

# Incoming Rollover/Transfer Form

## For MERS Individual Retirement Account (IRA)

### Frequently Asked Questions

#### When would I use this form?

This form is used when requesting to transfer assets from one qualified plan to an already established MERS Individual Retirement Account (IRA). This may also be referred to as a rollover. See question regarding types of eligible programs below.

#### What does MERS do with this form?

MERS uses this form to track participant requests and prepare the account for assets coming in. **It will still be up to you to contact the financial institution you are rolling funds from and request the transfer using their required process.**

#### How is it treated for tax purposes?

A transfer/rollover is not generally considered a taxable event provided that it meets certain requirements:

- A **transfer** of assets from one IRA to a MERS IRA of the same type is non-taxable and does not generate a 1099-R.  
OR
- A **direct rollover** is sent directly from provider to provider. You will receive a 1099-R from your previous institution, which will show a direct rollover occurred and indicate zero tax owed. You will use the 1099-R when completing your taxes for the applicable year.  
OR
- An **indirect rollover** of a distribution is a check you receive from another retirement account and you deposit into your MERS IRA within 60 days from the date of the distribution. You will receive a 1099-R from your previous institution which will show that a distribution has been taken. MERS will then list the amount deposited as a rollover contribution on your annual 5498 IRA Contribution Information tax form, so no taxes are owed on that amount.

*NOTE:* Any portion of the distribution that was withheld for federal income taxes and not deposited as a rollover amount may be considered a taxable distribution and could be subject to early withdrawal penalty.

#### Does the amount of the transfer/rollover affect the annual contribution limit set by the IRS?

No. Rollover/transfer amounts do not count towards the annual contribution limit set by the IRS.

#### What types of programs are eligible to transfer into a MERS IRA?

		Transfer To:	
		Traditional	Roth
<b>Transfer From:</b>	<b>Governmental 457(b)</b>	Pre-tax Yes	Roth Yes <sup>1</sup>
		Roth No	Yes <sup>2</sup>
	<b>Employer Provided Plans (401(a), 403(a), 403(b), 401(k))</b>	Qualified Pre-tax Plans <sup>2</sup> Yes <sup>3</sup>	Yes <sup>1</sup>
		Designated Roth Accounts No	Yes <sup>2</sup>
	<b>Individual Retirement Accounts (IRA)</b>	Traditional Yes <sup>3</sup>	No
		Roth No	Yes
		Simple Yes	No
		SEP Yes	No

<sup>1</sup> Must include in taxable income and be an in-plan rollover

<sup>2</sup> Must be a direct trustee-to-trustee transfer

<sup>3</sup> Must have separate accounts

# MERS IRA Incoming Rollover/Transfer Guide

## Frequently Asked Questions – *continued*

### How do I request to transfer my assets?

1. Contact your previous provider

Your previous provider may require you to complete additional paperwork. When contacting your previous provider, be sure to request any required forms and obtain any information about penalties or fees you may incur. Any forms you complete for the previous provider should be returned to that provider.

2. Complete this form (MD-804)

All completed forms should either be sent to *Alerus Retirement & Benefits* at the address indicated, or they may be uploaded through the File Submit function in your myMERS account.

### What if I am transferring multiple accounts?

Please complete a separate form for each qualified account balance you are choosing to transfer into this program.

### How long does it take to process the request?

It can typically take up to 30 days for the processing and delivery of the funds from the prior program provider to MERS.

### How will I know when my assets have been transferred?

Providers releasing assets must provide you with confirmation that your assets have been transferred – this may be sent electronically or through paper notice. In addition, you should receive one final quarterly statement that will show the assets have been transferred out of your account. To confirm that assets have been received

by MERS, you can log in to your myMERS account 24/7; if a rollover was done, rollover assets received will show as a “Contribution.”

### How will my transfer be invested?

Your transferred dollars will be invested in your current MERS IRA asset allocation (divided proportionally if you are invested in multiple funds). By default, this will be the age-appropriate MERS Retirement Strategy fund. You can make changes to your allocation choices any time through your myMERS account.

