



Rollover into Plan Notice

Plan Name:

As a participant in your company's retirement plan, you have the right to rollover money into the plan from a previous employer plan, as specified by the plan document. Rolling old plan benefits into your current employer plan is a convenient way to consolidate retirement money. To ensure that your money is recorded as soon as possible, please make sure you follow the steps below.

1. Ask your old employer or custodian for a set of distribution documents. Your current employer may need to complete a section of these documents reflecting their acceptance of your rollover.
2. Checks should be made payable to the following delivery instructions:
 MCB Trust Services FBO: **Plan and/or Participant Name - Rollover**
 FFC to: TPA # 000122 (on check memo line)
3. Checks should NEVER be mailed directly to your custodian. They should be mailed to your current employer. Once they have received the check, a copy should be faxed to California Pensions, Attn: Recordkeeping Department. Any accompanying documentation that came with the check should be forwarded as well, in order to assure that the source of funds meets eligibility criteria. A copy of this form should also be sent.
4. Once your employer has received and verified that all money rolling over is qualified, send the check with the account number written on it to :
 MCB Trust Services
 PO Box 46546
 Denver, CO 80201

Participant Information

Participant Name: _____ Social Security No.: _____

This rollover represents money from a: " Conduit IRA " IRA " SEP " 401(k) / Profit Sharing
 " 403(b) " 457 " Defined Benefit Plan* " Money Purchase*

Dollar amount to be rolled into the plan: \$ _____

I hereby certify that the money I am rolling into this plan has no after-tax sources. I will immediately let my employer know if the rollover came from a source that had Joint & Survivor (J&S) Annuities as a payment option. It will be assumed, unless otherwise demonstrated, that * money types come from a J&S source and that all other sources are not.

Employee Signature

Date

Plan Sponsor Information

I hereby certify that the above mentioned rollover type is accepted by our company retirement plan.

Plan Sponsor Signature

Date