



# Switching 401(k) providers is easy.

Transferring your 401(k) from a previous retirement provider is simple. We use a seamless cash transfer process, which allows participants to continue contributing to their new account while waiting for the funds to be transferred from the old one.

## 1 Submit adoption agreement.

You'll need to provide an adoption agreement from the prior plan. The agreement and new plan design will enter a review stage. If any changes need to be made, they'll be done here.

## 2 Wait for a plan review.

The plan document will be reviewed within 48 hours. If no problems or issues are found, proceed to the final step.

## 3 Sign plan documents.

Once the plan document is signed, the plan is established.

## 4 Initialize the asset transfer.

Contact your current provider and inform them of your intent to transfer the plan. They will provide a transfer timeline.

## 5 Inform employees.

Employees will be notified of the plan and given instructions to set up their new account. They'll also be notified of the blackout period.

## 6 Enter blackout period.

During this period of up to 30-days, employees will begin to contribute to their new accounts, but will lose access to their old one for a short time. Once the funds are fully transferred, they will be credited to participant accounts, and the transfer process will be complete.

