



630.378.2900 • 800.807.0700 • 630.378.2507 fax rpscustomerservice@cbservices.org • cbservices.org

Rollover Instructions Christian Brothers Employee Retirement Savings Plan Plan #093260

Step 1	Contact previous retirement plan provider to obtain applicable forms (if required) to						
	initiate rollover out of prior plan (e.g. Letter of Acceptance) ¹ .						
Step 2	Complete Rollover Contribution Request form						
Step 3	Ensure that the check(s) is made payable to:						
	"Vanguard Fiduciary Trust Company"						
	FBO Participant Name and Last 4 digits of SS#						
Step 4	Complete and return <i>Rollover Contribution Request</i> form along with your check, if						
	applicable, to:						
	Christian Brothers Employee Retirement Savings Plan						
	1205 Windham Parkway						
	Romeoville, IL 60446						
	Attn: Christine Pacocha						
Step 5	Send copy of <i>Rollover Contribution Request</i> form to prior provider, if required. This						
	copy does NOT need to be returned to us from prior provider.						
	If you have any questions regarding the transfer or how to complete the <i>Rollover</i>						
	Contribution Request form, please contact Christine Pacocha at 800-807-0700 and						
	enter extension 2639 (or <u>christine.pacocha@cbservices.org</u>).						

¹Prior plan provider may require completion of their own form(s) to initiate the rollover. Be sure to confirm with them what forms are needed. Christian Brothers Services will still need to receive our *Rollover Contribution Request* form (as noted above) even if the prior provider requires a different form.

- Do not send checks directly to Vanguard. If you or the prior provider send the
 check directly to Vanguard, this will cause disruption in the processing since
 there will be delays in reconciling which checks Vanguard received versus which
 forms we received.
- If the check and *Rollover Contribution Request* form arrive separately, we will not send payments to Vanguard until <u>both</u> the check and Form have been received which can cause delays in payments being deposited into the participant account. Therefore, whenever possible please be sure that checks and forms are submitted together.

If you have any questions while completing this form, you may contact a Vanguard Participant Services associate Monday through Friday, between 8:30 a.m. and 9 p.m. Eastern time at **800-523-1188**.

Rollover Contribution Request

Vanguard

Christian Brothers Employee Retirement Savings Plan

Plan # 093260

Social Socurit	fu #-	Leasting Onder
Social Securit Name:		Location Code:
(Last, First, MI)		
Address:		
City:		State: Zip:
Date of Birth: (mm/dd/yyyy)	1 1	
Date of Hire: (mm/dd/yyyy)	1 1	
Contact Phon	ne #: () —	
contributions (p	it a rollover into the Christian Brothers Em pre-tax and/or Roth), and/or employer cont	ployee Retirement Savings Plan. I understand that the rollover may include salary reductivitions, and the earnings thereon. I understand that if any portion of a Roth distribution led over through a direct rollover. Assets from a Roth IRA cannot be rolled into the plan.
I elect to depos contributions (p	it a rollover into the Christian Brothers Em pre-tax and/or Roth), and/or employer cont	ributions, and the earnings thereon. I understand that if any portion of a Roth distribution led over through a direct rollover. Assets from a Roth IRA cannot be rolled into the plan. is: *If you are rolling over Roth
I elect to depos contributions (p not taxable, tha	it a rollover into the Christian Brothers Em ore-tax and/or Roth), and/or employer cont it portion of the distribution can only be roll	ributions, and the earnings thereon. I understand that if any portion of a Roth distribution led over through a direct rollover. Assets from a Roth IRA cannot be rolled into the plan. is: *If you are rolling over Roth 401(k) assets, documentation from your prior record keeper
I elect to depos contributions (p not taxable, tha	it a rollover into the Christian Brothers Em ore-tax and/or Roth), and/or employer cont it portion of the distribution can only be roll The amount of my pre-tax rollover	is: \$ *If you are rolling over Roth 401(k) assets, documentation from your prior record keeper is required to confirm the Roth cost basis and Roth start date.
I elect to depos contributions (p not taxable, tha	it a rollover into the Christian Brothers Embre-tax and/or Roth), and/or employer cont it portion of the distribution can only be roll The amount of my pre-tax rollover The amount of my Roth rollover is	is: \$ *If you are rolling over Roth 401(k) assets, documentation from your prior record keeper is required to confirm the Roth
I elect to depos contributions (p not taxable, tha	it a rollover into the Christian Brothers Embre-tax and/or Roth), and/or employer cont it portion of the distribution can only be roll The amount of my pre-tax rollover The amount of my Roth rollover is Total amount of my rollover is:	is: \$ *If you are rolling over Roth 401(k) assets, documentation from your prior record keeper is required to confirm the Roth cost basis and Roth start date. Your Roth rollover will not be completed without this
I elect to depose contributions (post taxable, that Cash: Note: The check Mail check and	citi a rollover into the Christian Brothers Empre-tax and/or Roth), and/or employer continut portion of the distribution can only be rollower. The amount of my pre-tax rollover. The amount of my Roth rollover is: Total amount of my rollover is: The Roth cost basis is: The Roth start date is: (Required)	is: \$ *If you are rolling over Roth 401(k) assets, documentation from your prior record keeper is required to confirm the Roth cost basis and Roth start date. Your Roth rollover will not be completed without this

