

# LPOA Rollover Instructions

Dear Financial Advisor,

If your client wants to roll over his or her funds from another 529 college savings account into a my529 account, these instructions will guide you and your client through the process.

Because your client granted you limited power of attorney (LPOA) authorization to act on his or her behalf, please make sure your client follows these steps to complete the rollover successfully:

- 1** Confirm that the new my529 account type is the same as the account type at the 529 plan currently holding your client's funds (i.e., individual, institutional, or UGMA/UTMA custodial).
  - a. A rollover is allowed only if the account types are the same.
  - b. Some 529 plans will not allow a rollover to a plan with a different account owner or account beneficiary.

- 2** Verify that the source 529 plan accepts my529's direct rollover request (Form 210, available at [my529.org](http://my529.org)).
  - a. If the source plan accepts Form 210, complete the form to initiate the rollover via my529.
  - b. If the source plan does not accept Form 210, follow the source plan's instructions on how to initiate the rollover to my529.

- 3** Mail the completed Form 210 to my529, PO Box 145100, Salt Lake City, UT 84114-5100.
  - a. To avoid delays, my529 recommends that you do not fax a copy of the completed form to my529. Source plans often require original paperwork.
  - b. The original Form 210 is mandatory if the source plan requires a signature guarantee.

- 4** After a completed Form 210 is submitted to my529, my529 will initiate the rollover request with the source 529 plan.
  - a. At this time, my529 will mail a confirmation letter to the account owner that the rollover has been initiated.

**5** After completing the my529 rollover request, the source plan will liquidate the indicated amount and mail a check to my529.

**6** my529 will mail a confirmation letter to the account owner when the rollover check is received and contributed to his or her my529 account.

### **Rollover Quick Tips**

- A rollover to a my529 account usually takes two to three weeks to complete.
- If my529 has not received the rollover funds from the source plan after 30 days, a my529 representative will contact the account owner or the financial advisor with LPOA authorization.
- If for any reason the source plan notifies my529 that a rollover request has been received and is not in good order, my529 will notify the account owner and/or the financial advisor with LPOA authorization. The account owner must contact the source plan to learn what additional steps may be necessary to proceed.

If you have questions, please contact the my529 Professional Service Team toll-free at 888.529.1886, or send an email to [advisorinfo@my529.org](mailto:advisorinfo@my529.org).

Sincerely,

my529

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*Investing is an important decision. Read the Program Description in its entirety for more information and consider all investment objectives, risks, charges, and expenses before investing. Call 800.418.2551 for a copy of the Program Description or visit [my529.org](http://my529.org).*

*Investments in my529 are not insured or guaranteed by my529, the Utah State Board of Regents, the Utah Higher Education Assistance Authority or any other state or federal agency. Your investment could lose value. However, Federal Deposit Insurance Corporation (FDIC) insurance is provided for the FDIC-insured accounts. Please read the Program Description to learn about the FDIC-insured accounts.*

*The state in which you or your beneficiary pays taxes or lives may offer a 529 plan that provides state tax or other benefits, such as financial aid, scholarship funds, and protection from creditors, not otherwise available to you by investing in my529. You should consider such benefits, if any, before investing in my529.*

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