

# 403(b) Exchange Authorization Form



<b>Participant Instructions</b>	<p>The 403(b) Exchange Authorization Form must be submitted to National Benefit Services, LLC (NBS), the third party administrator, to authorize any exchange of 403(b) amounts between exchange-eligible investment providers of your employer's 403(b) plan. The surrendering investment provider may require its own paperwork in addition to this form. You may wish to attach your investment provider's paperwork to this form. All attached forms or paperwork will be forwarded to the surrendering investment provider indicated (unless specified otherwise in steps 2 and 3). Complete steps 1-4 and mail or fax this form to NBS. Inquiries regarding the status of your transaction may be directed to NBS at (800) 274-0503 ext. 5. After paperwork has been forwarded to your investment provider, inquiries should be directed to your provider. After this form has been received by NBS in good order, it will be forwarded to your provider within 5 business days. A list of exchange-eligible investment providers is available on your plan's website.</p>		
	<p><b>NBS Mailing Address:</b> National Benefit Services, LLC 8523 S. Redwood Road West Jordan, UT 84088</p>	<p><b>NBS Fax Number:</b> (800) 597-8206</p>	
		<p><b>NBS Phone Number:</b> (800) 274-0503 ext. 5</p>	

<b>Investment Provider Instructions</b>	<p>NBS represents that this exchange of 403(b) amounts is permitted by the employer's plan and is in accordance with a 403(b) Provider/Information Sharing Agreement (Agreement) entered into by the receiving provider and NBS, provided that NBS has signed below. The surrendering investment should provide to the receiving provider at the time of the exchange information regarding the portion of the exchanged amount represented by deferral amounts and, in the case of Roth amounts (if allowed by the plan), the Roth portion and commencement date of the 5-year holding period.</p>
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<b>Step 1</b>	Employer Name	Employer State	
<b>Participant Information</b>	Participant Name	Social Security Number	Date of Birth
	Participant Mailing Address <small>(Street)</small>	Home Phone Number	Work Phone Number
		<small>(City, ST ZIP)</small>	Agent Name

<b>Step 2</b>	Investment provider from which 403(b) amounts will be exchanged or surrendered (source of assets)		<p><b>Recipient of this form:</b> Please indicate the provider Surrendering or Receiving) to which NBS should send this paperwork. Generally, the Surrendering provider should receive this form but the Receiving provider may instruct you otherwise. If no option is selected, NBS will forward this form and all accompanying paperwork to the Surrendering provider.</p>
<b>Surrendering Investment Provider Information</b>	Investment Provider:	_____	
	Account Number	_____	
	Street or P.O. Box	_____	
	City, State, Zip	_____	
	Phone Number	_____	
	Fax Number	_____	

<b>Step 3</b>	Investment provider that will receive the exchange of 403(b) amounts (destination of assets)		<p><input type="checkbox"/> <b>Surrendering Provider</b> (Provider from which assets will be exchanged)</p> <p><input type="checkbox"/> <b>Receiving Provider</b> (Provider that will be receiving the assets)</p>
<b>Receiving Investment Provider Information</b>	Investment Provider:	_____	
	Account Number	_____	
	Street or P.O. Box	_____	
	City, State, Zip	_____	
	Phone Number	_____	
	Fax Number	_____	

<b>Step 4</b>	I recognize that the information contained on and attached to this form may be shared with a third party (including National Benefit Services, LLC (NBS)) as necessary to administer the Plan in accordance with the Internal Revenue Code. I authorize the release of non-public information pertaining to the above accounts and transaction to NBS representatives as necessary to administer the plan.		
<b>Participant Approval</b>	Participant Signature (Required)	_____	
		Date _____	

<b>For NBS Use Only</b>	NBS Signature (Required) _____		
	Date _____		