

Rollover From Your Retirement Investments Form Guide for Form F11604
The Conference Board, Inc. (U.S. Staff Members) Supplemental Retirement Plan
For employees hired Pre October 1, 2012 (Plan 406783)

These instructions generally apply if you were hired by The Conference Board, Inc. prior to October 1, 2012. However, these instructions do not apply (and instead instructions that apply generally to employees hired Post-September 30, 2012 apply) if you were initially hired by The Conference Board, Inc. prior to October 1, 2012, but left service and then returned to service both after January 1, 2013 and after a 5-year Break In Service, or if you were enrolled in the Plan as an employee based outside of the United States, unless in either instance you still have funds in the Plan derived from contributions for periods prior to 2013.

Under the Supplemental Retirement Plan, the vested portion of your account is payable in the form of an annuity or else in the form of a single lump sum cash distribution, a rollover to another eligible plan or IRA or as a combination of those options. The distribution option(s) you select must deplete your entire account balance. Partial distributions are not allowed. Distributions are only available after termination of employment.

The Rollover from Your Retirement Investments Form should be used if you are requesting a rollover with respect to amounts held at TIAA-CREF. If you are electing a cash distribution for a portion your account balance, you must submit *Cash Withdrawal from your Retirement Account Form* along with this form. If the two forms together do not account for the liquidation of your entire account balance, your request will not be able to be processed. If you are electing to annuitize your account balance, you should submit the *Choosing Lifetime Retirement Income Form* instead of this form. If you are requesting multiple transactions, (i.e. Rollover to a Roth IRA, Cash Distribution and a Rollover to a Traditional IRA) then you must submit a separate form for each request. All of your forms when combined must deplete your entire account balance.

Required Minimum Distribution: If you will be 70 ½ or older in this calendar year and you are separated from service, the IRS requires that you receive your Required Minimum Distribution (RMD) amount prior to any rollover amount you request. If you have already satisfied your RMD for this calendar year, then you can continue with this rollover. If you have not satisfied your RMD for this calendar year and you submit these rollover forms, then TIAA-CREF will pay your RMD amount for this calendar year prior to this rollover. TIAA-CREF will calculate your RMD amount using the IRS Uniform Life Expectancy table. TIAA-CREF will send the RMD check to your address of record, withholding 10% for federal taxes and applicable state taxes.

Note: You should review the Relative Value Illustration (Form F11303) prior to completing this form.

Questions?

For account information, to check the status of your request or any other questions, **call: 800 842-2252**, Monday - Friday, 8 AM - 10 PM ET, Saturday, 9 AM - 6 PM ET, OR visit **tiaa-cref.org 24 hours daily**. Have your user ID and password ready.

Below are some guidelines to assist you with completing this form in accordance with your plan rules.

Step 1, Personal Information: Complete this section.

Step 2, Rollover Amount:

- **Option # 1** - Select this option if you are requesting that your entire account be rolled over to another employer-sponsored plan or IRA.
- **Option #2** - Select this option if you want to rollover over a portion of your account balance. Skip the question concerning Roth. (**Note:** You must submit an additional *Cash Withdrawal Form* (and/or another Rollover Form) if you are only going to roll over a portion of your balance via this form to provide for the distribution and/or rollover of the remaining balance in your account. Your entire account must be liquidated. Partial distributions are not permitted.)
 - After Tax Monies – Skip this section. Your plan does not allow after-tax contributions.
 - Future Date – Skip this section. The distribution option(s) you select must deplete your entire account balance.
- **Option #3** – Skip this question. This option is not available for your plan.

Step 3, Existing Investments:

- If you are requesting that your entire account be rolled over to another employer-sponsored plan or IRA (Option #1 in Step 2), skip this section and go to Step 7.
- If you requesting a rollover over of only a portion of your account balance (Option # 2 in Step 2), and you DO NOT want your withdrawal to be taken proportionately across all of your investments then:
 - a.) Enter the investment name(s) that you want rolled over.
 - b.) Enter the percentage or dollar amount of the investment that you would like to be rolled over to another eligible plan or IRA. (**Note:** You must submit an additional *Cash Withdrawal Form* (and/or another Rollover Form) if you are only going to roll over a portion of your balance via this form to provide for the distribution and/or rollover of the remaining balance in your account.

Step 4, Allocations for Rollovers To A Different TIAA-CREF Account:

- If you are rolling your funds over to another TIAA account (a different employer-sponsored plan or IRA), complete this section.
- If you are rolling your funds over to another investment provider, skip this section.

Step 5, Systematic Withdrawals: Skip this section. This option is not available for your plan.

Step 6, Rollovers to An Existing TIAA-CREF Account:

- If you are rolling your funds over to another TIAA account (a different employer-sponsored plan or IRA), complete this section.

- If you are rolling your funds over to another investment provider, skip this section.

Step 7, Rollover to Another Investment Company:

- If you are rolling your funds over to another investment provider, complete this section.
- If you are rolling your funds over to another TIAA account (a different employer-sponsored plan or IRA), skip this section.

Step 8, Roth IRA Rollovers: Skip this section. Roth contributions are not allowed for this plan.

Step 9, Your Signature: Complete this section.

Step 10, Spouse's Waiver: Complete this section.

Part A: Complete this section if you are not married and self-certify your marital status.

(**Note:** Under this plan, distributions are only allowed after separate from service; therefore, The Conference Board will not certify your marital status.)

Part B: If you are married, have your spouse complete the Spouse's waiver section and have it certified.

Step 11, Additional Questions: Complete this section.

Step 12, Employer's Plan Representative Signature: You must take this completed form to the Human Resources office at The Conference Board, Inc. for the plan administrator to sign and approve this distribution request.

Step 13, Please Return Completed Forms Package To: A Human Resources representative with The Conference Board will submit this form to TIAA-CREF on your behalf once they review and approve the distribution.

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