



GreatGASB Group Asset Transfers and Distributions for 403(b) Plan

The following will provide the employee with an outline of the procedures when an employee would like to initiate a transfer of account assets from one vendor to another. This same process will be followed for disbursements from the plan for termination, retirement, disability, or death.

The employee will have to obtain the necessary paperwork from their Investment Provider to process their specified transaction (i.e. transfers of assets, or distribution from plan due to a qualifying event; termination, retirement, disability, or death.)

The paperwork along with any supporting documentation as required by the Investment Provider should be sent to GreatGASB Group via one of the following forms of submission. Note, prior to submitting, the employee will want to confirm with their investment advisor if the forms can be copied, and submitted with an original signature from us.

GreatGASB Group will review the documentation submitted, complete their due diligence on behalf of the employer and if approved, sign and return the request to the employee. If the employee includes written instructions to forward the paperwork to their investment advisor, we will comply.

If the request is denied, GreatGASB Group will return the paperwork with a letter of explanation to the employee. The employer will be notified that the request was denied.

Acceptable forms of submission:

1. Mail or Federal Express to GreatGASB Group at 2145 Ford Parkway, Suite 300, St. Paul, MN 55116
2. Fax to GreatGASB, Group at 651-695-2651
3. Email with documents attached to ggg@somi.com

Questions please call:

Retirement Team at 1-888-695-2650 or 651-695-2650

Email questions to:

ggg@somi.com