### What if I have non-Roth, post-tax contributions in the account assets I am rolling in?

The post-tax contributions in your account may be rolled over to a Roth IRA. However, any investment earnings in the account will be considered pre-tax amounts. Those pre-tax amounts may be rolled into a Traditional IRA and, in that case, will not be considered income until distributed from the Traditional IRA.

Example:

You made \$5,000 in post-tax contributions to a non-Roth retirement account. Through investment earnings over time, your account balance grew to \$6,000. You will need to open both a MERS Roth IRA and a MERS Traditional IRA, and may roll over your assets as follows:

- \$5,000 into your MERS Roth IRA
- \$1,000 into your MERS Traditional IRA

Note: If you intend to roll money into both Roth and Traditional MERS IRA accounts, you will need to submit two separate MERS IRA Incoming Rollover/Transfer forms, one for your Roth IRA and one for your Traditional IRA.

## Submitting this form

### You can submit this form online!

If you already have a myMERS account, you can also upload this form online. Look for the **File Upload** feature in the top navigation to easily and securely submit completed forms.

You may also mail completed form to MERS' recordkeeper at:

Alerus Retirement Solutions  
P.O. Box 64535  
St. Paul, MN 55164

**!** **This process is not complete by your submitting this form.** Your previous provider must receive necessary permission and any applicable forms from you in order to release assets to MERS.

## MERS IRA Incoming Rollover/Transfer

Please print clearly • Retain a copy for your records

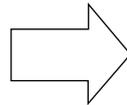
### 1. Information about you

Last name*	First name*	MI	Social Security Number*
IRA division code*	Email address		Phone number (with area code)*
6-digit number beginning with 800- found on your myMERS "Select Plan" dropdown			

### 2. Rollover/transfer type

- Direct Rollover or Transfer:** Funds are made payable from your current plan provider to your MERS IRA without being distributed to you in between.
- Indirect 60-Day Rollover:** You may roll over funds received as a distribution from an eligible account within the past **60 days**. The IRS will only allow one indirect 60-day IRA-to-IRA rollover within any 12-month period (remember, you can make unlimited Direct Rollovers or Transfers). Funds received as required minimum distributions from an existing IRA are not eligible to be rolled into an IRA. You may *not* roll over funds received as a required minimum distribution from another account. See [Special Tax Notice](#) for additional information regarding your options.

Tell us about the account are you transferring funds from:	
<input type="checkbox"/> Traditional IRA	<input type="checkbox"/> Roth IRA
<input type="checkbox"/> 401(k)/403(b)/457(b) Roth	<input type="checkbox"/> 401(k)/403(b)/457(b) Traditional
<input type="checkbox"/> Simple/SEP IRA	<input type="checkbox"/> 401(a) Retirement Plan
<input type="checkbox"/> Other eligible account _____	



To your established MERS IRA:
<input type="checkbox"/> <b>Roth</b> (Assets distributed from a pre-tax account and converted to a MERS Roth IRA must be reported to the IRS as a taxable distribution and are subject to applicable income tax.)
<input type="checkbox"/> <b>Traditional</b>

### 3. Rollover/transfer instructions

This form authorizes my previous provider to liquidate assets from my account and transfer them to MERS in the amount listed below:

Full Amount     Partial Amount: \$ \_\_\_\_\_ OR \_\_\_\_\_ %

### 4. Previous provider information

If the funds you want to roll over/transfer are currently held in a MERS account (Defined Contribution, 457 or IRA), please provide the name of your employer below. In this case, MERS will make the necessary arrangements to roll the funds into your MERS IRA.

MERS employer: \_\_\_\_\_

If the funds you want to roll over/transfer are currently held by any non-MERS institution, please provide the information below.

**You will need to contact your current plan provider to initiate the transfer and determine if there will be any penalties or fees. This process is NOT COMPLETE by submitting the form to MERS.**

Financial institution name*	Account number*		
Financial institution mailing address*			
City*	State*	Zip*	Phone*

In order to ensure accurate recordkeeping and tax reporting, MERS must receive accurate information regarding the source of the assets being rolled over/transferred. The provider sending the assets to MERS must report the amounts of Roth and/or traditional assets separately on the check stub or other documentation.

