

Instructions for a 401(k) Plan rollover

Accounts eligible to roll over

The Wells Fargo 401(k) Plan will only accept rollovers from the following accounts:

- 401(k) plan
- Profit sharing plan
- Money purchase plan
- Pension plan
- 403(b) plan
- 457 plan
- Simple IRA
- SEP IRA
- Traditional IRA

Note: Roth contributions to a 401(k) Plan are eligible to roll over with the exception of indirect rollovers.

Funds ineligible to roll over

The Wells Fargo 401(k) Plan cannot accept rollovers of the following:

- Hardship distributions
- Required minimum distributions
- Roth IRAs
- Inherited IRAs
- Indirect Roth rollovers
- Non-deductible IRA contributions

Employer Sponsored Plan rollovers

You can rollover an account from an employer sponsored plan such as a 401(k), profit sharing, or pension plan. Complete the Rollover form and indicate the company and the plan name.

Include a distribution statement that provides detail of the type of contributions that make up the distribution amount, such as pre-tax, after-tax or Roth.

You may be asked to provide additional plan documentation to validate the plan's qualification.

IRA Rollovers

Traditional IRAs are eligible for rollover into the 401(k) Plan. You are certifying on the Rollover form that the proceeds from the IRA originated either from a qualified employer-sponsored plan or from contributions distributed from a Traditional IRA.

To complete an IRA rollover you must include a copy of your IRA statement.

Indirect rollovers

An indirect rollover must be completed within 60 days of the original distribution date. After 60 days, the funds cannot be rolled over to another qualified plan.

To complete an indirect rollover you must send a cashier's check or money order along with your distribution statement. The distribution statement provides detail of the distribution date and type of contributions.

Rollover instructions

1. Request the rollover check.

Contact your former retirement plan administrator or IRA administrator to request that your rollover check be issued to:

Wells Fargo & Company 401(k) Plan Trustee
FBO: [YOUR NAME and YOUR WELLS FARGO EMPLOYEE ID]

2. Complete the form on page 2 of this document.

It is required that you certify that the check you are submitting represents funds that are eligible to be rolled over into the 401(k) Plan.

3. Send the form, check and required documentation.

Mail the completed rollover form, rollover check and the required documentation to one of the following addresses:

By external mail:

Wells Fargo & Company 401(k) Plan Administration
MAC D1118-027
Attn: DSR - Retirement Imaging
12301 Vance Davis Drive, 2nd Floor
Charlotte, NC 28269

By interoffice mail:

Wells Fargo & Company 401(k) Plan Administration
MAC D1118-027

Once your completed rollover form, required documentation, and rollover check are received, your 401(k) Plan account balance will be updated within three business days.

Avoid delays

To avoid delays in investing your rollover check in your 401(k) Plan account, please review and comply with these instructions. If the required information is missing, your check will be held and not invested. You will be notified if documentation is missing. If you do not provide the necessary information, your rollover check will be returned to you.

Questions

If you have any questions, call **1-877-HRWELLS** (1-877-479-3557), option 1. Plan specialists are available Monday through Friday, 8:00 a.m. to 9:00 p.m. Eastern Time. Relay service calls are accepted.

401(k) Plan rollover form

Employee information

Name (last, first, middle initial)

Social Security number

Employee ID

Wells Fargo email address*

**If we need additional information, any written correspondence will be sent to the Wells Fargo email address provided above, otherwise, it will be sent by U.S. mail to your address on record for the 401(k) Plan.*

Existing account

Select the origin of your rollover:

☐ Employer-Sponsored plan (401(k) plan, 403(b) plan, 457 plan, profit sharing plan, pension plan)

Company name

Retirement plan name

Employer-Sponsored plan rollover consists of: (Check all that apply) *

☐ Pre-tax contributions

☐ After-tax contributions

☐ Roth contributions Roth Entry Date:

* NOTE: Incorrect reporting of after-tax or Roth contributions may have tax consequences. If you are unsure if your total distribution includes after-tax or Roth contributions, please contact your provider to verify.

☐ Traditional IRA

Required Documentation

Include the required documentation with this rollover form as described below: (See instructions for further detail)

- Distribution Statement – for rollovers from Employer-sponsored plans showing breakdown of pre-tax, after-tax and Roth amounts.
- IRA Statement – for rollovers from a Traditional IRA.

Investment direction

- If you are enrolled in the 401(k) Plan, your rollover proceeds will be invested according to your 401(k) contributions.
- If you are not enrolled in the 401(k) Plan, your rollover proceeds will be invested in the Target Date Fund closest to the year you reach 65.

Employee signature

I certify that (1) I have read and understand the form, (2) the information on this form is true and correct, (3) this rollover is permitted, (4) the amount is comprised only of money from another eligible plan (accepted rollover types are based on plan rules) and has not been held outside a tax shelter investment for longer than 60 days. In addition, if the distribution check from my prior plan was made payable directly to me, I understand that this rollover must be received and deposited to my account within 60 days of receipt of the distribution, (5) I understand that decisions regarding rollovers have important tax consequences, and I have been advised to seek the guidance of a tax professional with regard to this decision, (6) I choose to make this rollover contribution to the 401(k) Plan in the amount shown on the rollover check, and (7) I assume full and sole responsibility for the consequences of this decision. If my rollover is from an IRA, I understand that I can only roll over amounts from an IRA that have never been taxed previously. By submitting this form, I am certifying that my rollover into the 401(k) Plan represents a distribution from an IRA that originated from a qualified employer-sponsored plan or from contributions distributed from a "traditional IRA" from which I took a tax deduction on my federal income tax return and that no other contributions have been made to the IRA.

Signature

Daytime phone number

Date