Please make a copy for your records.

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(10/04/2018)

Connect with Vanguard®

vanguard.com

800-523-1188

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IV.			Please invest the enclosed rollover check in the following manner. Allocations must be in increments of 1%. Make one of the two choices below. rollover money using my current fund allocations.								
	OR-										
	Choose new fund allocations for your rollover in the boxes below.										
	Target Retirement Funds If you choose this investment approach, you may want to consider investing 100% of your contributions in one Vanguard Target Retirement Fund.										
	Fund Code	Fund Name	one vanguard rarge		n Fund Code	Fund Name	Allocation				
	000308	Vanguard Target Ret	irement Income Fund		000696	Vanguard Target Retirement 2040 Fund					
	000303	000303 Vanguard Target Retirement 20 000682 Vanguard Target Retirement 20 000304 Vanguard Target Retirement 20			000306 000699 001487 001691 001791	Vanguard Target Retirement 2045 Fund Vanguard Target Retirement 2050 Fund					
	000682										
	000304					Vanguard Target Retirement 2055 Fund					
	000695 Vanguard Target Ret 000305 Vanguard Target Ret		irement 2030 Fund			Vanguard Target Retirement 2060 Fund					
						Vanguard Target Retirement 2065 Fund					
	Core Funds Or for the following list of funds, specify percentages in 1% increments.										
	Fund Code	Fund Name	ist of furids, specify		Fund Code		Allocation				
	000081	Vanguard Internation	al Growth Fund		000098	Vanguard Extended Market Index Fund					
	000021	Vanguard We ll ington	Fund		001231	Vanguard Total International Bond Index Fund					
	080000	Vanguard U.S. Grow	th Fund		001967	Vanguard Short -Term Inflation-Protected Securities Index 6	und				
	000040	Vanguard 500 Index	Fund		00001C	Vanguard Total International Stock Index Fund					
	000073	Vanguard Windsor II	Fund		006884	Baird Intermediate Bond Fund					
	000085	Vanguard Total Stock	Market Index Fund		006911	DFA Emerging Markets Social Core Portfolio					
	000084	Vanguard Total Bond	Market Index Fund		006099	DFA International Social Core Equity Portfolio					
	00006S	Fidelity Blue Chip Gro	owth Fund		006098	DFA US Social Core Equity 2 Portfolio					
	000033	Vanguard Federal Mo	oney Market Fund			Your allocations mus	t total 100%				
		ail to complete the inve und based on your age		ove, your co	ntribution wi ll a	utomatica ll y be invested in the appropriate Vangu	ard Target				
_	A 41 1										
V.	Authoriz		ote: Your employer ontribution prior to			mentation related to the rollover					
	Signature of Participant Participant Mailing Instructions			ate	_						
				Mail tian Brothe Windham eoville, IL 6	Pkwy.						
	I authorize a	rollover contribution	to the plan in accord	dance with t	the instruction	s above.					
	Signature of	Plan Administrator	С	ate	_						