

## FORM 16: ASSET TRANSFER ELECTION (ROTH OR AFTER-TAX)

Use this form to transfer existing assets within an Option to a different Option(s).

**NOTE:** This form will only transfer your existing account value unless you elect under STEP 3 to conform your future contributions to the transfer allocation.

### STEP 1: Personal Information

Employee Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number (last four digits): \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

### STEP 2: Investment Transfer Selections

Asset Transfers must be made using either **whole percentages** or **whole dollar amounts**. For Options F, G and J, the transfer will be made pro rata, per mutual fund, based on one's account balances when the transfer is processed. **If the dollar amount requested from Option F, G, or J is greater than 90% of the account balance, the entire balance will be liquidated.** Transfers between Options are limited to no more than four per year. Generally, only one transfer out of Option C is allowed within a 12-month period. **Transfers may take three to five weeks to complete.**

Transfer From:	Dollars	or	Percent	Transfer To:	Dollars	or	Percent
C – FCMM Lifetime Fund ♦	\$		%	C – FCMM Lifetime Fund ♦	\$		%
D – FCMM Managed Stock Fund	\$		%	D – FCMM Managed Stock Fund	\$		%
E – FCMM Managed Bond/Income Fund	\$		%	E – FCMM Managed Bond/Income Fund	\$		%
F – Self-Selected Mutual Funds American Funds	\$		%	F – Self-Selected Mutual Funds American Funds	\$		%
G – Self-Selected Mutual Funds Vanguard Funds	\$		%	G – Self-Selected Mutual Funds Vanguard Funds	\$		%
H – Adjustable Rate Investment	\$		%	H – Adjustable Rate Investment	\$		%
J – Self-Selected Mutual Funds Biblically Responsible Funds	\$		%	J – Self-Selected Mutual Funds Biblically Responsible Funds	\$		%

♦ Transfers or withdrawals from **Option C** may be subject to a Market Value Adjustment if the current market value is less than the accrued (annuity) value.

\* If you have not invested in this Option before, you must submit the appropriate form as follows – American Funds (Form 04), Vanguard (Form 05), Adjustable Rate Investment (Form 06), and Biblically Responsible Funds (Form 07). If you have previously invested in this Option, your current allocation will apply; you may change your allocation choices online.

**IMPORTANT INFORMATION:** **FCMM-Managed Funds** (Options C, D, E, & H) are Collective funds whose values and combined transactions are updated online once monthly, normally by the third week of the following month based on the accounting period close. Transfers from Options C, D, E, & H are based on the account values determined at the accounting period close, applicable through the end of the month for requests received and approved. **Mutual funds** (Options F, G, & J) are valued daily, and transactions are posted in the online account access as completed.

### STEP 3 – Specific Transfer Instructions (Includes allocation request for future contributions)

Instructions for transferring **EXISTING** funds (Check all that apply.)

- Apply the transfer request in **STEP 2** to move my **Roth** funds
- Apply the transfer request in **STEP 2** to move my **After-Tax** [Non-Roth] funds (**This is not common**)

Instructions for investing **FUTURE** contributions – Select all that apply (If no box is checked, future contributions will not be changed.)

- DO NOT** conform **future** Roth contributions to the “transfer to” allocation in STEP 2

**OR**

- Conform **future** Roth contributions to the “transfer to” allocation in STEP 2

### STEP 4: Signature

I understand that the FCMM Retirement Plan permits me to invest contributions in various Options each with a different investment strategy. I acknowledge that I am ultimately responsible for the investment of all contributions made to the Plan by choosing among the Options made available to me. I further acknowledge the opportunity to contact FCMM's Manager of Advisory Services at (800) 995-5357 with investment questions related to this transfer and my account.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Electronic signatures NOT accepted)

### STEP 5: Form Submittal

Please submit this completed form to FCMM using one of the methods noted below, *preferably using our **Secure File Exchange***

**Secure File Exchange:** <https://fcmmbenefits.leapfile.net/>

**Mail:** FCMM Benefits & Retirement, 901 East 78<sup>th</sup> Street, Minneapolis, MN 55420

FCMM USE ONLY		
No.	Rcvd. in Good Order	Processed