

## **- 401(k) Rollovers -**

Step-by-step instructions to complete your Pfizer approved rollover

- ❖ To determine if you qualify, log in to the 401(k) Fidelity website. Select “Pfizer Savings Plan.” On the bottom left-hand side, choose “Loan/Withdrawal” and scroll down to click “Withdrawal”. If that amount is approximately 10% or more of your total 401(k) value, it makes sense to proceed with the rollover. Note that Fidelity charges \$20 to process an in-service rollover.
- ❖ Contact HR Source: **1-800-835-5095**, and let them know you are calling regarding your Pfizer 401(k) plan. You will be transferred to a representative.  
Called: \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_ am/pm  
Retirement Specialist: \_\_\_\_\_
- ❖ You are calling on a Recorded Line.
- ❖ Provide Fidelity system ID & Password prior to speaking to a Retirement Specialist.
- ❖ Retirement Specialist will verify who you are. Instruct Retirement Specialist to process a **“Direct Rollover”** of **“All available funds”** from 401(k).
- ❖ The specialist will ask if you have seen the **“Participant Distribution Tax Notice”** – Answer **“YES”**. This document covers the plan provisions of the 401(k) stating you have the right to process the rollover and must uphold all IRS guidelines for retirement accounts. If needed, the document is found on the Fidelity website.
- ❖ They should inform you that there are no taxes or penalties for this transaction, but that there is a \$20 service fee, which will be deducted from the account.
- ❖ Ask to **“Liquidate all Holdings”** to generate a check.
- ❖ Have check mailed **“Regular Mail”** to your home to arrive within 7-10 business days. Otherwise, overnight processing is \$25.
- ❖ The pre-tax portion check should be made payable to **“Pershing, LLC f/b/o your name”**.
- ❖ If there is a post-tax portion, verify the source with the representative. If the post-tax portion is a **Roth 401(k)** distribution, the check should be made payable to **“Pershing, LLC f/b/o your name”**. Otherwise, if this is post-tax money from a traditional 401(k), this check should be made payable directly to you.
- ❖ Note the Estimated Amount: \$ \_\_\_\_\_ Estimated Arrival Date: \_\_\_\_\_
- ❖ Ask for the Confirmation # \_\_\_\_\_
- ❖ **Contact our office** and let us know the check amount(s), source [pre-tax, Roth, or post-tax] and to receive follow-up instructions.