



Rollover Checklist

Part 1. For Financial Advisors

A financial advisor who gives a recommendation to take a retirement plan distribution and/or rollover and receives compensation for such advice is a fiduciary pursuant to the Department of Labor's (DOL) final investment advice fiduciary regulations. In order to comply with the DOL's rollover advice requirements, advisors must document the specific reasons why the distribution or rollover was considered to be in the best interest of the investor. The rollover documentation can be a strategic client communication tool that lets financial advisors demonstrate their understanding and compliance with DOL requirements, while helping to create educated and satisfied consumers of fiduciary services. Use this Rollover Checklist to document compliant rollover discussions with clients.

Financial Advisor Considerations

Do you obtain the following documentation from your clients on a regular basis?

- IRA and plan account statement
- Summary Plan Description and or Plan Document
- Participant Fee Disclosure
- Annual Funding Notice (Defined benefit plan)
- Beneficiary information

For a plan-to-IRA or plan-to-plan rollover, did you obtain a copy of the plan participant's most recent Participant Fee Disclosure under ERISA §404(a)(5)?

- Yes
- No

If no, did you make diligent and prudent efforts to obtain the Participant Fee Disclosure?

- Yes, explain
- No

If the plan participant refuses to provide a copy of his or her Participant Fee Disclosure, did you disclose its significance and the importance of having the information when making a rollover decision?

- Yes
- No

Are you using data sources for fee information other than the Participant Fee Disclosure?

- Yes, explain
- No

If yes, have you explained the alternative data's limitations in helping the plan participant make a rollover decision?

- Yes
- No

Have you documented how the financial institution determined the benchmarks or other data used were reasonable?

- Yes, explain
- No



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Have you documented your consideration of the Retirement Investor's alternatives to a rollover?

- Yes
- No

Have you taken into account the "Rollover Considerations" identified below with respect to each of your client's distribution options?

- Yes
- No

Use the following Part 2 with your clients.



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Part 2: For Participants

When you leave employment or otherwise become eligible to distribute your retirement account balance, you have a variety of options, generally, including leaving the money in your employer's plan (if permitted), rolling the assets to another employer's plan (if one is available and rollovers are permitted), rolling the assets to an IRA or cashing out the account value. Whether you should distribute or rollover some or all of your retirement savings is an important decision that, long-term, has the potential to affect your financial security in retirement.

There are several types of rollovers:

- Plan-to-IRA,
- IRA-to-IRA,
- Plan-to-Plan and
- Change from a commissioned-based account to a fee-based account.

Financial advisors who are compensated for investment recommendations related to distributions and rollovers are required to provide advice that is in your best interest. The advice could relate to 1) whether the rollover or distribution should be completed; 2) in what amount; 3) in what form and/or 4) the destination.

There are a number of key considerations in a rollover or distribution decision. You and your financial advisor can use the following checklist of considerations in a number of ways:

- As a guide to facilitate a thorough rollover discussion;
- As a way to compare and evaluate your options; and/or
- To document your choices.

Consider the following information with each of your distribution options when determining whether a distribution or rollover is in your best interest.

Rollover Considerations

Investment Related Expenses

- Sales Loads
- Commissions
- Mutual Funds Expenses
- Investment Advisory Fees

Plan Administrative Fees

- Recordkeeping
- Compliance
- Trustee Fees
- Access to Customer Service Representative

IRA Fees

- Administration
- Account Set-Up
- Custodial Fees

Does your employer pay for some or all of the plan's administrative expenses?

Levels of Service



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Rollover Considerations

- Investment Advice
- Planning Tools
- Phone Help
- Educational Materials
- Workshops
- Full Brokerage Services
- Distribution Planning
- Online securities execution

Investment Alternatives

Are you satisfied with the options available under the plan?

Required Minimum Distributions (RMDs)

Are they required?

Employer Stock

Are you overly concentrated?

Have you considered the special tax rules for Net Unrealized Appreciation (NUA)?

Other Considerations

- Taxation
- Penalty-Free Withdrawals
- Loans
- Protection from Creditors and Legal Judgments

Client Preferences

(e.g., Consolidation of multiple accounts in one institution)

Based on a discussion with my financial advisor, after consideration of the above listed information with respect to each of my distribution options, I elect the following course of action:

- No action at this time
- Distribution — No rollover
- Distribution with IRA rollover
- Distribution with Roth IRA conversion
- Distribution with rollover to another employer's plan
- Other, explain: _____
- _____
- _____

Financial advisor _____ Date _____

Investor _____ Date _____