



Name	Last	First	Middle	Date of Birth	Plan Type (Check all that apply)
Social Security Number	Email Address			<input type="checkbox"/> School <input type="checkbox"/> Patrol <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> DCP <input type="checkbox"/> DROP	
Address		City	State	Zip	

Rollover to Financial Institution

If you are requesting a rollover, you must submit this rollover form, along with your NPERS plan distribution or refund form(s). A distribution or refund form is required before NPERS may process your rollover request, or any other distribution. If you do not have a distribution form, you must contact NPERS to receive one. Please ensure your rollover account is established before you request a rollover from NPERS.

Please complete A, B, and C below:

A) Direct Rollover Plan Type:

(Please check the appropriate box for receipt of your rollover)

- Traditional IRA
- Roth IRA
- Qualified Plan

B) Financial Institution Account Number:

To ensure your rollover is not rejected by your rollover company:

- 1) Verify with your financial institution and confirm whether they require your account number listed to accept the rollover check.
- 2) Provide your account number below and write CLEARLY.

Account Number:

C) Anticipated Amount or Percentage to be rolled over:

\$ _____ OR _____ %

Financial Institution Information:

VERIFY your financial institution's name and address before you submit this form to NPERS. Your rollover will be delayed if you provide an unverified financial institute name and they refuse to accept the NPERS rollover check.

Make Payable To (VERIFY Financial Institution Name):

Financial Institution Address:

VERIFY Financial Institution Address. (No P.O. Box if overnighting):

"FBO Member's Name" is automatically included on rollover checks/warrants sent by NPERS (FBO means: For the benefit of)

Options for delivery

Important: Schools, Judges, and State Patrol rollover checks may only be sent via U.S. Mail as a check.

1. Your **ROLLOVER CHECK WILL BE SENT AUTOMATICALLY VIA U.S. MAIL** at no charge to you.

OR

2. If you wish to overnight your rollover check via Federal Express Overnight service there will be a \$25.00 cost to you assigned from your account(s) before rollover. **You must clearly mark the box below to request overnight service.**

I request my rollover check be overnighted via Federal Express Overnight at a cost to me of \$25.00, and **I confirm the address given above is not a P.O. Box address.** If your financial institution's account number, name, or address information is incorrect your request will be delayed/rejected. (**OVERNIGHT NOT AVAILABLE** for Schools, Judges, and State Patrol Plan accounts)

I have reviewed this form and confirmed my financial institution's information is correct. I understand my distribution will be delayed or rejected if I provide incorrect information. I direct NPERS to roll my funds to the financial institution named above, per my election(s) on the separate NPERS Request for Distribution form or Refund Application I have submitted.

Member Signature _____ **Date** _____

ROLLOVER DISTRIBUTIONS: COMMON ERRORS TO AVOID

NPERS wants your rollover request to be successful and timely. Please help us to ensure your request is successful and do not commit these errors.

First, the **NPERS rollover form** and **NPERS distribution forms** are two separate forms. Both are needed to complete your rollover request. Both forms must be complete and correct. The NPERS distribution form requires notarization and the NPERS rollover form does not. Keep in mind, unless you complete and submit the correct plan's distribution form, NPERS will not complete a distribution request even if we receive an NPERS rollover form.

Common errors include:

- Distribution Form Errors:
 - a. Not submitting the applicable **NPERS plan distribution form(s)** to accompany your NPERS rollover form. If you do not have a distribution form, contact NPERS to receive one. NPERS will not complete any distribution without a correct, complete, ORIGINAL, and notarized distribution form.
 - b. NPERS must receive the ORIGINAL NPERS distribution form, not a copy, because it is a notarized form. Some members have their financial institution submit the distribution form along with the NPERS rollover form, but the original distribution form is not sent to NPERS. Please ensure you send the ORIGINAL distribution form.
 - c. Please ensure your applicable distribution form is properly signed and dated in front of a notary.
 - d. If the notary and member signature dates do not match the notarization is invalid and you must submit a new distribution form. Please review the notarized section on your distribution form to confirm the notary and member dates MATCH.
- Rollover Form Errors:
 - a. **VERIFICATION OF ROLLOVER INFORMATION** and not speaking with your financial institution to verify your:
 - **Qualified Plan Direct Rollover Plan Type** (Traditional IRA, Roth IRA, or Qualified Plan) you will roll into.
 - **Account Number**: Many rollover checks are rejected by the receiving institution because members do not verify their account number at the receiving institution.
 - **FINANCIAL INSTITUTION'S CORRECT/EXACT NAME**: You, or your financial advisor, may be familiar with your financial institution's nickname, the business name on your statements, or the financial institution's name when searching online, but that does not guarantee the rollover name for your qualified account is the same. PLEASE VERIFY with the financial institution itself what name must be listed, so your financial institution does not REJECT the rollover check from NPERS.
 - **Financial institution's ADDRESS** for delivery. PLEASE VERIFY with your financial institution the address to which the rollover check must be sent, or your rollover check could be delayed, rejected, or lost. **If you are a State, County, or DCP member: You cannot overnight to a P.O. Box. VERIFY the overnight address with your financial institution if you chose to overnight your rollover check.**
 - b. If you do not write clearly on the form, your account number or address information may be entered incorrectly and the NPERS rollover check may be rejected, lost, or mishandled during rollover.
- Do not submit forms unnecessary for your rollover request. Example: If you are not requesting a lump sum direct deposit distribution along with your rollover, please do not return the NPERS Direct Deposit form. This will confuse the process and result in delays of your rollover request.
- Not contacting NPERS with questions. If you have questions about your distribution, please reach out to NPERS so we may provide distribution guidance to you. Reaching out now may save you an error in the future. You may contact NPERS Member Services at (402) 471-2053, or toll free at (800) 245-5712.

Before submitting your rollover form, please ensure you have::

1. Completed the appropriate NPERS plan distribution form or forms (if you are rolling over more than one account at NPERS).
2. Confirmed with your financial institution the correct: Direct Rollover plan type, account number, your financial institution's name, and your financial institution's address, so they do not reject the check NPERS sends them.

We appreciate the opportunity to serve you!
Nebraska Public Employees Retirement Systems