



## Deposit a Rollover check

You can easily deposit a rollover check from a former workplace savings plan, to your current plan, using the NetBenefits® Mobile App. There are two phases to this process: *Entering Your Rollover Details* and *Capturing Your Check*.

### Part 1: Entering Your Rollover Details

To begin, you need to capture the details of your rollover, including where the money is held today and the amount of your rollover.

1. Log into the NB Smartphone app on your mobile device (available for Android and iOS).

**Fidelity NetBenefits®**

Welcome

U.S. Employees    Outside U.S. Employees

Username

Password

Remember Me    [Forgot login?](#)

Log In

[Register as a new user](#) | [FAQs](#)

2. Select the account you'd like to roll money into.

**THETA ORGANIZATION**

Portfolio total    \$238,669.86   

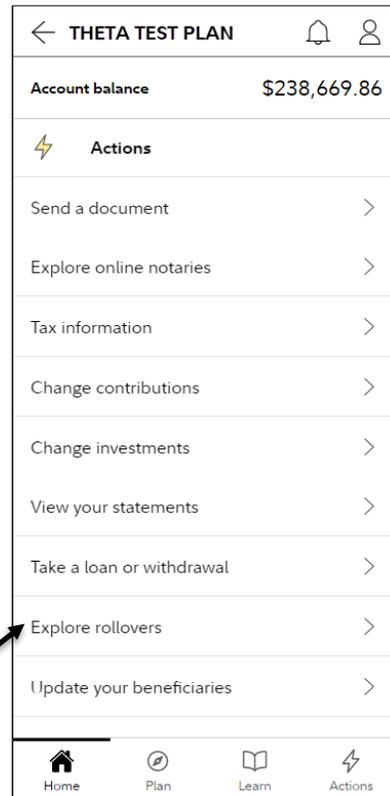
**Retirement savings**

[View all retirement investments](#)

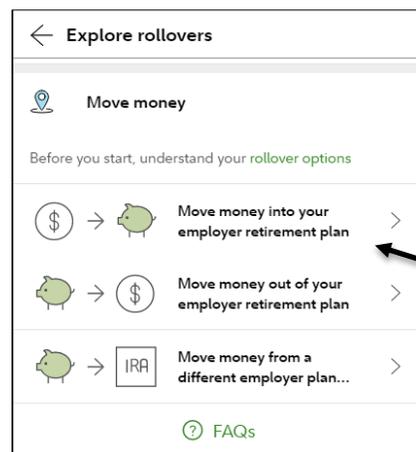
**THETA TEST PLAN**    \$238,669.86   

401(K.)

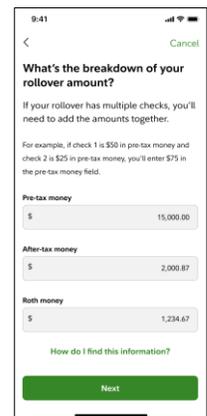
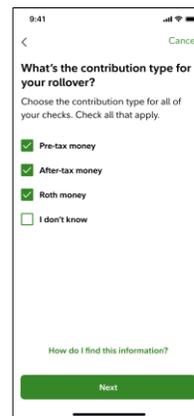
- On the DC summary page for the plan, scroll down to the Actions menu and tap on "Explore rollovers".



- From the "Explore rollovers page", select the option "Move money into your employer retirement plan".



- You will need to provide answers to few questions related to your rollover like – type of contribution, rollover amount and the tax breakdown of the check.



6. After confirming the rollover amount, you will continue in the app to upload your checks and any supporting documents.

*Note: You also have the option to send your documents by mail*

9:41 Cancel

**Rollover agreement**

I confirm that \$18,235.54 is my total rollover amount.

**Important:** This is the total of all the contribution fields. If it doesn't look right, one of your numbers may be off. If you have more than one check, this amount should be the sum of all the checks.

To the best of my knowledge, all the money from my previous workplace savings plan is eligible to be moved into my current plan. Once my money is invested, I understand that it will be subject to the rules of the THETA SAVINGS PLAN.

I've received information about the funds available in my current plan, and I agree to invest my rollover money into the funds I have chosen for my current plan. If I have not chosen any funds, my money will be invested in the plan's default fund.

If the check is made payable to me, I understand it must be deposited into my current employer's plan within 60 days of receiving the check to avoid taxes and a possible early withdrawal penalty.

**Confirm**

9:41 Exit



**We saved your rollover details**

You're almost done. Next, you'll need to upload your checks and documents, if applicable.

