



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 Morgan Stanley Smith Barney/Diversified Investments.

MCPS 403(b) MSSB/DIA Plan Number: TA069226

MCPS 457(b) MSSB/DIA Plan Number: TA197608

In-Service Exchange of Assets to MSSB/DIA (you are moving your account balance to Morgan Stanley Smith Barney)

403(b)

Employee must complete the [MSSB Incoming Contract Exchange Form \(403\(b\)\)](#), the completed paperwork should be submitted to the current vendor (current vendor must complete Section E). Once the current vendor completes Section E the paperwork along with the [MCPS In-Service Exchange Certificate from Retirement Manager](#) should be forwarded to MSSB/DIA for processing.

457(b)

Employee must complete the [MSSB Incoming Contract Exchange Form \(457\(b\)\)](#) and obtain the [MCPS In-Service Exchange Certificate from Retirement Manager](#). All paperwork should be forwarded to MSSB/DIA for processing.

In-Service Exchange of Assets from Morgan Stanley Smith Barney (you are moving your account balance to another vendor)

MSSB/DIA does not require any of its own paperwork to process the exchange of assets from your existing account to another vendor. MSSB/DIA will act on the request once it receives a Letter of Acceptance from the new vendor and a valid [MCPS In-Service Exchange Certificate from Retirement Manager](#)

Questions regarding MSSB/DIA transactions should be directed to the call center, 800-755-5801