\* Required field

## MERS IRA Incoming Rollover/Transfer

Last name\* (please print clearly)

Social Security Number\*

### 5. Investment menu

To choose how to allocate your incoming funds, provide whole percentages below (**total allocated must equal 100%**). If this section is left blank, allocations will default to an age-appropriate Retirement Strategies fund.

#### “Do it for me”

Retirement Strategies	
Retirement Income Fund	%
2010 Retirement Strategy	%
2015 Retirement Strategy	%
2020 Retirement Strategy	%
2025 Retirement Strategy	%
2030 Retirement Strategy	%
2035 Retirement Strategy	%
2040 Retirement Strategy	%
2045 Retirement Strategy	%
2050 Retirement Strategy	%
2055 Retirement Strategy	%
2060 Retirement Strategy	%
2065 Retirement Strategy	%

Please refer to the *Understanding the MERS Investments Menu* book and the *Fund Summary Sheets* for information regarding each investment option, including potential redemption fees, and restrictions ([www.mersofmich.com](http://www.mersofmich.com)).

#### “Help me do it”

Portfolios Built for You (Stocks/Bonds)	
MERS Total Market Portfolio	%
MERS Global Stock Portfolio (100/0)	%
MERS Capital Appreciation Portfolio (80/20)	%
MERS Established Market Portfolio (60/40)	%
MERS Balanced Income Portfolio (40/60)	%
MERS Capital Preservation Portfolio (20/80)	%
MERS Diversified Bond Portfolio (0/100)	%

Funds to Build Your Own Portfolio	
Large Cap Stock Index	%
Mid Cap Stock Index	%
Small Cap Stock Index	%
Emerging Market Stock	%
International Stock Index	%
Real Estate Stock Index	%
Bond Index	%
High Yield Bond Index	%
Short-Term Income	%

### 6. Transfer instructions (for your financial institution)

The information below is for your current financial institution. They will require the below in order to roll funds directly into your MERS IRA. Please contact your financial institution and make sure you have provided all of this information according to their requirements.

#### Wire instructions:

Alerus Financial, N.A., Grand Forks, ND

ABA #091300159

BNF: Alerus Financial, N.A. A/C #50129785

Further Credit: MERS IRA (Roth or Traditional) – Division Code, Participant full name, last four of SSN

Country: United States of America

#### Mailing instructions:

Alerus Retirement & Benefits

Attention: MERS Contributions

P.O. Box 64535

St. Paul, MN 55164-0535

For Benefit Of: MERS IRA (Roth or Traditional) – Division Code, Participant full name, last four of SSN

\* Required field

## MERS IRA Incoming Rollover/Transfer

Last name\* (please print clearly)

Social Security Number\*

### 7. Indirect 60-day rollover instructions

If you have received a distribution from an eligible account within the past 60 days and wish to roll it into your MERS IRA, make check payable to **Alerus Retirement & Benefits**. Include your **full name, last four of SSN**, and **MERS IRA Division Code** on the check and mail it to:

Alerus Retirement & Benefits

Attention: MERS Contributions

P.O. Box 64535

St. Paul, MN 55164-0535

### 8. Signature

My signature acknowledges that I have received, read, understand and agree to all pages of this *MERS IRA Incoming Rollover/Transfer* form and affirms that all information I have provided is true and correct. I have also received information detailing the general program features, the investments offered, and all administrative charges and fees that may be deducted from the account(s) maintained on my behalf. I acknowledge that funds will be rolled into investment funds in accordance with allocation instructions currently active for my MERS IRA. I understand that my rights under the program shall be governed by the terms and conditions of the Plan Document pursuant to all applicable state and federal laws, rules and regulations. For any assets that I receive directly in the form of an indirect rollover check from my releasing entity, I have 60 days to turn the assets over to MERS for processing. I understand that I may incur an additional tax penalty if I fail to meet this required time frame.

I certify that assets rolling in from another qualified plan into the MERS IRA do not include non-Roth, post-tax contributions; I understand that it is my responsibility to work with the releasing entity to confirm this prior to assets being received by MERS.

My signature authorizes the plan provider stated in Section 4 of this form to disburse my account assets to MERS electronically (if applicable) according to the transfer instructions in Section 6.

Participant signature\*

Date (mm/dd/yyyy)\*

\* Required field