

# 403(b) Inbound Rollover

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Use this form to roll over money from a former employer-sponsored plan or Traditional IRA to your retirement income account at GuideStone®.

# Application for Rollover into GuideStone 403(b) Plan



Use a separate form for each distribution eligible for rollover.

For assistance, please call 1-888-98-GUIDE (1-888-984-8433).

**Return the completed form to:**

Retirement Operations  
GuideStone  
5005 LBJ Freeway, Ste. 2200  
Dallas, TX 75244-6152

**Mail check overnight or First-Class Mail® to:**

Finance and Accounting  
GuideStone  
FBO (participant name)  
5005 LBJ Freeway, Ste. 2200  
Dallas, TX 75244-6152

**1. PARTICIPANT INFORMATION (THIS FORM MUST BE TYPED OR COMPLETED IN INK.)**

Participant name: \_\_\_\_\_ Social Security number: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Daytime telephone: (\_\_\_\_\_) \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**2. ROLLOVER INFORMATION (THE INFORMATION BELOW IS REQUIRED TO PROCESS YOUR ELIGIBLE ROLLOVER DISTRIBUTION.)**

**Only eligible amounts may be rolled over, thereby avoiding current taxation.**

A. Check the box that indicates the type of plan the rollover was distributed from:

- A distribution or direct rollover from an Individual Retirement Account or Annuity (IRA) described in Code Section 408(a) or 408(b)
- Other eligible retirement plan (example: 401(k) or 403(b) plan): \_\_\_\_\_
- A distribution made payable to you (indirect rollover)

B. Account to be rolled over to GuideStone (indicate the name, address and telephone number of the distributing plan):

Current custodian: \_\_\_\_\_ Telephone number: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Please liquidate and roll over the following investments to GuideStone (contact the distributing plan for information as to whether 100% of your distribution is eligible for rollover):

Account number: \_\_\_\_\_ Fund name: \_\_\_\_\_  Entire account  Partial \_\_\_\_\_ \$ or %

Account number: \_\_\_\_\_ Fund name: \_\_\_\_\_  Entire account  Partial \_\_\_\_\_ \$ or %

Account number: \_\_\_\_\_ Fund name: \_\_\_\_\_  Entire account  Partial \_\_\_\_\_ \$ or %

Account number: \_\_\_\_\_ Fund name: \_\_\_\_\_  Entire account  Partial \_\_\_\_\_ \$ or %

For IRA Certificates of Deposit:  Immediately or  Upon maturity – maturity date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

If your CD is to be rolled over upon maturity, we must receive this form at least 30 days, but not more than 60 days, prior to the maturity date. If the maturity date is more than 60 days away, the rollover form will be returned to you. Your current IRA custodian may impose a premature withdrawal penalty if you choose to liquidate your CD prior to maturity. If you are rolling over more than one CD and the maturity dates are more than one month apart, please complete separate forms.

C. Is the rollover amount attributable to employment with a Southern Baptist employer?  Yes  No

If "Yes," \$ \_\_\_\_\_ of the rollover is attributable to salary reduction **contributions** to a retirement plan administered by a Southern Baptist employer (do not include earnings in the total). If no amount is provided, the total rollover amount will be included as prior salary reduction contributions for the purpose of calculating contribution limits under Code Section 402(g).

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**2. ROLLOVER INFORMATION (CONTINUED)**

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D. The rollover amount represents \$ \_\_\_\_\_ in tax-paid contributions and \$ \_\_\_\_\_ in tax-paid earnings from an eligible retirement plan as described in Code Section 401(a) or 403(b). **The rollover amount does not include non-deductible contributions to an IRA.** (Note: Tax-paid rollovers must be direct rollovers from the distributing plan.)

E. The rollover amount represents \$ \_\_\_\_\_ in Roth elective deferral contributions and/or \$ \_\_\_\_\_ in Roth elective deferral earnings from an eligible retirement plan as described in Code Section 401(a) or 403(b). (Note: Roth elective deferral rollovers must be direct rollovers from the distributing plan.)

Tax year in which the first Roth elective deferral was contributed: \_\_\_\_\_

**3. INVESTMENT ALLOCATION**

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Please indicate how you wish to allocate your rollover into the available investment funds. The accumulations will remain in the fund(s) until you change your election by visiting your *MyGuideStone*® account or contacting GuideStone directly.

**OPTION 1 – DEFAULT ALLOCATION (NOT APPLICABLE IF YOU COMPLETED OPTION 2.)**

If you do not complete Option 2 below:

- If you are currently contributing, your rollover will be invested into the same funds as your future contributions will be allocated.
- If you are not actively contributing, your rollover will be placed according to your most recent contribution allocation on file. However, if you do not have a contribution allocation on file, your rollover will be placed in your plan's default investment.

