

403(b) Contract Exchange or Direct Rollover Form

INSTRUCTIONS:

Please complete the attached forms, sign and return to P&A Retirement Plan Services for processing of your exchange or rollover (faxed copies will NOT be accepted). Please note that the employer's Third Party Administrator must authorize the exchange/rollover before the surrendering custodian will release the funds.

*P&A Retirement Plan Services, Inc.
17 Court St. Suite 300
Buffalo, NY 14202*

Important Notice: New rules regarding the movement of 403(b) assets are in effect beginning September 25, 2007. Please be sure to consult with your financial or tax advisor prior to initiating a contract exchange.

Please contact your current or prior employer or the resigning Trustee/Custodian for additional forms or requirements prior to submitting this form to P&A for authorization and processing. All pertinent information must be completed in order to expedite the transfer/rollover.

There are now 3 types of transactions that may occur with your account:

Contract Exchange: If you have not experienced a qualifying event such as a separation of service, disability, or attainment or age 59½, and you would like to transfer your account between approved providers in your current employer's plan, you may do so via a contract exchange. Please note you may only execute a contract exchange to a provider with whom your current employer has approved in the plan's document and has entered into an Information Sharing Agreement (ISA) with the employer.

Direct Rollover: If you have experienced a qualifying event (i.e. separation of service, disability or attainment of age 59½), you may move your assets to another 403(b) plan. Rollover assets may be subject to different distribution rules in the receiving plan. Please read the receiving plan's documents carefully and consult with your financial or tax advisor prior to initiating a direct rollover.

Plan-to-Plan Transfer: Upon your separation of service you may elect to move your 403(b) account to the 403(b) plan of your new eligible employer. Both your prior and current employers must allow for Plan-to-Plan transfers. Please note that all Plan-to-Plan transfers are subject to the rules of the receiving plan. Please read the receiving plan's documents carefully and consult with your financial or tax advisor prior to initiating a Plan-to-Plan transfer.

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1. ACCOUNT OWNER:

STATE OF IOWA
Employer Name

First Name MI _____ Last Name _____ Social Security #

Address _____ City _____ State _____ Zip

2. TYPE OF CURRENT RETIREMENT ACCOUNT YOU ARE TRANSFERRING FROM:

IRA SEP IRA SAR-SEP SIMPLE IRA 403(b)* 457
 401(k)* PROFIT SHARING PLAN OTHER: _____

*If this account includes Roth contributions, additional information is required.

Roth Balance: \$ _____ Traditional Balance: \$ _____

Roth Contributions: \$ _____ Traditional Contributions: \$ _____

Date of 1st Roth Contribution: _____

3. CURRENT TRUSTEE / CUSTODIAN (INVESTMENT PROVIDER):

Name of Trustee / Custodian _____
Account # (attach separate sheet if necessary)

Street Address _____ City _____ State _____ Zip

Phone Number: _____ Fax Number: _____

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4. INSTRUCTIONS TO RESIGNING TRUSTEE / CUSTODIAN:

Liquidate/Surrender immediately from the account listed above as follows:

All (approximate value \$ _____)

OR

Part: Specify amount - \$ _____ or _____ %

Please make the transfer / rollover check payable to:

Mid Atlantic Trust Company FBO: _____
(Account Owner's Name)

Account #: PAD0307
Mail to: P&A Retirement Plan Services, Inc.
17 Court St. Suite 300
Buffalo, NY 14202

5. CONTRACT EXCHANGE

I hereby request a liquidation and tax free contract exchange in the above referenced Tax Sheltered Annuity Contract(s) or Custodial Account under 403(b)(7) to a 403(b)(7) custodial account with the investment vendor indicated in Section 4 above. This account has been established for me in accordance with § 403(b)(7) of the Code. I have appointed the investment vendor in Section 4 above as the successor custodian of such account. This will be a tax free transfer made in accordance with applicable IRS and Treasury Regulations.

Please note loans are non-transferable at this time. Your loan must be repaid to the current custodian prior to that portion or your account transferring at this time.

6. DIRECT ROLLOVER/ PLAN-TO-PLAN TRANSFER

I hereby request a liquidation and tax free Direct Rollover/Plan-to-Plan Transfer of my Tax Sheltered Annuity Contract(s) or Custodial Account under 403(b)(7) to a 403(b)(7) custodial account with investment vendor in Section 3 above. I have appointed investment vendor in Section 4 above as the successor custodian of such account. This will be a tax free transfer made in accordance with applicable IRS and Treasury Regulations.

Please note loans are non-transferable at this time. Your loan must be repaid to the current custodian prior to the rollover or Plan-to-Plan Transfer of your account at this time.

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7. ACCOUNT OWNER AUTHORIZATION

To the current employer, custodian, trustee or insurance company:

I have established a 403(b)(7) retirement account(s) with Mid Atlantic Trust Company. Please disburse my account as indicated in Section 4.

X _____  _____
Account Owner's Signature Date (mm/dd/yyyy)

** Remember an investment account with P&A403(b) must be established prior to or concurrently with the rollover/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 rollover/transfer to you. **


8. ACCEPTANCE:

*Do not complete below.
To be filled out by P&A Retirement Plan Services, Inc. as agent for Mid Atlantic Trust Company.*

To the current custodian, trustee or insurance company:

Mid Atlantic Trust Company has agreed to serve as Custodian/Trustee for the above person's retirement plan as designated and will accept the transfer or rollover described above. Please liquidate, and transfer or rollover on a trustee-to-trustee basis all or part of the designated account and send the check as designated in Section 4.

We have established an account for said individual under section 403(b) of the Code, as amended, and we hereby agree to accept the assets you transfer and to hold these assets in an account for the benefit of the individual referenced above. In addition, P&A Retirement Plan Services, Inc. represents that it has agreements in place to share information with the appropriate parties for purposes of meeting the requirements of section 403(b) of the Code and applicable Department of the Treasury regulations issued thereunder.

Accepted By: _____  _____
Signature of Authorized Signor Date (mm/dd/yyyy)

9. THIRD PARTY ADMINISTRATOR (TPA) AUTHORIZATION:

Do not complete below. To be filled out by the Employer or its Third Party Administrator (TPA)

To the current custodian, trustee or insurance company:

_____ as the Third Party Administrator for the 403(b) plan indicated in Section 1 above, has reviewed this request for exchange, transfer or rollover. We agree that the investment vendor indicated in Section 4 as the new custodian is an approved vendor under the 403(b) plan. We authorize you to process this request on behalf of the plan participant as soon as possible.

Authorized By: _____  _____
Signature of Authorized Signor Date (mm/dd/yyyy)