**Send by mail**

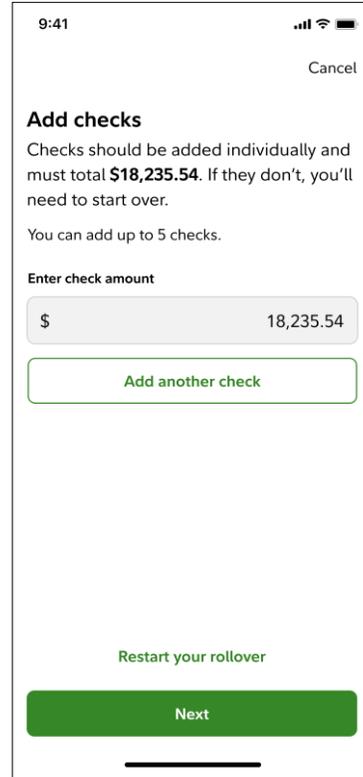
**Continue**

## Part 2: Capturing Your Check

You can continue to use the NetBenefits app to submit your rollover check(s) and any supporting documents as indicated by your plan rules.

1. You'll enter the amount of your check(s), hit "Next", and use your device's camera to take photos of the front and back of the check.

*Note: You may be asked to take photos of additional required paperwork.*

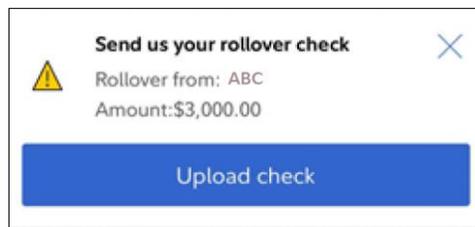


A screenshot of a mobile app interface. At the top, the time is 9:41 and there are icons for signal strength, Wi-Fi, and battery. A 'Cancel' link is in the top right. The main heading is 'Add checks'. Below it, text reads: 'Checks should be added individually and must total \$18,235.54. If they don't, you'll need to start over.' and 'You can add up to 5 checks.' There is a section titled 'Enter check amount' with a text input field containing '\$ 18,235.54'. Below the input is a green button labeled 'Add another check'. At the bottom, there is a green button labeled 'Next' and a link labeled 'Restart your rollover'.

2. Alternatively, if you had started your rollover on NetBenefits website and saved your rollover information, you can use the NetBenefits app to submit your checks.

You will see a message "Send us your rollover check" on the app's Home screen.

Tap "Upload check" to deposit your check.

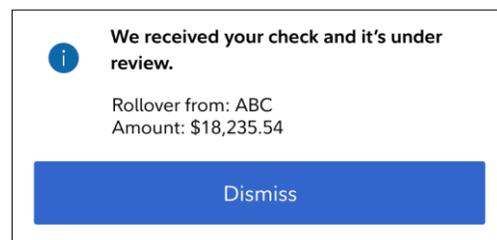
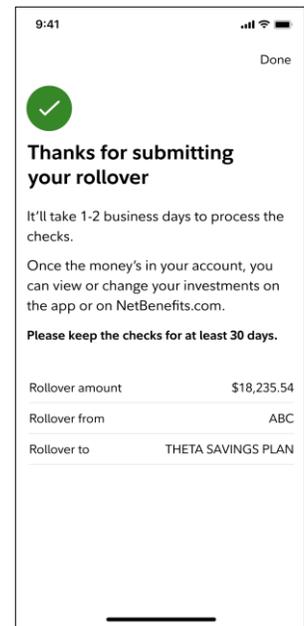
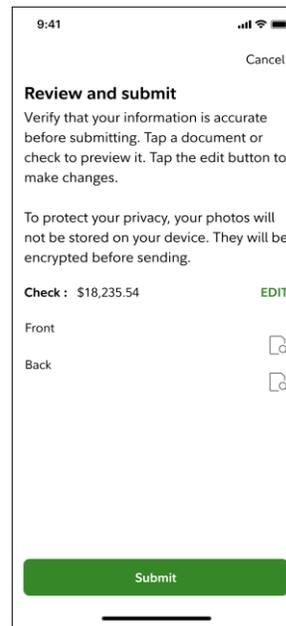


A screenshot of a mobile app message box. The title is 'Send us your rollover check' with a close button (X) in the top right. There is a yellow warning triangle icon on the left. The text inside says 'Rollover from: ABC' and 'Amount: \$3,000.00'. At the bottom is a blue button labeled 'Upload check'.

3. Next, tap on "Submit" to deposit the check(s).

Once submitted, you will see a message on the app's Home screen that the check is received and under review.

*Note - You can come back to the app anytime after submitting the check to see whether your rollover is completed or needs attention.*



*All screenshots are for illustrative purposes.*

*\*Please note that availability of this feature may vary based on your plan rules.*

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