

Rollover In, Plan-to-Plan Transfer In, or Recontribution Request

457(b)

Use this form if you want to:

- submit a rollover in (a rollover may not be requested from or submitted to a plan sponsored by a 457(b) tax exempt employer ("top-hat plan")).
- submit a plan-to-plan transfer in.
- request a return of a previous Coronavirus-Related Distribution or Qualified Birth or Adoption Distribution into your 457(b) plan administered by Empower Retirement.

Form requirements:

- complete a separate form for each rollover, transfer, return of a previous Coronavirus-Related Distribution, or Qualified Birth or Adoption Distribution being sent to Empower Retirement
- complete the appropriate information in Section C.
- attach a current statement of your account of the amount you intend to rollover or transfer in.

Do not use this form to:

- transfer your account from another provider under your current plan to Empower Retirement. Complete a *Provider-to-Provider Transfer Form*.

Questions?

Call
Empower Retirement's
Customer
Service Center
1-800-528-9009

Fax
877-526-2531 or
800-678-8645

Online
massmutual.com/serve

Empower Retirement will not process this Form until it is received in good order. Please see the *Important Information* Section for the definition of "Good Order".

Section A - Plan Information

| | |
|-----------|-----------|
| Group No. | Plan Name |
|-----------|-----------|

Section B - Participant Information

| | | | |
|---------------------------|----------------------------------|---------------|----------------------|
| SSN | Participant Name | Date of Birth | |
| * Legal Address | | | |
| City | State | Zip Code | Daytime Phone Number |
| Financial Advisor's Name | Financial Advisor's Phone Number | | |
| Financial Advisor's Email | | | |

*All future mailings will be sent to your Legal address unless changed by you and/or your Employer/Plan Administrator, as applicable, as described under "Stale Address" in the *Important Information* Section.

Section C - Rollover/Transfer In Request (participant completes)

Complete either ROLLOVER or 457(b) PLAN-TO-PLAN TRANSFER below:

ROLLOVER:

A ROLLOVER is funds moved from either:

- Previous employer's 403(b), 401 or 457(b) plan, OR
- Individual Retirement Account

A rollover occurs when you take an eligible rollover distribution from an eligible retirement plan or IRA and move (or "roll") some or all of the proceeds into a separate employer-sponsored retirement plan that accepts the rollover under the terms of the plan and the Internal Revenue Code, or into a different IRA. In order to request a rollover from an eligible retirement plan, you must first be eligible to take a distribution (e.g., due to separation from service, disability, or certain plan terminations, as defined by the plan document and permitted under the contract.).

I request that all amounts OR \$ _____ be liquidated from the retirement program indicated below and be rolled into my deferred compensation account at Empower Retirement.

Section C - Rollover/Transfer In Request - continued

The eligible rollover distribution is coming from an eligible retirement plan identified under Code section:

- 401 qualified plan (including 401(k) or 403(a) qualified annuity plans)
- 403(b) tax sheltered plan
- 408 IRA including simplified employee pension and simple retirement accounts
- Governmental 457(b) eligible deferred compensation plan sponsored by a governmental employer

Rollover From:

| | |
|----------|----------------|
| Provider | Account Number |
| Address | Phone Number |

- If your plan includes a Roth Contributions feature, check here to indicate that designated Roth contributions will be included.

Note that your plan cannot accept Roth IRA amounts.

457(b) PLAN-TO-PLAN TRANSFER:

A PLAN-TO-PLAN TRANSFER is funds moved from one 457(b) plan to another 457(b) plan

1. Any beneficiary or participant who has had a severance from employment from the transferring employer and who is performing services for the receiving employer, may initiate a transfer whether or not the plans are within the same state.
2. If all of the plan's assets are being transferred to another eligible government plan within the same state, no severance from employment is required.
3. If the transfer is from one eligible governmental plan to another of the same employer, no severance from employment is required.

By checking this box, if you are moving funds from a current or previous employer's 457(b) Plan into your Empower Retirement 457(b) account, this is considered a **PLAN-TO-PLAN TRANSFER**. You acknowledge and understand that you will not be able to withdraw the transferred amount until you are eligible to take a distribution from your account at Empower Retirement in accordance with the terms of the Plan.

