



## 2. You must complete the information below:

Roth Balance \$: \_\_\_\_\_

Total Employee Roth Contributions \$: \_\_\_\_\_

Date of 1st Roth Contribution: \_\_\_\_\_

Pre-Tax Balance \$: \_\_\_\_\_

Total Employee Pre-Tax Contributions \$: \_\_\_\_\_

B.  Rollover from another retirement plan/account to Retirement Advantage

## 1. Qualifying Event:

 59 ½     Disability     Death     Separation from Service: \_\_\_\_\_  
(Enter Termination Date)

## 2. Type of Current Retirement Account You Are Transferring From:

 403(b)/403(b) Roth     401(a)     IRA     SEP IRA  
 457(b)/457(b) Roth     401(k)/401(k) Roth     Roth IRA     SIMPLE IRA  
 Other \_\_\_\_\_

## 3. You must complete the information below:

Roth Balance \$: \_\_\_\_\_

Total Employee Roth Contributions \$: \_\_\_\_\_

Date of 1st Roth Contribution: \_\_\_\_\_

Pre-Tax Balance \$: \_\_\_\_\_

Total Employee Pre-Tax Contributions \$: \_\_\_\_\_

C.  Trustee-to-Trustee Transfer (**For IRA and Roth IRA only**):1. Type of Account Transferred from:     IRA Account     Roth IRA AccountD.  Roth IRA ConversionMoney is from:     IRA     SEP IRA     SIMPLE IRA

**4. Instructions to Former Trustee/Custodian (Investment Provider)**

Liquidate/Surrender immediately from the account listed above as follows

 All

**Or**
 Partial: Specify Amount \$: \_\_\_\_\_

**Please make the transfer/rollover check payable to:**

 Matrix Trust Company FBO: \_\_\_\_\_  
 (Account Owner's Name)

**Account #: TPA000395**  
**Mail to: Matrix Trust (DEN)**  
**Attn: TPA 000395**  
**P.O. Box 3595**  
**New York, NY 10008-3595**

**5. Account Owner Authorization and Signature for Exchanges/Rollovers to Retirement Advantage**

I have established a 401(a), 457(b), 457(b) Roth, 403(b), 403(b) Roth, IRA, and/or IRA Roth with Horace Mann Service Corporation. Please disburse my account as indicated in Section 3.

 X \_\_\_\_\_  
 Account Owner's Signature Date

 X \_\_\_\_\_  
 Signature of Account Owner's Spouse (If Married) Date

**\*Required in the Community Property States of AZ, CA, ID, LA, NM, NV, TX, WA, and WI.**

\*\* Remember an investment account with the Retirement Advantage Platform must be established prior to or concurrently with the transfer of assets. Failure to have investment allocations on file will result in the delay in allocating your account balance or in the return of the assets to the prior Custodian/Recordkeeper. \*\*

**6. Employer/TPA Authorization and Signature (for 403(b), 403(b) Roth, 457(b), 457(b) Roth, and 401(a) accounts)**

I as Authorized Plan Administrator certify that (1) this transaction is in accordance with the terms of the plan; (2) the Participant has been provided with all required explanations of the taxation rules regarding this transaction, (3) the record keeper is entitled to rely on our authorization and is hereby indemnified from all liability arising from following our instructions.

 X \_\_\_\_\_  
 Printed Name of Authorized Plan Administrator Signature of Authorized Plan Administrator Date

**7. A Horace Mann Registered Representative recommended this transaction**  Yes  No

 If yes, X \_\_\_\_\_  
 Printed Name of Registered Representative Signature of Registered Representative Date

**8. How to Submit Your Request**

If you have any questions about this form, please call The Retirement Advantage team at (877) 602-1870, between 8:00 am CST and 5:00 pm CST.

Please return this completed form to HMSC for processing either via mail or fax as follows:

HMSC Retirement Advantage  
P.O. Box 4511  
Springfield, IL 62708-4511

OR Fax Number (217) 541-8370