

## Duke Retirement Plan Redesign

### Instructions for requesting a “Plan-to-Plan” Transfer to Fidelity

Movement of account assets in your Duke Faculty and Staff Retirement Plan is known as a vendor/contract exchange or plan-to-plan transfer. The following will assist with initiating a transfer of your accounts.

#### TRANSFER BALANCES FROM VANGUARD

Step 1: Contact Fidelity to obtain the **Fidelity Transfer/Rollover/Exchange Form**.

Step 2: Complete Fidelity form and return to Fidelity. Duke authorization is **not** required for a plan-to-plan transfer.

#### TRANSFER BALANCES FROM TIAA

Step 1: Contact Fidelity to obtain the **Fidelity Transfer/Rollover/Exchange Form**.

Step 2: Contact TIAA at 800-842-2252 to obtain a **Direct Transfer Form**.

*Please note: The TIAA Traditional Account in the RA contract has liquidation restrictions. You may initiate a transfer of the balance in annual installments (10 payments over 9 years) by completing the **TIAA Transfer Payout Annuity Form**. You must complete both the Direct Transfer Form and the TIAA Transfer Payout Annuity Form if you are transferring the TIAA Traditional Account.*

Step 3: Complete both Fidelity and TIAA form(s) and mail all forms to Fidelity. Duke authorization is **not** required for a plan-to-plan transfer.

#### TRANSFER BALANCES FROM VALIC

Step 1: Contact Fidelity to obtain the following forms:

- a. **Fidelity Transfer/Rollover/Exchange Form** – Complete this form to transfer balances to Fidelity.

Complete one of the following VALIC forms:

- b. **VALIC Mutual Fund Systematic Withdrawal Form** – Complete this form if you are transferring mutual fund balances only including the VALIC Fixed Interest Option.

*Please note: the VALIC Fixed Interest Option has liquidation restrictions and only 20% of the account balance can transfer per year. As part of the Duke plan redesign, only 20% of your account balance in this option will transfer to Fidelity prior to the transition. The remaining balance in this option will transfer to Fidelity in January 2019. Contact VALIC at 877-375-2424 to discuss any questions you have about this form.*

#### **OR**

- c. **VALIC Systematic Withdrawal Form** – Complete this form if you are transferring:
  - any fixed product from the annuity platform only OR
  - any fixed product from the annuity platform *and* mutual fund balances including the VALIC Fixed Interest Option.

Please make sure to specify both annuity and mutual fund account numbers on the form

*Please note: Fixed products in the annuity platform have liquidation restrictions (i.e. VALIC Fixed Account Plus) and only 20% of the account balance may transfer per year. Contact VALIC at 877-375-2424 to discuss any questions you have about this form or the annuity products.*

Step 2: Complete both Fidelity and VALIC forms and mail all forms to Fidelity. Duke authorization is **not** required for a plan-to-plan transfer.

#### What happens next?

1. Fidelity will mail all forms to Vanguard/TIAA/VALIC with a signed Letter of Acceptance.
2. Vanguard/TIAA/VALIC will take a few days to process form(s) and mail a check to Fidelity.
3. Fidelity processes the check into your account and provides a confirmation when complete.

#### Remember to:

- Change your payroll deductions to **redirect future contributions** to Fidelity ([hr.duke.edu/retirementmanager](http://hr.duke.edu/retirementmanager)).
- Update **beneficiary designations** ([fidelity.com/duke](http://fidelity.com/duke))

## Additional information needed to complete the Fidelity Transfer/Rollover/Exchange form

Important: Complete a separate Fidelity form for each investment provider and read the instructions carefully

Please include the following information:

SECTION 1: YOUR INFORMATION: Provide your information.

### SECTION 2: INVESTMENT PROVIDER YOU ARE MOVING MONEY FROM

INVESTMENT PROVIDER	VANGUARD	TIAA	VALIC
ADDRESS	P.O. BOX 1110 Valley Forge, PA 19482	8500 Andrew Carnegie Charlotte, NC 28262	P.O. BOX 15648 Amarillo, TX 79105-5648
PHONE	800-523-1188	800-842-2252	877-375-2424

### SECTION 3: ACCOUNT(S) OR CONTRACT(S) TO MOVE

1. **Account/Contract :**

- For Vanguard: 091156
- For TIAA: include the contract number(s) from your TIAA statement. This should include both the TIAA # and the CREF #, which are both on the TIAA statement.
- For VALIC: List all account numbers. You may have 3 or more account numbers in your Duke 403b at VALIC. These are simply different sources of money that have their own account number (EE Pre-tax, EE Roth, etc.)

**Type:** Select “403(b)” and/or “Include Roth 403(b) balance”

2. **Check:** “The Same Employer as My Employer Plan with Fidelity”

3. **Liquidation amount:** Select one

### SECTION 4: YOUR FIDELITY ACCOUNT INFORMATION

**Employer sponsoring the account:** Duke University

**Plan Type:** 403(b)

**Plan Number:** 82205

### SECTION 5: INVESTMENT INSTRUCTIONS

Indicate how you would like the funds to be invested at Fidelity. Make sure to **select funds from the new investment lineup at Fidelity**. Keep in mind, in January 2019, all account balances will transfer to the new investment lineup according to the mapping strategy. For additional information, visit [hr.duke.edu/retirementredesign](http://hr.duke.edu/retirementredesign). Please note the following:

- If you select “Yes”, your account balance transferred will be invested according to your current investment election for future contributions on file at Fidelity.
- If no investment options are selected, your investment instructions are incomplete or invalid, or the percentages listed are less than or exceed 100%, your entire account balance transferred will be defaulted to your current investment elections on file with Fidelity.
- **If you have no investment elections on file at Fidelity, your entire account balance transferred will be defaulted to the Plan’s default investment option (an age based Target Date Fund).**

SECTION 6: EMPLOYER PLAN ACCEPTANCE: Duke authorization is not required for a plan-to-plan transfer.

SECTION 7: SIGNATURE AND DATE: Please sign and date the form.

### Need help?

Contact Fidelity at 800-823-0172 or go to [fidelity.com/duke](http://fidelity.com/duke)

Be sure to consider all your available options and the applicable fees and features of each before moving your retirement assets.  
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