

ROLLOVER VERIFICATION FORM

Plan Name:	Burnt Hills-Ballston Lake Central Schools 403(b) Plan
Participant Name:	
Social Security Number:	
Participant Address:	
Phone Number:	

The Plan **will** accept rollover contributions from the following types of accounts:

- Qualified retirement plans (i.e. 401(k) plan, profit sharing plan, defined benefit plan, money purchase plan), excluding after-tax voluntary contributions
- 403(b) plans excluding after-tax voluntary contributions
- 457(b) plans excluding after-tax voluntary contributions
- Conduit IRAs (an IRA that holds only rollover money from a qualified retirement plan)
- An IRA described in Code Section 408(a) or 408(b) that is eligible to be rolled over and would otherwise be includable in gross income.

Please note that Roth IRA, Roth 401(k), and Roth 403(b) accounts cannot be rolled into the Plan.

Steps to Making a Rollover Contribution to the Plan

1. Complete this *Rollover Verification Form* (2 pages) and return it to Chemung Canal Trust Company.
2. Provide Chemung Canal Trust Company with a copy of your most recent benefit statement for the account being rolled over.
3. Contact your former employer or the institution that is currently holding the account. Tell them that you would like to roll your money into your current employer's 403(b) plan. They may send you a Distribution Form to complete.
4. If they ask you for your current Plan information, this information is included below:

Plan Name: Burnt Hills-Ballston Lake Central Schools 403(b) Plan

The rollover check should be made payable to: CCTC / BHBL 403b / FBO *Your Name*

Please mail the rollover check to:

Chemung Canal Trust Company
Attn: Retirement Services Group
100 Baldwin Street
Elmira, NY 14901

Rollover Type

- Rollover from a Qualified Retirement Plan: TOTAL Rollover Amount: \$_____
- Rollover from a 403(b) Plan: TOTAL Rollover Amount: \$_____
- Rollover from a 457(b) Plan: TOTAL Rollover Amount: \$_____
- Rollover from an IRA: TOTAL Rollover Amount: \$_____

Participant Consent and Authorization

I hereby elect to make an eligible rollover contribution from a qualified retirement plan or Individual Retirement Account (IRA) to the **Burnt Hills-Ballston Lake Central Schools 403(b) Plan**.

I understand that the rollover contribution, if not directly rolled over, must be received by the **Burnt Hills-Ballston Lake Central Schools 403(b) Plan** within 60 days of my receipt of its distribution, that all rollover contributions must meet the requirements of the **Burnt Hills-Ballston Lake Central Schools 403(b) Plan** and applicable law, and that all eligible contributions will be accepted as soon as administratively practicable. I certify that to the best of my knowledge I am entitled to the involved Plan distribution as an employee and not as a beneficiary, and that the distribution is not one of a series of periodic payments. Furthermore, if the involved rollover contribution is being made through a conduit IRA, I certify that the contribution to said IRA was made within sixty (60) days of my receipt of the distribution from my previous employer's Plan, and that no amount other than said distribution was contributed to the IRA.

I understand that the distributing plan or IRA may need to certify that the contribution is an eligible rollover distribution and that the Plan or IRA is a qualified plan or conduit IRA under the Internal Revenue Code and the Employee Retirement Income Security Act of 1974. I understand and affirm that it is my responsibility to ensure that the **Burnt Hills-Ballston Lake Central School District 403(b) Plan** receives such certification, if requested.

Participant's Signature

Date