



Incoming Rollover – Move other retirement money into your 401(k) Plan

**Participant Instructions:**

- 1) Request your rollover check. Contact your previous employer or current IRA provider to request a direct rollover from your prior 401(k) plan or IRA.
  - a. Complete all forms they require
  - b. **Make the check payable to: BankUnited 401(k) Plan FBO [Your Name]**
  - c. Please instruct your prior provider to add account number: **7150024115** to the memo line of the check. Delays may occur without the account number noted.
  - d. The check should be sent to you.
  
- 2) Fill out this form. Forward this Rollover form and a copy of the check to Ingham Retirement:
 

E-mail: [contributions@ingham.com](mailto:contributions@ingham.com) or Mail: Ingham Retirement Group  
 9155 S Dadeland Blvd  
 Suite 1512  
 Miami, FL 33156
  
- 3) The check. Please confirm:
  - a. The check is made out correctly and matches the amount on this form
  - b. The Plan name is written correctly on the check
  - c. The memo line or on the check, the account number: **7150024115** is noted
  - d. Mail only the check to:

VIA STANDARD MAIL	VIA OVERNIGHT SERVICE
Fidelity Personal Trust Company PO Box 5396 Mail Stop 7100 Carol Stream, IL 60197-5396	Fidelity Personal Trust Company Box 5396 Mail Stop 7100 270 Remington Blvd Ste B Bolingbrook, IL 60440

- 4) Once your form is received and your rollover check is deposited, the investment will occur within 3-5 business days.

**Your rollover will be invested according to your instructions on record.** Log into your account at [www.ingham.com](http://www.ingham.com) to view or change your instructions. If you need any assistance please email [psc@ingham.com](mailto:psc@ingham.com) or call 888.458.5557, Option 5

INCOMING ROLLOVER FORM

Your Information

Last Name \_\_\_\_\_ First name \_\_\_\_\_ Last 4 of your SSN \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Rollover Details [Write the exact amount of your check]

Amount of Check \$ \_\_\_\_\_ Current Employer's ID Code [3 digit alpha code]: BKU

Current Employer's Name: BankUnited 401(k) Plan

Certification:

**REQUIRED**

By signing below, I certify to the best of my knowledge and belief:

1. The money rolling over to this Plan is one of the following types:
  - a. A distribution from another tax-qualified plan in which I participated
  - b. A distribution received after December 31, 1992, as an alternate payee under a Qualified Domestic Relations Order
  - c. A distribution from a traditional Individual Retirement Account (IRA)
2. The rollover is being made no later than 60 days from the day I received a distribution from either:
  - a. A tax-qualified plan, or
  - b. An individual retirement account of annuity (IRA) which was not commingled with any Roth IRA assets or personal non-IRA assets which I may own.
3. If I received the distribution from the other tax-qualified plan on or after January 1, 1993, it does not include any distribution:
  - a. Which is one of a series of substantially equal periodic payments for my life or life expectancy or the life expectancies of myself and a designated beneficiary, or
  - b. Made on account of attainment of age 70 ½
4. If I received the distribution from my other tax-qualified plan before January 1, 1993, I received it within 1 calendar year and either:
  - a. It represented the balance to my credit in the plan and was paid on account of plan termination, after I attained 50 1/2 , or on account of my separation from service, or
  - b. It represented at least 50% of the balance to my credit in the plan was paid on account of my separation from services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date