



ROLLOVER CERTIFICATION

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GENERAL INFORMATION

NAME OF PLAN: _____
NAME OF EMPLOYER: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
NAME OF PARTICIPANT: _____ DATE OF BIRTH: _____
HOME ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
SOCIAL SECURITY NUMBER: _____ HOME PHONE: _____

CURRENT CUSTODIAN, TRUSTEE, OR PLAN ADMINISTRATOR

NAME: _____ PHONE: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

OPTION 1

TRADITIONAL IRA OR SIMPLE IRA TO EMPLOYER PLAN ROLLOVER

(For an eligible rollover, all questions must be answered NO.)

Please indicate the type of distributing IRA (select one): Traditional IRA SIMPLE IRA

Please indicate the type of receiving plan (Select one):

- Qualified Retirement Plan Tax Sheltered Annuity Plan (IRC Sec.403(b))
 Annuity Plan (IRC Sec. 403(a)) Governmental Deferred Compensation Plan (IRC Sec. 457(b))

1. TIMELINESS

Have more than 60 days elapsed since you received the distribution from the distributing IRA? YES NO

2. RMD ROLLOVER RESTRICTION

Does the rollover contribution contain any required minimum distribution amounts? YES NO

3. NONDEDUCTIBLE AMOUNTS

Does any portion of the rollover contribution consist of nondeductible (after-tax) amounts? YES NO

4. SUBSTANTIALLY EQUAL PERIODIC PAYMENTS

Is the Distribution which is being rolled over part of a series of substantially equal periodic payments? YES NO

5. SIMPLE IRA ROLLOVER

If a simple IRA is being rolled over to an employer plan, did you first begin participating in your employer's SIMPLE IRA plan less than two years ago? YES NO

OPTION 2

EMPLOYER PLAN TO EMPLOYER PLAN ROLLOVER

1. ELIGIBLE PERSON (Select One)

Your status in the plan which you received the funds or property intended for rollover as follows.

- Plan Participant Surviving Spouse Beneficiary Alternate Payee of Qualified Domestic Relations

2. DISTRIBUTING EMPLOYER PLAN (Select One)

- Qualified Retirement Plan (IRC Sec.401(a)) Tax Sheltered Annuity Plan (IRC Sec.403(b))
 Annuity Plan (IRC Sec. 403(a)) Governmental Deferred Compensation Plan (IRC Sec.457(b))

3. RECEIVING EMPLOYER PLAN (Select One)

- Qualified Retirement Plan (IRC Sec.401(a)) Tax Sheltered Annuity Plan (IRC Sec.403(b))
 Annuity Plan (IRC Sec. 403(a)) Governmental Deferred Compensation Plan (IRC Sec.457(b))

4. ELIGIBLE ROLLOVER DEPOSIT (For an eligible rollover, all questions must be answered NO.)

Does the rollover contribution contain any amounts which constitute a required minimum distribution? YES NO

Is the distribution which is being rolled over part of a series of substantially equal periodic payments? YES NO

Does the rollover contribution contain any amounts which are eligible for the death benefit exclusion (i.e., death before August 21, 1996)? YES NO

Does the rollover contribution include any funds or property other than the funds or property you received from the distributing plan (and/or proceeds from the sale of distributed property)? YES NO

Does the rollover contribution include any amounts which constitute a distribution due to hardship? YES NO

5. ROLLOVER AMOUNTS

Does any portion of the rollover contribution consist of nondeductible (after-tax) amounts? YES NO

NOTE: If "yes" is selected, nondeductible amounts may be rolled over only in a direct rollover. See page three for more information.

Does any portion of the rollover contribution contain Roth elective deferrals? YES NO

NOTE: If "yes" is selected, complete the following.

a. The amount of my rollover contribution attributable to Roth elective deferrals is \$ _____

b. The amount of my rollover contribution attributable to earnings on Roth elective deferrals is \$ _____

c. The first year in which I made a Roth elective deferral to the plan from which my rollover contribution is being made was _____.

6. TIMELINESS

Have more than 60 days elapsed since you received the distribution from the distributing employer plan? YES NO

SIGNATURE

I have read and understand the rollover rules and conditions on all pages of this form and I have met the requirements for making a rollover. Due to the important tax consequences of rolling over funds or property to an employer-sponsored retirement plan, I have been advised to see a tax professional. All information provided by me is true and correct and may be relied on by the Trustee/Custodian/Plan Administrator. I assume full responsibility for this rollover transaction and will not hold the Trustee/Custodian/Plan Administrator liable for any adverse consequences that may result. I hereby irrevocably designate this contribution of \$ _____ in cash and/or property as a rollover contribution.

PARTICIPANT SIGNATURE _____ DATE _____

WITNESS SIGNATURE _____ DATE _____

RULES AND CONDITIONS APPLICABLE TO ROLLOVERS

GENERAL INFORMATION

A rollover is a way to move money or property from one eligible retirement plan (e.g., IRA or Qualified Plan) to another eligible retirement plan. The Internal Revenue Code (IRC) limits how quickly rollovers must be completed and how the Trustee/Custodian/Plan Administrator must report the transaction. By properly completing this form you are certifying to the Trustee/Custodian/Plan Administrator that you have satisfied the rules and conditions applicable to your rollover and that you are making an irrevocable election to treat the transaction as a rollover.

