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## Montgomery County Public Schools Employees Defined Contribution Plans – Directions for completing an In-Service Exchange (active employees moving from one approved vendor to another) to/from Lincoln Financial Group

### **Consolidate account balance from former MCPS Lincoln Financial Multi-Fund Annuity account (stopped contributions on December 31, 2006) to new MCPS Lincoln Financial Alliance account**

**IMPORTANT:** Consolidating your account from the older Lincoln Financial Multi-Fund annuity contract into the Alliance program will enable all of your assets to be free and clear of any withdrawal restrictions and/or surrender charges.

Employee must complete the [Lincoln Alliance 403\(b\) Contract Exchange Form](#) or the [Lincoln Alliance 457\(b\) Contract Exchange Form](#) and return the documents to Lincoln Financial for processing. Only the account holder signature is required to initiate this account consolidation and no withdrawal restrictions or surrender charges will apply to this internal transfer.

### **In-Service Exchange of Assets to Lincoln Financial (you are moving your account balance to Lincoln Financial)**

Employee must complete the [Lincoln Alliance 403\(b\) Contract Exchange](#) or [Lincoln Alliance 457\(b\) Contract Exchange](#) form; return the signed paperwork to Lincoln along with the [MCPS In-Service Exchange Certificate from Retirement Manager](#), and any required paperwork from your former vendor, for processing.

Lincoln Financial will then contact the current vendor to initiate the transfer of assets.

### **In-Service Exchange of Assets from Lincoln Financial (you are moving your account balance to another vendor)**

Employee must complete the [Lincoln Alliance 403\(b\) Contract Exchange Out](#) or [Lincoln Alliance 457\(b\) Contract Exchange Out](#) form; return the signed paperwork to Lincoln along with the [MCPS In-Service Exchange Certificate from Retirement Manager](#) for processing.

Questions regarding Lincoln Alliance transactions should be directed to 800-234-3500.