



# 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:**

- Client Relations Team Member assigned to your accounts
- Fees never deducted from your account balance
- Spouse eligibility for IRAs and savings products
- Competitive 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 403(b) to a new 403(b), 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 funds are transferred directly from one retirement account to another. This type of transfer is usually made by direct money transfer between the institutions holding the retirement accounts but could also be made by check payable to the institution holding the receiving retirement account but sent to you to deposit. No money is withheld for taxes.
- An **indirect rollover** is where your funds are sent directly to you, as the member, and you reinvest the funds in a new retirement account in 60 days or less. The institution distributing the funds will withhold 10 or 20 percent of the funds for taxes, depending on the account type, although you can elect out of withholding for IRA distributions. If you reinvest the funds by writing a check to Pension Fund for the gross amount of the distribution (including the withheld taxes) within 60 days, you will recoup the amount withheld for taxes when you file your tax return. You can also choose to reinvest the funds by writing a check to Pension Fund for the net amount of the distribution (not making up for the withheld taxes) and you will recoup a portion of the amount withheld for taxes when you file your tax return. If you do not rollover the funds within 60 days, you will be responsible for paying the taxes on the distribution.

### Retirement Account Rollover Eligibility

		ROLLOVER OR TRANSFER TO:					
		Pension Plan	TDRA 403(b)	Roth 403(b)	Roth IRA	Traditional IRA	PFCC 457(b)
ACCOUNT TYPE MOVE FROM:	<b>Traditional IRA</b>	NO	Yes, Excluding nondeductible amounts.	NO	YES*	YES	NO
	<b>Roth IRA</b>	NO	NO	NO	YES	NO	NO
	<b>Tax-Exempt 457(b)</b>	NO	NO	NO	NO	NO	Transfer Only
	<b>PRE-TAX 401(k) 401(a) 403(b) 457(b) (governmental only)</b>	NO	YES	*Only as in-plan Roth Rollover. This is a taxable event.	YES*	YES	NO
	<b>Roth 403(b) 401(k) 457(b) (governmental only)</b>	NO	NO	YES	YES	NO	NO

\*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:** Will the current institution you are moving money from accept Pension Fund paperwork? How long will it 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:** How will your institution transfer funds? Can it be electronic?
- If you are or inherited from someone who is RMD age, 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.
- If performing an electronic transfer of funds, please reach out to your Client Relations Team Member for Pension Fund's ACH information.

Email a copy of your completed paperwork to our office at [pfcc1@pensionfund.org](mailto:pfcc1@pensionfund.org). You can also mail your forms to our office at:

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

And if applicable, a check from the current trustee or custodian or, if an indirect rollover, your personal check can be mailed to: Pension Fund of the Christian Church

**P.O. Box 639905  
Cincinnati, OH 45263-9905**

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

**You will be able to view your account, 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.**

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 866.495.7322

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