TRADITIONAL IRA OR SIMPLE IRA TO EMPLOYER PLAN ROLLOVER (Option One)

1. TIMELINESS

The funds you receive from the distributing IRA must generally be deposited into the employer plan within 60 days after you receive them. However, this period is 120 days for certain rollovers relating to first-home purchases. When counting the 60 (or 120) days include weekends and holidays. The IRS has the authority to grant extensions to the 60 (or 120) day rule in cases where a hardship occurs (e.g., casualty, disaster, etc.). Receipt generally means the day you actually have the funds in hand. For example, the 60 days would begin on the day following the day you pick up the check from the Trustee or Custodian or you receive the check in the mail.

2. RMD ROLLOVER RESTRICTION

If this rollover is being made during or after the year for which you are required to begin receiving distributions, you cannot roll over any distribution to the extent that it is a required minimum distribution from the distributing plan.

3. NONDEDUCTIBLE AMOUNTS

You may not roll funds that you have contributed to your IRA for which you did not receive a tax deduction (after-tax dollars).

4. SUBSTANTIALLY EQUAL PERIODIC PAYMENTS

If you are taking substantially equal periodic payments from your IRA, these distributions are not able to be rolled to an employer plan.

5. SIMPLE IRA ROLLOVER RESTRICTION

A SIMPLE IRA may be rolled over to an eligible employer plan provided two years have passed since you first participated in your employer's SIMPLE salary reduction arrangement.

EMPLOYER PLAN TO EMPLOYER PLAN ROLLOVER (Option Two)

1. ELIGIBLE PERSON

Only an eligible person may roll funds from a plan qualified under IRC Section 401(a), 403(a) plan, 403(b) plan, or governmental 457(b) deferred compensation plan to another one of these same employer-sponsored plans. You will only be an eligible person if you were or are a participant in the distributing plan, the surviving spouse beneficiary of a deceased participant, or the alternate payee identified in a Qualified Domestic Relations Order (QDRO). A QDRO is a domestic relations order issued in a divorce proceeding which meets certain conditions and which grants to an alternate payee (e.g., exspouse) the right to receive all or a portion of a participant's benefits under a QRP. If the alternate payee is a spouse or former spouse, the alternate payee can roll all or a portion of the amount received to an IRA.

2. DISTRIBUTING EMPLOYER PLAN

A distribution will not be eligible to be rolled over unless that distribution is made from an eligible plan. An eligible plan is one that is qualified under IRC Section 401(a), (including 401(k) plans), 403, or 457(b). Eligible plans include defined benefit plans, profit sharing plans, money purchase plans, 401(k) plans, 403(b), governmental 457(b) deferred compensation plans, and employee stock ownership plans.

3. RECEIVING EMPLOYER PLAN

A distribution will not be eligible to be rolled over unless the receiving plan is an eligible plan. An eligible plan is one that is qualified under IRC Section 401(a), (including 401(k) plans), 403, or 457(b). Eligible plans include defined benefit plans, profit sharing plans, money purchase plans, 401(k) plans, 403(b), governmental 457(b) deferred compensation plans, and employee stock ownership plans.

4. ELIGIBLE ROLLOVER DEPOSIT

Only certain types of plan distributions, called "eligible rollover distributions," may be deposited into the plans listed above. Eligible rollover distributions include most distributions from eligible plans except the following.

Required Minimum Distributions – Distributions which represent required minimum distributions paid during a participant's first distribution calendar year or later may not be rolled over.

Substantially Equal Periodic Payments – For purposes of determining an eligible rollover distribution, substantially equal periodic payments are defined as a series of substantially equal distributions made not less frequently than annually and calculated

- 1) over the life (or life expectancy) of the individual or the joint lives (or life expectancies) of the individual and the individual's beneficiary or
- 2) for a specified period of 10 years or more.

Death Benefit Exclusion Amounts – If you are a surviving spouse beneficiary and your spouse died before August 21, 1996, a portion of your distribution may qualify for the Death Benefit Exclusion Allowance. You may not roll over any portion of your distribution which qualifies for the Death Benefit Exclusion Allowance.

Property Distributions – If property other than cash is distributed, only the same property or the proceeds from its sale may be rolled over. If you receive property but wish to roll over cash, you must actually sell the property and roll over the proceeds.

Hardship Distributions – Distributions taken on account of financial hardship are not eligible to be rolled over.

5. ROLLOVER AMOUNTS

If your current employer sponsored plan allowed you to make nondeductible employee contributions other than Roth elective deferrals, these funds may be included as part of an eligible rollover distribution provided the receiving employer plan is a defined contribution plan under IRC Sec. 401(a) where the plan separately accounts for the nondeductible amounts. Further, the rollover may only be done in a direct rollover.

6. TIMELINESS

The funds you receive from the distributing plan must be deposited in an eligible employer plan within 60 days after you receive them, excluding the day of receipt. When counting the 60 days include weekends and holidays. Receipt generally means the day you actually have the funds in hand.