This option is available under the Code and may be an option available under a given retirement program if both the transferring plan and the receiving plan allow for the transfer. You cannot transfer amounts between government sponsored and tax-exempt sponsored 457(b) plans.

- I request a Code Section 457(e)(10) plan-to-plan transfer of all amounts OR \$ _____ from a Code Section 457(b) eligible deferred compensation plan.

Transfer From:

| | |
|----------|----------------|
| Provider | Account Number |
| Address | Phone Number |

- If your plan includes a Roth Contributions feature, check here to indicate that designated Roth contributions will be included.

Note that your plan cannot accept Roth IRA amounts.

Former Employer's Authorized Plan Administrator's Signature

Date

Section D - Participant Authorization

I understand that if I am currently enrolled in the Plan, my rollover, transfer, or return of a previous Coronavirus-Related Distribution will be allocated among the investment options based upon my current investment elections unless Special Instructions are provided below to invest my rollover, transfer, or return of a previous Coronavirus-Related Distribution

If this is a 60-day (indirect) rollover, I certify that this rollover is being completed within 60 days from receipt or, if it is over 60 days since my receipt of the distribution from the paying plan or financial institution, I have provided certification to the plan sponsor that the funds being rolled over qualify for a waiver from the 60-day requirement and that any self-certification letter required has been provided to the plan sponsor and a copy kept with my own tax records. (Participant should review the information in Section G if they are depositing an indirect rollover, which also refers to an IRS website with more detailed information).

If this is a return of funds received from a Coronavirus Related Distribution as outlined in the CARES Act, I certify that these funds were distributed to me within the past three years. I understand that it is solely my responsibility for determining my eligibility for this transaction under the CARES Act and for all related tax consequences.

If I am repaying a Qualified Birth or Adoption Distribution (QBAD), I certify that I am eligible to make a recontribution to the plan and that I previously received a QBAD in an amount no greater than the amount I am repaying with this form plus any other QBAD repayments I have made previously. I understand that it is solely my responsibility for determining my eligibility to make this repayment and for all related tax consequences.

Special Instructions: _____

Participant Signature

Date

Section E - Current Plan Administrator's Acceptance of Rollover or Transfer In

The authorized signature below certifies eligibility and acceptance of the rollover or transfer in as instructed in this request.

I certify, if applicable, that the funds to be deposited constitute a valid rollover from a source or sources acceptable under the terms of the plan and that in the event these rollover funds constitute a '60-day' indirect rollover (i.e., the distribution was originally made payable to the 'participant' (which for these purposes includes the spousal beneficiary or alternate payee where the alternate payee was the spouse or former spouse of the participant who now wishes to rollover to a separate plan account), the participant has certified that the funds are being contributed within 60 days of receipt or the participant has provided information and signed certifications in accordance with IRS procedures that he either (1) qualifies for an 'automatic' waiver of the 60-day rollover requirement; (2) has requested and received a *private letter ruling* waiving the 60-day rollover requirement; (3) qualifies for and has used the *self-certification procedure* described in *Revenue Procedure 2016-47* for a waiver of the 60-day requirement.; or (4) qualifies for an extension of the rollover period pursuant to the provisions of the Tax Cuts and Jobs Act of 2017 regarding loan offset amounts. Note to Plan Sponsor: More information is available in Section G, Important Information under 'Indirect Rollovers' concerning waivers of the 60-day requirement under certain conditions or as subject to IRS determinations related to a private letter ruling. Please discuss with your own legal or tax advisors.

If this is a recontribution of funds received from a Coronavirus Related Distribution as outlined in the CARES Act, I certify that these funds were distributed within three years and are eligible to be accepted back into the plan.

If this is a repayment of a Qualified Birth or Adoption Distribution, I certify that these funds were previously distributed as a QBAD in an amount no greater than the amount being repaid.

In the event that the participant qualifies for and has self-certified his qualification for a waiver of the 60-day requirement using the appropriate form of certification as outlined by the IRS, I, as plan administrator confirm that (1) have received the written and signed self-certification form, and provided a copy to, the participant and; (2) have no actual knowledge that is contrary to the participant's certification.¹ (There is also more information available in Section G of this form.)

