

## Distribution Instructions for FAQ's

Download the Distribution Form found here: <http://www.perfect401k.com/user-central/>

**Step 1** – Complete with your information

**Step 2** – Check the first box if you are terminated and wish to cash out or rollover your funds.

**Step 3** – If you are in one of Wellington's managed PRO Accounts, select the first box as there are no redemption fees for those funds; otherwise please select whether to process your distribution now, or to wait for any redemption fees to expire in the event your chosen funds do have such fees.

**Step 4** – Indicate whether this is for a Traditional (pre-tax) or Roth Account and how it should be paid.

- All rollovers will be sent out via check. You cannot ACH rollover monies.
- All cash out distributions will be sent out via check unless you submit an ACH form. You MUST include a copy of a voided check to transfer funds to your bank account via ACH.

**Step 4 – Option 1** - *Direct rollover to another 401k plan or IRA.* Please provide the institution name & account number.

- If you have both Traditional and Roth monies and wish to rollover both sources, you will need to setup TWO IRA accounts and provide both account numbers. If this is the case, please either list both accounts on the rollover section or complete Step 4 twice – one for each separate account.

Or

**Step 4 – Option 2** – *Direct Distribution or "Cash Out" of your account.* 100% of your funds will be paid directly to you.

- We are REQUIRED to withhold both federal and state taxes (where applicable) on all Cash Outs.
- You must include an ACH form and a voided check if you wish to transfer your funds via ACH.

Or

**Step 4 - Option 3** – *A combination of a Rollover and a Cash Out.* Please see the above notices regarding both Rollovers & Cash Outs.

**Step 5** – Only complete this if you are doing a Cash Out. The IRS requires that we withhold at least 20% for federal taxes, plus state taxes where applicable; you can request that additional taxes be withheld.

**Step 6** – Participant must sign and date this section only.

**Step 7** – The employer's Authorized Signer will complete this and return it to Wellington for processing.

\*\*\*NOTE: We do NOT need an original so a scanned or faxed copy is acceptable. Electronic signature on the form is also acceptable. Scanned copies can be emailed to [hgreer@perfect401k.com](mailto:hgreer@perfect401k.com) or faxed to (703) 774-3222.