



account rollover guide: rollover between plans

plan name	
participant name	employer name
new plan name	new employer name

advisor's acknowledgement of fiduciary status, recommendation and best interest disclosure

our duty to you as fiduciary.

when we provide investment advice to you regarding your retirement plan account or individual retirement account, we are fiduciaries within the meaning of title i of the employee retirement income security act and/or the internal revenue code, as applicable, which are laws governing retirement accounts. the way we make money creates some conflicts with your interests, so we operate under a special rule that requires us to act in your best interest and not put our interest ahead of yours.

under this special rule's provisions, we must:

- meet a professional standard of care when making investment recommendations (give prudent advice);
- never put our financial interests ahead of yours when making recommendations (give loyal advice);
- avoid misleading statements about conflicts of interest, fees, and investments;
- follow policies and procedures designed to ensure that we give advice that is in your best interest;
- charge no more than is reasonable for our services; and
- give you basic information about conflicts of interest.

we recommend rolling your plan assets to your new employer's plan.

we have considered and discussed with you the alternatives available to you in your plan compared to your new employer's plan, plus, among other factors, the fees and expenses of those alternatives and the different levels of services and investment options available under each plan. we recommend that you rollover your assets from the retirement plan named above ("plan"), sponsored by your employer, also named above ("employer"), into the new plan named above ("new plan").

we agree to provide the following services to you for the new plan as a fiduciary:



we recommend rolling your plan assets to your new employer's plan (continued).

we further recommend that the assets rolled over be invested as follows:

the reasons for this recommendation are included in the table that follows.

please see exhibit a for more details regarding the recommended investment options, fees and expenses and how those compare to your current arrangement.

your best interest and potential conflicts of interest.

as your fiduciary advisor, we believe our recommendation is in your best interest. the reasons we considered in making our recommendation are indicated by the boxes checked on this form. you do not have to accept this recommendation and you have a wide choice of other advisers who can assist you. we relied on information you provided when we developed our recommendation and you have said that no information needs to be corrected.

we have a conflict of interest with you when we recommend a rollover between plans and receive more compensation as a result. we mitigate this conflict of interest by providing the information addressed in this form, reviewing it with you, answering your questions, and recommending only alternatives that we believe are in your best interest.

thank you for the opportunity to be of service.

intellicents investment solutions, inc. by

advisor representative signature	date
print advisor representative name	



client's acceptance of advisor's recommendation

my advisor has recommended that i rollover assets from my plan to the new plan. i have reviewed the recommendation, the exhibits, and the checklist below and agree with each item that is checked.

my advisor has discussed my options with me for distributing assets held in the plan and i had the opportunity to ask questions. i choose the option marked below:

- ☐ leave the money in my plan
- ☐ roll over the assets to my new employer's plan, if one is available and rollovers are permitted
- ☐ cash out the account value from the plan
- ☐ roll over assets from the plan to an IRA

i understand that the new plan will have different features, costs, services, benefits, and investment options than if i continue to hold assets in the plan. i believe that my advisor's recommendation is in my best interest.

i understand that each choice offers advantages and disadvantages, depending on the investment options and services i want, the fees and expenses charged, withdrawal options from the plan, required minimum distributions ("rmds"), tax treatment, my financial situation, and other needs.

client signature	date
print client name	



reasons supporting advisor's recommendations to rollover between plans

please check all boxes that apply.

client's plan features	new plan	reasons to support proposed rollover
☐ plan requires that client rollout client's investments		
☐ no personalized services are offered to plan participants	☐ no personalized services are offered to plan participants	
☐ a select menu of investment choices	☐ a select menu of investment choices	see exhibit a for more information.
☐ investment menu is selected by my employer or its designee	☐ investment menu is selected by me or my designee	
☐ annuities as a distribution option	☐ annuities as a distribution option	
☐ fixed income investment option ☐ money market ☐ stable value fund	☐ fixed income investment option ☐ money market ☐ stable value fund	
☐ investment strategies, models, or third-party advisors	☐ investment strategies, models, or third-party advisors	
☐ personalized financial planning services	☐ personalized financial planning services	
☐ ongoing monitoring and advice about investments, tailored to client's investment objectives and risk tolerance; paid by an investment advisory fee (not commission) that is: ☐ non-discretionary investment advice ☐ discretionary investment management	☐ ongoing monitoring and advice about investments, tailored to client's investment objectives and risk tolerance; paid by an investment advisory fee (not commission) that is: ☐ non-discretionary investment advice ☐ discretionary investment management	
☐ a rollover of assets from the plan to new plan is not subject to federal income tax.		



client's plan features	new plan	reasons to support proposed rollover
☐ so long as client is working for the plan sponsor, required minimum distributions are not required.	☐ so long as client is working for the plan sponsor, required minimum distributions are not required.	
☐ loans are available	☐ loans are available	
☐ other	☐ other	
☐ other	☐ other	
☐ other	☐ other	
☐ other	☐ other	
☐ other	☐ other	
☐ other	☐ other	



exhibit a

1. material(s) considered by advisor in making the recommendation:

- ☐ client's 404(a)(5) participant disclosure

or

- ☐ plan's 408(b)(2) disclosures
☐ plan's form 5500
☐ plan's enrollment materials
☐ industry benchmark material
☐ other _____

2. cost comparison of investment options

the client's 404(a)(5) participant disclosure would be the preferred document to gather and is required for all intellicents 401k plan participants.

if the 404(a)(5) is not available, other documents that may be considered include, but are not limited to:

- plan's 408(b) disclosures
- plan's form 5500
- plan's enrollment materials
- industry benchmark material
- other documentation as deemed necessary

all documentation gathered or produced by the advisor in making the recommendation to the client should be attached to this form, as exhibit a, for retention and review purposes.