

Qualified Rollover Request Form

This form must be completed and the necessary documents forwarded before any funds can be rolled over into the plan. Once you return this form with all attachments to your current plan sponsor, you will receive additional instructions for proceeding with the transfer.

I (print name) _____ request to rollover Funds into the [Technology Integration Group 401\(k\) Plan](#).

STEP ONE – Obtain letter:

Request a letter of certification from your previous employer/plan sponsor, which certifies the following items in regard to the prior plan:

- A. The plan satisfies or intends to satisfy the requirements of section 401(a) under the Internal Revenue Code and is a Qualified Retirement Plan
- B. The Administrator of the plan is not aware of any plan provisions or operation that would result in the disqualification of the plan.

STEP TWO – Answer the following questions:

1. What type of plan are you transferring from? (i.e. 401(k), Profit Sharing, Defined Benefit)? _____
2. Is the prior plan a Qualified Retirement Plan under the Internal Revenue Code?
 Yes
 No
(If the answer is NO, the rollover is NOT ALLOWED)
3. Is there a Letter of Determination on the prior plan? Contact previous plan administrator to assist in answering this question.
 Yes
 No
4. Are the funds to be rolled over 100 percent before-tax funds? (i.e. voluntary after-tax contributions are not before-tax funds)
 Yes
 No
(If the answer is NO, the rollover is NOT ALLOWED)
5. If the funds are rolling from an Individual Retirement Account (IRA), is it a Conduit IRA or “Rollover IRA” and does it contain only money from a qualified plan distribution plus earnings since distribution?
 Yes
 No
(If the answer is NO, the rollover is NOT ALLOWED)
6. If the funds are rolling from a “Rollover IRA”, with respect to the distributions from the qualified plans, which were the source of the funds in the “Rollover IRA”, were the distributions contributed to the “Rollover IRA” within sixty (60) days of the date of distribution?
 Yes
 No

(If the answer is NO, the rollover is NOT ALLOWED)

STEP THREE – Participant Certification:

I understand that if any of the above answers are incorrect, I will assume sole responsibility should any Plan qualification issues later arise. I hereby agree to hold **Technology Integration Group** harmless and to fully indemnify **Technology Integration Group** against any and all costs for any related claim damage or attorney fees, penalties, excise taxes and IRS Sanctions which may result from any of the above answers not being correct, including any Plan qualification issues that could arise.

Participant Signature

Date

Office Use Only - TRUSTEE AUTHORIZATION:

After review of the above information and receiving a letter from the previous plan's Administrator, I approve said rollover as the Trustee of the above named plan.

Trustee Signature

Date



Participant Rollover Instructions

Instructions regarding IRA Rollover Accounts:

1. Request an IRA Distribution Form from the company holding your IRA Rollover Account. Complete those forms and return to the same company.
2. Once your account is distributed, you have 60 days to deposit the check into your new plan. ***Taxes and penalties may accrue if the 60 day limit is violated.*** Sign the check over to the new plan and forward to the new plan sponsor immediately.

Instructions regarding your account still in a company sponsored plan:

1. Request from your previous plan sponsor the proper forms to initiate a direct rollover distribution. Complete those forms and return to the same company.
2. The previous plan sponsor will now process your distribution and forward your direct rollover directly to your new plan. If a check is sent to you, you have 60 days to deposit the check into your new plan. ***Taxes and penalties may accrue if the 60 day limit is violated.*** Sign the check over to the new plan and forward to the new plan sponsor immediately.

MAILING/PAYEE INSTRUCTIONS:

Make check payable to: Technology Integration Group 401(k) Plan
FBO: Your Name
Account # 8737-8697

Mail to: Technology Integration Group
Attn: HR, Christine Boudreau
7810 Trade Street
San Diego, CA 92121