

10 Steps:

Transferring Your Prior 401(k) Plan

Below is a step-by-step process on how to merge your prior 401(k) plan into your new plan with us.

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401(k) Merger Authorization Form | This form authorizes Slavic401k to initiate the transfer of your old plan to us.
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Information Release Authorization Letter | Send this form to your previous 401(k) provider to request a plan transfer. It also authorizes us to receive sensitive plan information.
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Prior Plan Documents | Your prior plan document, adoption agreement, summary plan description, last two years of testing results need to be submitted along with balance, hardship, loan and contribution reports.
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Due Diligence Review | Once we receive your prior plan documents, a comprehensive due diligence review will be performed to identify any protected benefits and potential compliance issues.
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Plan Merger Legal Documents | After the due diligence review is complete, we will generate the necessary legal documents to merge your 401(k) plans. Documents will be sent to your company's primary contact for signatures.
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Plan Transfer Dates | Once we received signed merger legal documents, we will work with your prior 401(k) provider to schedule transfer dates.
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Participant Blackout Notices | Once transfer dates are confirmed, we generate and provide 30-day blackout notices to the participants.
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Asset Liquidation & Transfer | Your prior 401(k) provider liquidates and transfers plan assets as scheduled.
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Asset Reinvestment | Once we receive the assets and final conversion records from your previous 401(k) provider, the money is invested in the new plan.
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Plan Merger Complete/Blackout Lifted | Once the asset reinvestment is complete, the merger will be finished and the blackout period will end.

Questions about the transfer process? All inquiries can be emailed to MergersDepartment@Slavic401k.com.