

Human Resources Benefits

Instructions for initiating a rollover into the Manatt 401(k) plan

1. **Contact the financial institution where your current qualified retirement plan is held to request a “direct rollover” to the Manatt, Phelps & Phillips, LLP Employee Savings Plan.**
2. **Plans from which Manatt can accept an incoming rollover:** Qualified retirement plans only, such as 401(a), 401(k), 403(b), Profit Sharing Plan, Traditional IRA, Cash Balance Plan, Governmental 457. While our plan can accept an incoming rollover from a 401(k) Roth*, we cannot accept a rollover from a Roth IRA.
3. **The rollover check should be made out to:** VFTC/FBO “Your Name”
Plan #: 091884/Last 4 digits of your SSN
4. **The check should be mailed to:**
Colleen Shelley, Manatt, Phelps & Phillips, LLP, 2049 Century Park East, Suite 1700, Los Angeles, CA 90067. I will need to review the check and attach the countersigned rollover form to the check before forwarding to Vanguard
> the check can be sent directly to me by your financial institution, or you can have them send it to you first and you then forward it to me via interoffice mail
5. **Documents that may be sent to Benefits Department via email:**
 - 091884 Vanguard Rollover Form (see link to PDF below) filled and signed
 - If the “plan name” is not on the check stub:
 - please include a plan statement that includes the language, “401(a)”, “401(k)”, “403(b)”, “Savings Plan”, “Profit Sharing” or “Retirement Plan”, so Vanguard knows the money is coming from a qualified plan that is eligible to be rolled over, or
 - otherwise, ask your former benefits specialist to complete the certification form linked below; this form is *not* needed if we have the plan statement or if the plan name is on the check.
 - we probably won’t be able to complete this step until we can see the check itself; however, you are welcome to include a plan statement pre-emptively
 - The above can be sent via hard copy instead if you prefer
6. **Once I have the check and have signed the rollover form:**
I will forward the rollover form along with the check to Vanguard via FedEx

General Information

VFTC stands for Vanguard Fiduciary Trust Company

Plan name: Manatt, Phelps & Phillips, LLP Employee Savings Plan

Plan #: 091884

Vanguard Wellington is our default fund. It is a combination of stocks and bonds that averages about 7% a year. The list of plan funds is on the attached Fee Disclosure Notice.

*If the rollover is from a 401(k) Roth, Vanguard will need the Roth Start Date and the Cost Basis of the Roth. This information would be provided by your prior plan’s trustee

Please contact Benefits@manatt.com with any questions.

PDF LINKS:

Rollover Form: [401\(k\) Manatt - Vanguard Rollover Form.pdf](#) (required)

Certification Form: [401\(k\) Manatt – Plan Rollover Certification.pdf](#) (only needed in some circumstances)