

Make the switch.

CONVERTING TO A NEW 401(K) PROVIDER IS EASY

Transferring your 401(k) from another provider to 401GO is a simple, seamless experience with minimal hassle for both employers and participants.

PHASE 1: Pre-Transfer Preparation

1 Submit Existing Plan Documents

- Submit your existing adoptions agreement.
- 401GO will perform due diligence review.
- Protected benefits will be identified.
- Turnaround is typically 48 hours.

2 Review and Sign Documents

- 401GO will reach out to verify your plan details for accuracy including eligibility and vesting.
- After plan design review, you sign documents to establish the plan.
- Be sure to review your plan and update provisions as needed.

3 Receive Support Assignments

- Two assigned specialists will assist you.
- Your conversion specialist will work with you to complete the transfer process.
- Your Client Support Manager (CSM) will support your onboarding process and be your main point of contact going forward.

How long does it take to transfer a 401(k) plan?

30 DAYS to establish the plan with 401GO

90 DAYS to complete the asset transfer*

**Timeframes may vary.*



You may need to request your adoption agreement from your existing provider, but it's important you don't notify them of your intention to move your plan at this stage. **If your existing plan is closed too soon, you may encounter an operation failure, which could require corrections.**



Once your plan documents are signed, to ensure continuity, your plan will temporarily exist in two places. Employees can contribute to the new account immediately, they don't have to wait for the assets to transfer from the old account.



You can lean on your conversion support specialist for support throughout the entire process. Please include **conversions@401go.com** on all communications with your former provider.

PHASE 2: Asset Transfer & Allocation

4 Transfer Timeline is Set

The prior provider will set the timeline for the asset transfer. This is typically 45-60 days. During this period, important tasks will be completed:

- Your CSM will establish your integration with 401GO.
- The integration will provide census data to the retirement plan.
- 401GO will send automatic notifications to employees.
- Employees can set up new accounts and begin making contributions.

5 Asset Transfer Begins

Funds will be removed from the market and transferred to 401GO. This process usually takes 30 days, but can sometimes be completed sooner.

- Employees must be notified of the blackout period in advance. This will be done automatically by 401GO.



We may need your assistance to open the communication with your prior provider. Because the prior provider schedules the asset transfer, maintaining good communication with them is a crucial element to ensuring a smooth process.



During this period, employees will lose access to the funds in their old accounts, but they can continue contributing to their new accounts, making it a seamless experience for most participants.

Congratulations!

Once the assets have been transferred to 401GO, allocated to participant accounts and re-invested in the market, the process is complete.

Encourage your employees to download the 401GO mobile app and set up their accounts, so they can begin managing their retirement savings.

