



Tax Deferred Solutions (TDS) is the District's Third Party Administrator for 403(b) and 457

As always, consult your financial and/or tax advisor before submitting any request that will affect the balance or tax status of the retirement accounts.

Rollovers

<p>Rollovers from 403B: Must have a Triggering Event to qualify:</p> <ol style="list-style-type: none"> 1. 59½ or 2. Separation of Service 	<p>Rollovers From 457</p> <ol style="list-style-type: none"> 1. 70½ or 2. Separation of Service
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Step 1 -- Contact the provider (i.e., American Fidelity, Met Life, etc.) and request the paperwork to execute a rollover. The provider should provide the proper paperwork to complete to begin the process for a rollover. They can also provide guidance, etc. for completing the paperwork.

Step 2 -- After the paperwork has been completed, it must be sent to TDS and signed off before it can be processed. Ensure the paperwork is completed in its entirety before sending as TDS will not be returning the paperwork.

Step 3 -- Send the paper work to TDS. They will process (signature) and send to the provider for processing.

Loans and Hardship Withdrawals

Step 1 -- Complete the TDS Transaction Request Form. Indicate whether it will be for a loan or if it meets the hardship criteria outlined on TDS's form.

Step 2 -- Contact the provider where the funds are deposited and request a form to complete the transaction type (loan request, hardship withdrawal, etc.).

Step 3 -- Submit both completed forms to TDS for processing. They will process initially and forward to the provider where the funds are deposited for them to process.

Distribution

<p><u>403 Distribution</u> Must have a Triggering Event to qualify:</p> <ol style="list-style-type: none"> 1. 59½ 2. Separation of Service 3. Disability 4. Death (TDS will need a copy of Death Certificate) 5. QDRO (Need Court certified Qualified Domestic Relations Order Paperwork) 	<p><u>457 Distribution</u></p> <ol style="list-style-type: none"> 1. 70½ 2. Separation of Service 3. Disability 4. Death (TDS will need a copy of Death Certificate) 5. QDRO (Need Court certified Qualified Domestic Relations Order Paperwork) 6. RMD – TDS will verify participant will be 70½ by end of the current calendar year
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TDS contact: Xochella Sheehan (866) 446-1072 x6160

Mail forms: Tax Deferred Solutions
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Citrus Heights, CA 95610

Fax forms: (916) 221-5040 or (916) 723-3994