



# ROLLING OVER YOUR RETIREMENT FUNDS: UNMATCHED SECURITY & PEACE OF MIND



**Rolling your retirement funds into a Pension Fund account, will help ensure your money is there when you need it.**

**ADVANTAGES:**

- Dedicated Area Director assigned to your accounts
- Fees never deducted from your account balance
- Spouse eligibility for IRAs and savings products
- Competitive, guaranteed base rates
- Eligibility for Good Experience Credits

**GOOD FOR SOMEONE WHO:**

- Wants to consolidate accounts with a trusted provider
- Has a low tolerance for market volatility
- Is nearing their retirement date
- Wants to take advantage of additional interest earned through Good Experience Credits

## What is the difference between a rollover and a transfer?

A **transfer** is where you are moving your funds between two retirement accounts of the same type – an old 401(k) to a new 401(k), for example, or one Traditional IRA to another Traditional IRA. There are no limits on how many times per year you are allowed to do this.

A **rollover** is where you are moving your funds from one type of retirement account to a different type – for example a 401(k) into a Traditional IRA. There are two different types of rollovers:

- A **direct rollover** is where your money is transferred directly from one retirement account to another. No money is withheld for taxes.
- An **indirect rollover** is where funds are sent directly to you, as the member, and you re-invest the funds in a new plan in 60 days or less. In some cases, the institution you are rolling over/ transferring from may withhold 10 to 20 percent of the money for taxes. As long as you re-invest the money by endorsing the check to Pension Fund within 60 days, you will receive the money withheld for taxes (if they were withheld) back in the form of a tax credit. If you do not deposit or rollover the funds within 60 days, you are responsible for paying the taxes on the amount distributed.

**Retirement Account Rollover Eligibility**

		ROLL TO:			
		Pension Plan	TDRA 403(b)	Roth IRA	Traditional IRA
ROLL FROM:	Traditional IRA	NO	YES*	YES*	YES
	ROTH IRA	NO	YES	YES	NO
	457(b)	NO	NO	NO	NO
	Qualified Retirement Plan 401(k), 401(a), 403(b) (pre-tax)	NO	YES*	YES*	YES

\*any portion that would be taxable if distributed to the participant must be included in income.

# TIPS FOR A SUCCESSFUL ROLLOVER



## STEP 1: Reach out to the institution currently holding your funds and ask the following:

- What information, forms, or documents do they require to release your funds?
- Confirm that your account is eligible for distribution and/or can be rolled or transferred into an account at Pension Fund.
- Confirm whether you will incur any penalties or fees if you request a distribution of funds.
- **Ask:** How long it will take to release funds once paperwork is received?
- **Ask:** What is the best method to submit the request for funds; fax, email, or regular mail?
- **Ask:** Do any forms need to be notarized?
- If over 72 or if the account is inherited from someone over 72, make sure that the institution currently holding funds will take care of your required minimum distribution (RMD) for that year, before funds are distributed to Pension Fund

## STEP 2: Complete and return the paperwork to begin your enrollment. Pension Fund will need:

- Your enrollment form\* if you or your eligible spouse do not already own the specific account type you would like to roll/transfer funds into with Pension Fund.
- A completed rollover/transfer form\* along with the most recent copy of the statement from the institution currently holding your funds. The statement is not used to confirm balance; it is used to confirm the account type is eligible to rollover or transfer funds. It is required to process the request.
- Make sure to keep a copy of your submitted enrollment and rollover/transfer forms for your records.

Mail a copy of completed paperwork and if applicable, a check from the current trustee or custodian or, if an indirect rollover, your personal check to: Pension Fund of the Christian Church

**P.O. Box 6251  
Indianapolis, IN 46206-6251**

\*All applicable forms can be found at [www.pensionfund.org/forms](http://www.pensionfund.org/forms).

**You will receive notifications via automated email once your rollover/transfer new account has been established.**

**You can monitor your account balance, quarterly interest and Good Experience Credits online via the Member Portal.**

### **Important Things to Note Regarding the Rollover/Transfer Process:**


It can take several weeks before an institution processes your request and distributes the funds. If you have not received correspondence or Pension Fund has not received the funds after 14 business days, follow up to confirm that the current institution received the request. Please understand that Pension Fund is not an authorized signer with the institution currently holding your funds and cannot inquire with that institution on your behalf.

**Questions regarding the rollover process? Give us a call at 866.495.7322.**

 P.O. Box 6251 • Indianapolis, IN 46206-6251

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