



P.O. Box 659453  
San Antonio, Texas 78265-9825

# Direct Rollover Instructions

Your USAA IRA account(s) is awaiting funding. Please begin the process to rollover assets to your new USAA account as soon as possible. This will avoid the possibility of your account being closed due to lack of funding.

To complete the direct rollover, contact your previous employer's benefits office or plan administrator to get distribution instructions and form(s). Ask your previous employer if it is their policy to send a check to you or directly to the new custodian. Also determine if an account number or signature from USAA is required. Use the following instructions based on your plan's requirements/policies:

## Instructions to Present Custodian

- If the form requires an account number, use your USAA IRA account number.
- Have the check made payable to USAA Investment Management Company (USAA IMCO), for the benefit of

- If the employer sends you the check, please forward it to USAA along with a letter of instruction.
- If the employer requires a signature from USAA, return your completed plan distribution/rollover request form to USAA and include your USAA number. We will sign the form and forward it to your employer for processing.
- If your employer requires a letter of acceptance, please provide this page to your employer or plan administrator along with your distribution form.

If you need assistance with your rollover or require wiring instructions, please call 800-531-8747.

## Mailing Address

### Regular Mail

USAA Investment Management Company  
P.O. Box 659453  
San Antonio, TX 78265-9825

### Overnight

USAA Investment Management Company  
9800 Fredericksburg Road  
San Antonio, TX 78288-0269

## Letter of Acceptance:

To whom it may concern:

has requested a direct rollover of retirement assets to USAA Investment Management Company.

Please make the check payable to: USAA Investment Management Company (USAA IMCO)

FBO:

The check may be sent to the participant for delivery to USAA or forwarded directly to:

USAA Investment Management Company  
P.O. Box 659453  
San Antonio, TX 78265-9825

USAA Federal Savings Bank, as custodian, has established an IRA for the participant named above and accepts the appointment as successor custodian of the funds from your organization's qualified plan.

Agent for Custodian, Charles B. Massey

Date (mm/dd/yyyy)