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## How to process a 401(k) Rollover: ADP

The article is intended to assist you with processing a rollover contribution from a former employer's Qualified Retirement Plan or Traditional IRA into your current employer's ADP 401(k) Plan.

### What:

The below instructions will help walk you through a direct rollover from your prior employer's retirement plan or Traditional IRA into your current employer's ADP 401(k) plan.

### How:

**Step 1:** Request a Rollover Contribution form from your employer or by calling ADP Participant Services at **800-695-7526**.

**Step 2:** Contact the current provider of your former employer's retirement plan or Traditional IRA of which your qualified retirement account currently resides. Follow their instructions to process your rollover distribution request.

You should instruct them to make the check payable to:

**"Reliance Trust Company FBO 'your name'"**

Also instruct them to include your social security number and plan number on the check.

**Special Note for Roth 401(k) Assets:** *If you are rolling over Roth 401(k) assets, documentation from your former employer's retirement plan provider is required to confirm the Roth Contributions, Earnings and date contributions began. Your Roth 401(k) rollover cannot be completed without this documentation. Please note that Roth IRA's are not eligible to be rolled into a Roth 401(k).*

*The following Roth information will need to be provided on your ADP Rollover Contribution Form. You should obtain this from your prior provider when requesting the rollover distribution:*

☐ Roth 401(k)      \$ \_\_\_\_\_ (Contributions) + \$ \_\_\_\_\_ (Earnings) = \$ \_\_\_\_\_ Total Rollover Amount  
Date Roth 401(k) contributions began: (if not provided, ADP will use date contribution is received) \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
Note: Rollovers of Roth 401(k) monies may only be made via direct rollover and may not be rolled over from an IRA. Please refer to the distribution statement provided by your prior 401(k) provider for this information.

**Step 3:** Once you receive your rollover check from your prior provider, complete the ADP contribution Rollover Form that you requested in Step 1.

You will need to enter your Personal Information, the Rollover Amount and Prior Plan Type for your rollover money.

**Tip!** If your prior plan type is a 401(k), select “Qualified Plan” in Section III:

Section II Rollover Source		
This rollover is a distribution from: (Select one type of plan or account.)		
<input checked="" type="checkbox"/> Qualified Plan	<input type="checkbox"/> 403(b) Tax Sheltered Annuity	<input type="checkbox"/> 5457 Plan
<input type="checkbox"/> Individual Retirement Account	<input type="checkbox"/> SIMPLE IRA (Must be in existence at least 2 years.)	

**Step 4:** Authorize the Rollover Contribution form with your signature and date in Section IV and provide your current employer’s Plan Administrator the completed Rollover Contribution form, along with your check. Your Plan Administrator will sign and date the last section of the form and send the form and check to ADP for processing.

**Processing Note:** Typical processing time is 5-7 business days. If you would like to follow up on the status of receipt for your Rollover Contribution, please login to your account at [www.mykplan.com](http://www.mykplan.com) or call ADP Participant Service at **800-695-7526**.

**Tip!** Make copies of the completed form and check for your records.