Authorized Plan Administrator's Signature

Date

Authorized Plan Administrator's Name (please print)

¹ Plan sponsors should keep the participant's signed self-certification and supply the participant with a copy for his records as the IRS may request evidence of the certification on audit. For more information about self-certification and other methods of requesting a waiver from the 60-day requirement please consult with your own legal advisor and *Revenue Procedure 2016-47* and access the IRS website at <https://www.irs.gov/retirement-plans/retirement-plans-faqs-relating-to-waivers-of-the-60-day-rollover-requirement#2>. There is also more information available in Section G of this form.

Section F - Payment Information

For payments made by check, make check payable to:

Empower Retirement FBO Employee Name _____ Social Security No. _____

Mail check and this form to:

Regular Mail: Empower Retirement
P.O. Box 1583
Hartford, CT 06144-1583

Overnight Mail: Empower Retirement
100 Bright Meadow Boulevard
Enfield, CT 06082

For payments made by ACH or Wire, forward to:

JPMorgan Chase
270 Park Avenue
New York, NY 10017
Bank Account Name: Massachusetts Mutual Life Ins. Co.
ABA - 021000021
Account No - 323895913

Include the following information:

Credit Massachusetts Mutual Life Insurance Company

FBO: Employee Name _____

Social Security No. _____

Employer Name _____

Group No. _____

Section G - Important Information

Good Order - "Good Order" means that all sections of this Form are complete and the participant has provided his/her signature authorizing the transaction and the Plan Sponsor has provided their signature authorizing Empower Retirement to process the transaction requested on this Form.

Stale Address - It is important that you notify us if you change your address. Going forward, you or your Employer may change your address in our records. Your address may also be changed as a result of an address confirmation service provided under our agreement with your Employer. Under this service, the addresses in our records are compared against and updated quarterly with addresses received from commercial address update services (e.g., the U.S. Postal Service). If your mail is returned to us or your Employer tells us your address is incorrect, we are likely to suspend future mailings until a new address is obtained. Unless preempted by Federal law, failure to give us a current address may also result in uncashed distributions from your participant account being considered abandoned property under state law, and remitted to the applicable state. To update your address, contact your Employer and/or Plan Administrator, as applicable, or, if permitted by your Plan, log in to our website at www.massmutual.com/govnp and select the "My Profile" tab at the top of the screen.

Indirect Rollovers - If this request to rollover is for a '60-day' indirect rollover (i.e., the distribution was originally made payable to the 'participant', which for these purposes includes the spousal beneficiary after the death of the participant or alternate payee where the alternate payee was the spouse or former spouse of the participant who now wishes to rollover to a separate plan account), the rollover must be made within 60 days of the participant's receipt of the funds.

If it is too late to make the rollover within 60 days of receipt of the participant's funds, then there generally are four ways by which a participant can qualify for a waiver of this 60-day timing requirement:

1. An automatic waiver of the 60-day rollover requirement (as described in *Revenue Procedure 2003-16*)
2. A private letter ruling waiving the 60-day rollover requirement due to an acceptable hardship exception (as described in *Revenue Procedure 2003-16*)
3. Qualify and use the self-certification procedure for a waiver of the 60-day requirement (as described in *Revenue Procedure 2016-47*).
4. An extension of the rollover period pursuant to the provisions of the Tax Cuts and Jobs Act of 2017, the rollover amount equals a qualified plan loan offset amount (**for which "qualified plan loan offset amount" is defined as an amount treated as distributed to the participant solely by reason of (i) the termination of a qualified retirement plan or (ii) the failure to meet the plan loan repayment terms due to the participant's severance from employment**) AND the transfer of the rollover amount is being made prior to the participant's due date (including extensions) for filing his/her tax return for the taxable year in which such qualified plan loan offset amount was treated as distributed from a qualified employer plan.

These methods for waivers are described in more detail below. These should also be discussed with your legal or tax advisor.

The funds from a Coronavirus Related Distribution (CRD) may also be eligible to be recontributed into the plan, and can be paid back within three years. These do not require a waiver, and more information is provided below.

Section G - Important Information

Automatic Waiver. To satisfy the 'automatic waiver' requirements, the participant must generally show that the financial institution which received the funds received them before the end of the 60-day period, he must have followed all the procedures set by the financial institution for depositing the funds into the recipient plan or IRA, the funds were not deposited within 60 days because the financial institution made an error, the funds are deposited within one year from the beginning of the 60-day rollover period, and it would have been a valid 60-day rollover transaction if the financial institution had deposited the funds as instructed.

