



# 401(k) Plan Transfer Form

## General Instructions:

This form is to be completed by the Employer/Plan Administrator to make a transfer of assets from an existing plan to Saturna Capital Corp. (Saturna). If you have questions, please contact Saturna at 800/SATURNA (800/728-8762).

A Plan Transfer moves Plan assets directly between Trustees without distribution to Participants and generally does not generate tax forms.

## Instructions To Plan Administrators:

Attach the completed Plan Transfer Form to the Adoption Agreement and a copy of your most recent account statement from your current Trustee. Send this signed and completed form with all establishment documents to:

**Saturna Capital Corp.**  
**Attn: Retirement Plans**  
**P.O. Box N**  
**Bellingham, WA 98227-0596**

Do not send this form to your current Trustee/Custodian. Send the form to Saturna for acceptance. Upon acceptance, Saturna will forward the form to your current Trustee/Custodian. Please be aware that Plan Transfers may take several weeks and that Saturna has no control over internal procedures of your current Trustee.

Your current Trustee/Custodian may also have plan termination documents that may require the Plan Administrator's signature before a Plan Transfer can be completed. Please contact your current Trustee/Custodian regarding the transfer and any additional documentation required.

For Plans allowing Participant Loans, please include each original Promissory Note and a current amortization schedule. If the Plan does not conform to the new Plan's loan policy, please contact a Saturna representative.

## Instructions To Current Trustee/Custodian:

Please deliver Plan assets (cash and participant loans only) listed in "Plan Asset Information."

Saturna accepts only cash and participant loan transfers. Consequently, if your Plan has assets other than cash, they will need to be liquidated prior to the transfer.

All checks should be made payable to Saturna Capital Corp. and sent to an address below:

**For Regular Mail:**  
Saturna Capital Corp.  
Attn: Retirement Plans  
P.O. Box N  
Bellingham, WA 98227-0596

**For Overnight Deliveries:**  
Saturna Capital Corp.  
Attn: Retirement Plans  
1300 N. State Street  
Bellingham, WA 98225-4730  
(360) 734-9900



# 401(k) Plan Transfer Form

### Plan Information:

Plan Name/Title:

Employer Name:

Street Address:

City

State

Zip

Plan Administrator / Contact Person:

Telephone:

Email:

Employer EIN:

### Current Trustee/Custodian Information:

Current Trustee/Custodian:

Street Address:

City

State

Zip

Trustee/Custodian Contact Person:

Telephone:

Email:

Account Number:

Check one box:

401(k)

Profit Sharing

Asset Information as of \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Plan Value:

Total Participant Loan Balances:

### Certification:

The current Trustee/Custodian is authorized to liquidate all plan assets and send cash to Saturna Capital Corp. as specified. The Plan Administrator and Employer hereby indemnify and hold harmless Saturna Capital for any and all costs, obligations, losses, claims, damage and expenses (including reasonable attorney's fees) related to or associated with the agreement to accept the above referenced assets. Please transfer the Plan as instructed above.

MEDALLION SIGNATURE GUARANTEE

Plan Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Acceptance By Saturna Capital Corporation:

*For Saturna Capital Use Only*

Saturna Capital hereby accepts the above described assets.

Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Saturna Account Number (if available):