



# 401(k) Rollover Request

(Please complete all portions of this form)

## Section I – Employee Information

Name: \_\_\_\_\_ SS# or Employee # : \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Section II – Rollover Definitions

An eligible rollover distribution constitutes any distribution to the Vista 401(k) plan from another qualified plan. Qualified plans include 401(k), 401(a), 403(b), traditional IRAs, 457, and pension plans. If you do not have a Vista 401(k) account you will also need to complete a Vista 401(k) enrollment form or enroll online at [www.vista401k.com](http://www.vista401k.com).

An eligible rollover distribution does not include any of the following:

1. Any distribution that is one of a series of substantially equal periodic payments made over any one of the following periods: The life of the employee; the joint lives of the employee and the designated beneficiary, the expectancy of the employee; the joint life expectancy of the employee and the designated beneficiary; or a specified period of 10 years or more.
2. A distribution required by the minimum distribution rules.
3. Any portion of the distribution that cannot be included in gross income.
4. Refunds of 401(k) elective deferrals or excess Section 415 annual additional limitations.
5. Corrective distributions of excess contributions excess deferrals and excess aggregate contributions.
6. Loans in default that are deemed distributions.
7. Any other such item as designated by the IRS.
8. After-tax money.

## Section III – Your Rollover

Amount of the rollover: \$ \_\_\_\_\_ Name of qualified plan rollover is from: \_\_\_\_\_

Please have the plan administrator make the check payable to: Matrix Trust Company FBO Vista 401(k) FAO [participant name].

Reference Line: Matrix Trust Company Plan 072856

## Section IV – Investment Elections

Your selections must equal 100% and be in whole numbers. You must select only 1 of the 3 options listed below. If you wish to change your account's present allocations you must go online and perform such a request or contact us for an investment change form. This form only directs the investment of rollover monies.

### Option 1 – Target Date Retirement Funds

American Funds 20\_\_ (2020, 2025, 2030, 2035, 2040, 2045, 2050, 2055, 2060)

The American Funds are an all or nothing fund. If a target retirement date fund is selected you may not select your own funds. By checking this box you agree to these terms. More information regarding these funds and others in the Vista 401(k) plan can be found at: [www.vista401k.com](http://www.vista401k.com)

### Option 2 – By Risk Category (See Risk Category Models on next page)

Capital Preservation 101     Conservative 201     Moderate 301     Growth 401     Aggressive 501

### Option 3 – Select Your Own Funds

American Century; Government Bond	_____%	T. Rowe Price; Small-Cap Stock Fund	_____%
American Century; Inflation-Adjusted Bond	_____%	Vanguard; Balanced Index	_____%
American Funds; EuroPacific Growth	_____%	Vanguard; Federal Money Market	_____%
Fidelity Advisor; Total Bond	_____%	Vanguard; Institutional Index Fund	_____%
Fidelity; Growth Strategies	_____%	Vanguard; Mid-Cap Index Fund	_____%
Fidelity; International Index Fund	_____%	Vanguard; Small-Cap Index	_____%
JP Morgan; Equity Income Fund	_____%	Vanguard; Wellesley Income	_____%
T. Rowe Price; Blue Chip Growth Fund	_____%	Vanguard; Wellington	_____%
T. Rowe Price; Dividend Growth Fund	_____%		

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Name: \_\_\_\_\_ SS# or Employee #: \_\_\_\_\_  
 Last First Middle Initial

### Capital Preservation - 101



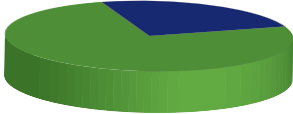
- 10% Vanguard; Federal Money Market
- 10% American Century; Inflation-Adjusted Bond
- 30% American Century; Government Bond
- 20% American; 2025 Target Date Retirement
- 30% Fidelity Advisor; Total Bond

### Growth - 401



- 5% American Century; Inflation-Adjusted Bond
- 10% Fidelity Advisor; Total Bond
- 10% Vanguard; Wellesley Income
- 10% Vanguard; Wellington
- 5% American Funds; EuroPacific
- 10% T. Rowe Price; Blue Chip Growth
- 15% JP Morgan Equity Income
- 15% T. Rowe Price; Dividend Growth
- 15% Vanguard; Institutional Index
- 5% Fidelity International Index

### Conservative - 201



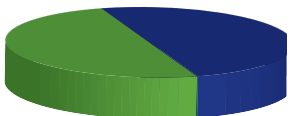
- 15% American Century; Inflation-Adjusted Bond
- 25% Fidelity Advisor; Total Bond
- 25% American Century; Government Bond
- 15% Vanguard; Wellesley Income
- 10% JP Morgan Equity Income
- 10% T. Rowe Price; Dividend Growth

### Aggressive - 501



- 10% Fidelity; Growth Strategies
- 5% American Funds; EuroPacific
- 10% JP Morgan Equity Income
- 10% T. Rowe Price; Small-Cap
- 10% T. Rowe Price; Dividend Growth
- 10% Vanguard; Small-Cap Stock
- 10% Vanguard; Mid-Cap Index Admiral
- 15% T. Rowe Price; Blue Chip Growth
- 15% Vanguard; Institutional Index
- 5% Fidelity International Index

### Moderate - 301



- 10% American Century; Government Bond
- 10% American Century; Inflation-Adjusted Bond
- 20% Fidelity Advisor; Total Bond
- 10% Vanguard; Wellesley Income
- 10% Vanguard; Wellington
- 10% Vanguard; Institutional Index
- 15% JP Morgan Equity Income
- 15% T. Rowe Price; Dividend Growth

### Section V – ROLLOVER DEFINITIONS

I request to make a direct rollover to the Vista 401(k) Plan. I certify that all of the above information is true and correct. I would like to have the check deposited into my account as soon as administratively feasible. I understand that the program, as described in the Vista 401(k) plan document, will govern all cases.

By signing the request, I certify that the above amount is part, or all, of an eligible rollover distribution, and that the above amount was distributed from a qualified plan.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WE CANNOT PROCESS YOUR ROLLOVER UNTIL WE HAVE THIS COMPLETED FORM AS WELL AS THE ROLLOVER CHECK.