

<b>FMPTF PARTICIPANT ROLLOVER INSTRUCTIONS</b>
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To roll money into the Florida Municipal Pension Trust Fund (FMPTF) 401(a) or 457(b) retirement plans, you must have your check made out to:

**Newport Trust Company FBO 'Participant Name'**

If you do not have a check yet, you need to contact the organization that currently administers your retirement account. Once they have issued the rollover check to you, make sure it is forwarded to the FMPTF as soon as possible. Tax consequences may occur for waiting more than 60 days before depositing the assets.

Once you have the check made out appropriately, please mail it and the rollover acceptance form to:

<b>Mail:</b>	<b>Fax:</b>	<b>Encrypted Email:</b>
Newport Trust Company PO Box 1757 Tallahassee, FL 32302-1757	850-222-3806 Attn: DC Program	fmptf@flcites.com

The rollover funds will be invested according to your account investment elections. Your rollover will start earning gains and losses in the investment funds you have selected as soon as it is deposited and the check has cleared. Depending on how long your current plan takes to issue the check and send the funds, there may be two weeks or more in which your funds are in transfer, and not invested in the stock market. Your funds being out of the stock market will affect your returns, depending on how the stock market performs at that time.

Additional information is available at [www.FLCretirement.com](http://www.FLCretirement.com)

