
Iowa Retirement Investors' Club (RIC) 457 and 401(a) Plans **ROLLOVER INSTRUCTIONS**

1) To roll your vested account balance from another Qualified Retirement Plan **outside** of RIC into RIC's 457 or 401(a) plans, please follow the instructions listed below. Contact the prior plan representative or custodian and request a distribution. Complete the forms they send you and the [P&A form](#) (Section K). Please return them to your prior plan representative for processing.

a) Indicate on the form that the check* should be made payable to:

Matrix Trust Company

FBO: (Your Name)

Acct. # TPA000248

b) Mail to:

P&A Retirement Plan Services, Inc.

17 Court St. Suite 500

Buffalo, NY 14202

*Please note that for either an outside rollover or transfer, taxes should not be withheld on your distribution because the funds will be transferred into a Qualified 457/401(a) plan. A tax code "G" should appear on your 1099-R.

2) To transfer your vested account balance from **within** the RIC 457 or 401(a) plan(s) into Horace Mann's 457 or 401(a) plan(s), please follow the instructions listed below.

a) Complete the RIC Account Form on the [DAS website](#)

b) Submit the form using the "Submit button" on the form or use the options below to request the transfer:

Mail:

DAS-HRE, Attn: RIC

1305 E. Walnut

Des Moines, IA 50319

Fax:

515-281-5102

Email:

terri.marshall@iowa.gov

c) Complete the [P&A form](#) (Section K) and submit to the address above

d) The forms will be processed by the RIC staff who will send a letter of instruction to the prior carrier

e) The funds will be transferred from the prior carrier to Horace Mann/Matrix

*Please note that for a contract exchange/transfer **within** the plan, taxes should not be withheld on your distribution because the funds are staying in the same plan and are being moved between approved investment providers.