WALLINGFORD  SWARTHMORE

SCHOOL DISTRICT

Human Resources Department

200 SOUTH PROVIDENCE ROAD, WALLINGFORD, PENNSYLVANIA 19086-6334

PHONE (610) 892-3470 EXT. 1406 FAX (610) 892-3424

Directions for Switching 403(b) Funds to Providers

Moving 403b money from a provider to another provider and staying within the same employer, this type of transaction is called an EXCHANGE.

Moving 403b money from a provider to another provider and changing the employer is called a TRANSFER

or ROLLOVER.

All transactions are coordinated through the District’s Third Party Administrator (TPP), TSA Consulting Group, Inc. (TSACG). The Wallingford-Swarthmore School District has contracted with TSACG to provide 403(b) & 457(b) plan administration services. TSACG, based in Fort Walton Beach, Florida, is an independent TPA and is not affiliated with an investment provider nor do they market investment products. TSACG will be responsible for the approval of transactions such as Distributions, Exchanges, Transfers, Loans, and Rollovers.

Distribution transactions may include any of the following: loan, transfer/exchange, rollover, hardship withdrawal or cash distributions. Please note that some transactions require additional forms and/or documentation.

Employees who wish to move 403(b) money from one district provider to another should complete the following steps:

* Contact your existing 403(b) provider to request their 403(b) contract exchange paperwork and inquire about any applicable termination fees. Just because you are exchanging the money from one district provider to another doesn’t mean there won’t be extra fees.
* Create an account with the new 403(b) district approved provider (if you haven’t already done so). Find out from the new 403(b) provider if there is a contract exchange form they need to be completed as well.
* Request a transaction approval from our Third Party (TPA) Provider, Tax Shelter Annuity Consulting Group (TSACG). Submit all paperwork to TSA Consulting Group**. The fastest way to receive a transaction approval is to submit your transaction online to**[**https://transaction.tsacg.com**](https://transaction.tsacg.com/index.php)**. If, however, an original signature is required on Investment Provider paperwork, mail all those documents to U.S. OMNI & TSACG Compliance Services (OMNI/TSACG) for manual processing.** All completed forms must be submitted to TSACG for processing, not the District.
* After reviewing submitted paperwork to ensure that the transaction complies with IRS regulations and the Plan, TSACG will forward approved paperwork to the applicable investment product provider who will complete the transaction by disbursing funds directly to the participant or directly to an account specified by the participant.  We recommend the employee follow-up with the investment provider to ensure the transaction is being processed.
* TSACG will process your paperwork in 3-6 business days and communicate with you if you include your email address on the documentation.

All transaction requests should be submitted to TSACG for processing via fax, mail, or email.

|  |  |
| --- | --- |
| Fax # 1-866-741-0645 or 1-866-814-0622 | Email: recordkeeping@tsacg.com |
| Regular Mail:U.S. OMNI & TSACG Compliance ServicesAttn: Participant Transactions Department          P.O. Box 4037                                                            Fort Walton Beach, FL 32549-4037 Phone 1-888-796-3786                            | Overnight Mail:U.S. OMNI & TSACG Compliance ServicesAttn: Participant Services73 Eglin Parkway NE, Suite 202Fort Walton Beach, FL 32548 |