



## Criteria for Accepting Rollovers

The Vanderbilt University Retirement Plan and the Vanderbilt University New Faculty Plan (the Plan) accepts rollovers from tax-preferred or other qualified plans pursuant to Section 4.6 of the Plan.

All of the following criteria must be met before a rollover will be accepted:

- The participant must be an Eligible Employee under the Plan.
- The distributions from the qualified plan of the prior employer must meet the requirements of Internal Revenue Code Section 403(b) (8) related to such distributions.
- The contribution may be made only within sixty (60) days following the date the participant receives the distribution from the other plan (or within an additional period as provided under Internal Revenue Code Section 408 if the participant made a timely deposit of the distribution in an individual retirement account) or as a direct payment from the previous plan.
- The contribution to the previous plan must have been made on a pre-tax basis. No after-tax contributions will be accepted for rollover to the Plan.
- The Plan Administrator must receive written certification from the appropriate representative of the previous retirement plan of the tax-preferred status or qualified status of the plan and the verification of the pre-tax status of the contributions to the previous retirement plan prior to the transfer of the funds.

Following the receipt of the certification, described in number 5, above, and so long as the remaining criteria are met, the participant may complete the Retirement Rollover Form and designate investment for the funds. A rollover form from the designated investment company is also required.

If you have questions, contact Human Resources Customer Service at 615.322.8330 or visit HR Express at 2525 West End Avenue, second floor, Nashville, Tennessee.

## Instructions for Completing the Rollover Application Form

After completing the top section of the form (**Step 1**), mail it to the administrator of your previous plan to have your investment certified as a pre-tax, qualified plan. After the previous plan's administrator completes **Part 2**, that person should **mail it back to you**, as you will then complete **Step 3** to certify that the funds in the rollover are indeed only pre-tax. Then submit this form with the other necessary documents.

### Other documents that must be attached:

1. the receiving company's rollover form (the company that you checked at the top of the form, either AIG Retirement, Fidelity, TIAA-CREF or Vanguard)
2. if you are not yet contributing to the Vanderbilt Retirement Plan (or if you are adding an investment company), you must also include our Vanderbilt Retirement Plan Contribution & Allocation Form (Salary Reduction Agreement) and an application to the investment company in #1 above
3. if the company that is distributing the funds has its own rollover form, that form must be completed and attached as well.

After the Office of Benefits Administration receives your completed forms and authorizes your rollover, we will forward the request to the company receiving the rollover.