requirements of a qualified rollover (i.e., consists of only funds from one of the eligible retirement plans and qualifies for rollover treatment), the Plan Representative should then sign off that the rollover has been accepted.
- 3) The Plan Representative should also complete the bottom of the form as indicated with the date, participant name, social security number, and, in addition, indicate how the rollover is being sent and the amount of the rollover. If there is a rollover check, it should be sent along with the ***Rollover Contribution Acceptance and Remittance Form*** to the address indicated on the form based on the type of delivery service.
- 4) A separate ***Rollover Contribution Acceptance and Remittance Form*** must be completed for each rollover being sent. In addition, a copy of the ***Rollover Contribution Acceptance and Remittance Form*** must be sent to CPI to ensure proper handling of the rollover contribution. If the participant is new and has not yet completed an Enrollment/Change Investment Election Form, you may have the participant complete it at this time and fax it to CPI. However, if a fund election has been previously completed, all fund election changes must be made through the Web Site or the IVR. Do not send in a new paper copy.

ROTH Rollover Contribution Acceptance and Remittance Form – This form must be used whenever there is a participant rollover of Roth contributions from another qualified plan. Please have the form completed as follows:

- 1) Provide the ***ROTH Rollover Contribution Acceptance and Remittance Form*** to the participant and have them read and sign the **Participant Certification** section. They must indicate the type of plan that the funds are originating from and any other required information as indicated. If the Participant is in possession of the rollover check, he/she should attach the rollover check that is to be deposited to the plan and return it along with the form to the Plan Representative. The check should be made out to *MG Trust Company FBO (School Association for Special Education in DuPage County 403(b) Plan)*.
- 2) The Plan Representative must review the **Participant Certification** section. If the Plan Representative determines that the rollover meets the requirements of a qualified rollover (i.e., consists of only funds from one of the eligible retirement plans and qualifies for rollover treatment), the Plan Representative should then sign off that the rollover has been accepted.
- 3) The Plan Representative should also complete the bottom of the form as indicated with the date, participant name, social security number, and, in addition, indicate how the rollover is being sent and the amount of the rollover. If there is a rollover check, it should be sent along with the ***ROTH Rollover Contribution Acceptance and Remittance Form*** to the address indicated on the form based on the type of delivery service.
- 4) A separate ***ROTH Rollover Contribution Acceptance and Remittance Form*** must be completed for each rollover being sent. In addition, a copy of the ***ROTH Rollover Contribution Acceptance and Remittance Form*** must be sent to CPI to ensure proper handling of the rollover contribution. If the participant is new and has not yet completed an Enrollment/Change Investment Election Form, you may have the participant complete it at this time and fax it to CPI.

403(b) Plan to Plan Transfer Packet – If a participant wishes to transfer funds from another 403(b) plan into this 403(b) plan, as allowed by Revenue Ruling 90-24, then provide this packet, which consists of the following forms to the participant. These forms should be used by participants who have not had a distributable event under the terms of the other plan document.

403(b) Transfer Request Procedure – This form outlines the procedure that the participant needs to follow.

403(b) Transfer Request – The participant will either need to complete this form or the transfer form(s) required by the Fund/Insurance Company who is currently holding the funds. The participant needs to complete this form and/or any forms required by the Fund/Insurance Company and return to the Plan Representative. The Employer should sign as needed and, if applicable, forward to the Fund/Insurance Company following the procedures outlined in the 403(b) Transfer Request Procedure.

Transfer Acceptance and Remittance Form – This form must be used whenever there is a participant transferring funds from another 403(b) plan. Please have the form completed as follows:

- 1) Provide the ***Transfer Acceptance and Remittance Form*** to the participant and have them read and sign the **Participant Certification** section. If the Participant is in possession of the transfer check, he/she should attach the check that is to be deposited to the plan and return it along with the form to the Plan Representative. The check should be made out to *MG Trust Company FBO (School Association for Special Education in DuPage County 403(b) Plan)*.
- 2) The Plan Representative must review the **Participant Certification** section. If the Plan Representative determines that the transfer meets the requirements (i.e., consists of only funds from another 403(b) plan), the Plan Representative should then sign off that the transfer has been accepted.
- 3) The Plan Representative should also complete the bottom of the form as indicated with the date, participant name, social security number, and, in addition, indicate how the transfer is being sent and the amount of the transfer. If there is a

check, it should be sent along with the **Transfer Acceptance and Remittance Form** to the address indicated on the form based on the type of delivery service.

- 4) A separate **Transfer Acceptance and Remittance Form** must be completed for each transfer being sent. In addition, a copy of the **Transfer Acceptance and Remittance Form** must be sent to CPI to ensure proper handling of the transfer. If the participant has not yet completed an Enrollment/Change Investment Election Form, you may have the participant complete it at this time and fax it to CPI.

Data Transfer Guidelines – This form provides a guideline as to what media and file formats may be used to transfer data to CPI. Also, a list of information that maybe required is included for reference.

Summary of Maximum Contribution Limits for 403(b) Plans – This paper is designed to provide an explanation of the contribution limitations concerning 403(b) programs. This issue paper should be given to any participant who is interested in maximizing their contributions to the plan or who wishes to understand the limits better.

Miscellaneous Remittance Form – This form must be used when there are circumstances when there is money to be invested in the plan that cannot be categorized as either a contribution, rollover, or loan payoff. Please have the form completed as follows:

- 1) On the Description section (#1):
 - a) Provide details on the money including where it originated and why it is to be invested in the plan.
 - b) Provide instructions as to how the money is to be invested. Include participant name and social security information, if applicable.
 - c) The Plan Representative should also complete the bottom of the form as indicated with the date, participant name (if applicable), social security number (if applicable), and, in addition, indicate how the money is being sent and the amount. If there is a check, it should be sent along with the **Miscellaneous Remittance Form** to the address indicated on the form based on the type of delivery service.
 - d) A copy of the **Miscellaneous Remittance Form** must be sent to CPI to ensure proper handling of the money.

Interactive Voice Response System/Web Site Instructions -- When the Participant wishes to “transfer existing assets” from one fund to another fund or change their investment election percentages for future contributions, they will need to call the Interactive Voice Response (IVR) System/Web Site. Participants should refer to these instructions for information needed to place the call. A copy of this instruction sheet needs to be included with the enrollment materials that are given to Participants. All transfer requests and fund election changes must be made using the IVR System or Web Site. **Paper copies of election forms will not be accepted after the initial enrollment.**