Private Letter Ruling. To qualify for a private letter ruling issued by the IRS to waive the 60-day rollover requirement, the participant must apply for a ruling from the IRS in accordance with formal procedures. These procedures are described in *Revenue Procedure 2016-4* and *Revenue Procedure 2003-16*, and the fees associated with filing for a Ruling are described in *Revenue Procedure 2016-8*. In general, the Treasury Secretary could waive the 60-day requirement "where the failure to waive such requirement would be against equity or good conscience, including casualty, disaster, or other events beyond the reasonable control of the individual subject to such requirement." There is a fee for the letter request

Self-Certification Procedure. Under the self-certification procedure, the participant can complete a standard letter (such as the Model Letter provided by the IRS for this purpose or one that is substantially similar). In this letter, the participant certifies that he missed the 60-day deadline for one of 11 IRS-provided reasons, including an error created by the distributing financial institution, misplaced check, damage to the principal residence, or the illness or death of a family member. The participant must also certify that he is making the rollover deposit as soon as practicable after the reason or reasons no longer prevented him from making the contribution (this requirement is deemed to be satisfied if the contribution is made within 30 days after the reason(s) no longer prevent the taxpayer from making the contribution), and that the representations that the participant is making are true, the IRS has not previously denied a request for a waiver of the 60-day rollover with respect to the same funds, and that the participant's certification may be relied on by the plan administrator unless the plan administrator has actual knowledge to the contrary.

The plan sponsor websites have such a sample standard letter entitled 'Plan Participant Self-Certification for Late Rollover Contribution' which can be used to make this certification. It is in the 'administrative forms' section of the website. The original copy of this sample letter should be signed by the participant and the original should be kept with the plan sponsor's records, with a copy held by the participant with his tax records. (Empower Retirement does not need to see this sample standard letter or obtain a copy of it when the rollover is being made to a qualified retirement plan).

Extension of Rollover Period for Qualified Plan Loan Offset Amounts. To satisfy the "extension" requirements pertaining to indirect rollovers of qualified plan loan offset amounts, the participant must generally show that an amount equal to the rollover was treated as distributed to the participant by a qualified plan loan solely by reason of (i) the termination of a qualified retirement plan or (ii) the failure to meet the plan loan repayment terms due to the participant's severance from employment) and the transfer of the rollover amount is being made prior to the participant's due date (including extensions) for filing his/her tax return for the taxable year in which such qualified plan loan offset amount was treated as distributed from a qualified employer plan.

Recontribution of Coronavirus Related Distribution As outlined under the Coronavirus, Aid, Relief, and Economic Security (CARES) Act, plans which have elected the Coronavirus Related Distribution provision, may allow for participants to recontribute their Coronavirus Related Distribution (CRD) within three years of the funds being distributed. The participant must certify by signing the *Rollover In, Plan-to-Plan Transfer In or Return of a Previous Coronavirus-Related Distribution Request* that these funds are eligible for recontribution into the plan, and the plan must have elected into the Coronavirus Related Distributed provision, and allow for the recontribution of these funds.

Repayment of a Qualified Birth or Adoption Distribution ("QBAD") - A QBAD may be repaid if you are otherwise eligible to contribute a rollover contribution to the plan. The distribution may be repaid at any time subject to any limitations imposed by the IRS. The repayment can be accomplished via one payment or multiple payments, not to exceed the amount of the QBAD.

- The plan **must** accept your recontribution if all three of the following conditions are satisfied: (1) the plan permits qualified birth or adoption distributions; (2) you received a qualified birth or adoption distribution from this plan; and (3) at the time you want to make a recontribution, you are eligible to make rollover contributions to the plan.
- The plan **may** accept your recontribution if you are a participant of the plan and you are eligible to make rollover contributions to the plan. If you meet these criteria, contact the plan administrator for any questions you have regarding eligibility for making recontributions to the plan.

Participants and the Plan Sponsor should consult with their own legal advisors for more information concerning these waivers. They may also obtain more detailed information by visiting the following IRS website: <https://www.irs.gov/retirement-plans/retirement-plans-faqs-relating-to-waivers-of-the-60-day-rollover-requirement#2> Please note that this information is as of December 31, 2016 and that plan sponsors and participants may obtain more current information on the IRS website and/or through their own legal/tax advisors.

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