Do-It-Yourself Plan-to-Plan Portability

PHASE ONE: Contribution Process

START

Identify Your New Plan's RecordKeeper (RK)

Contact Your New Plan's RK and Verify Your Identity

Inform New RK What You're Doing and Determine Requirements

Notes / Answers to Questions

STOP

Complete and Sign Contribution Form

Obtain Other Information, if Required

PHASE TWO: Distribution Process

Locate Prior Plan Stmt and Determine Former RK

Contact Former RK and Verify Identity

Inform Former RK About Plan and Determine Distribution Requirements

Provide Old RK with Required Information for Phone Distribution

Provide Old RK with Required Information for Form-Based Distribution

Completed, Signed Distribution Form

Completed, Signed Distribution Form

Mail or Fax Completed Distribution Form to Old RK

Mail or Fax Contribution Package to New RK

Send Contribution Form, Check, Other Info to New RK

Send Contribution Form, Check, Other Info to New Plan's RK

Check sent to me

Check sent to new plan

Completed, Signed Distribution Form, Check Received by Plan

STOP