**OPTION 2 – FUND SELECTION (ONLY APPLICABLE IF YOU COMPLETED THE INFORMATION BELOW IN OPTION 2.)**

To choose specific investment funds under your employer's plan into which your rollover will be deposited, please indicate your choice of investment fund(s) below. At a later date, you may request a fund exchange through your *MyGuideStone* account. For more information on the funds available to you, visit *GuideStone.org/BMHFundsB*.

Investment fund: _____	Percentage: _____ %
Investment fund: _____	Percentage: _____ %
Investment fund: _____	Percentage: _____ %
Investment fund: _____	Percentage: _____ %
Investment fund: _____	Percentage: _____ %
Investment fund: _____	Percentage: _____ %
<b>Total must equal 100%: _____ %</b>	

Please write in the space below for more than six fund choices.

*Participants are prohibited from exchanging out of the Capital Preservation Fund to a "competing fund" without first investing in a "non-competing fund" for a period of at least 90 days. Also, simultaneous exchanges are not allowed. For more complete information, visit *GuideStone.org* or call **1-888-98-GUIDE (1-888-984-8433)**.*

**4. PARTICIPANT SIGNATURE AND CERTIFICATION (YOU MUST SIGN AND DATE THE APPLICATION OR THE FORM WILL BE RETURNED TO YOU.)**

I authorize the rollover of funds to GuideStone. I understand that, if I am RMD age or will attain RMD age in this calendar year, I must satisfy any minimum distribution requirements prior to a direct rollover or leave the required distribution amount in the existing account and withdraw it prior to the distribution deadline (generally December 31).

I certify that:

- The rollover is attributable to a distribution or direct rollover from an eligible retirement plan as described in Code Section 402(c)(8)(B) as indicated in Section 2.
- If the rollover is from an IRA, the rollover amount does not include any non-deductible contributions.
- If the rollover is **not a direct rollover**, the distribution:
  - Is contributed to GuideStone within 60 days after distribution from the eligible retirement plan.
  - If applicable, is previously rolled into the IRA within 60 days after the original distribution from the eligible retirement plan.
  - Is an eligible rollover distribution (i.e., not a required minimum distribution or hardship distribution).
- The information provided in 2C, 2D and 2E is accurate. I understand that the characterization of the rollover amounts cannot be changed at a later date. I understand that:
  - Any portion of this rollover that is not attributable to ministerial compensation is not eligible for designation as minister’s housing allowance upon withdrawal.
  - I am responsible for keeping information about whether all or any portion of this rollover and related earnings are eligible for minister’s housing allowance.
  - GuideStone will not have any information about the eligibility of this rollover, with earnings, for minister’s housing allowance.
  - I am responsible for determining my eligibility for minister’s housing allowance at retirement.
  - I am responsible for determining the appropriate amount to ask GuideStone to designate as minister’s housing allowance as required by applicable law.
- GuideStone may rely on the representations indicated on this form and is hereby released from any liability regarding the accuracy of such representations.
- I am responsible for any tax consequences arising from this transaction and for any fees imposed by the distributing institution.
- If applicable, I am responsible to confirm that the receiving plan accepts Roth 403(b) funds.
- My signature below authorizes the current custodian of these funds to release any and all information regarding my account to GuideStone in any form GuideStone may request.

**Medallion signature guarantee:** Not required by GuideStone but might be by the distributing plan. Please call the custodian of the distributing plan to see if a signature guarantee or other documentation is required.

**Medallion signature guarantee – medallion stamp\*:** \_\_\_\_\_

\*The medallion signature guarantee may be executed by banks, broker-dealers, credit unions, national securities exchanges and savings associations which participate in STAMP, SEMP or NYSE-MSP. A notary public is not a substitute for a signature guarantee. The medallion signature guarantee stamp must include the words “SIGNATURE GUARANTEED, MEDALLION GUARANTEED” and otherwise comply with the medallion program requirements. Please check your fund prospectus or with your fund advisor as to whether a signature guarantee is required.

GuideStone does not recommend rollovers or transfers of assets in employer-sponsored retirement plans or IRAs, except when done so expressly in writing. By signing below, I hereby acknowledge that, unless I have received a recommendation in writing to the contrary, GuideStone has not acted as a fiduciary and has not provided me with investment advice in connection with this rollover or transfer.

Participant signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**TO BE COMPLETED BY GUIDESTONE AS CUSTODIAN**

GuideStone will accept a direct rollover from an eligible retirement plan as authorized under Code Section 402(c)(8) for your benefit. The direct rollover amount will be credited to your retirement income account at GuideStone, governed under Section 403(b)(9) of the *Internal Revenue Code*.

Signature of GuideStone authorized representative: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_