

TRUST COMPANY OF AMERICA

SOLO K PLAN ROLLOVERS

Policies and Procedures

These policies and procedures are prepared pursuant to federal regulations and the relevant provisions of the Trust Company of America Defined Contribution Prototype Plan and Trust, as it may be amended from time to time (the "Plan"). An employer who establishes a Solo K plan using the Trust Company Plan hereby adopts and agrees to administer rollovers in accordance with these policies and procedures as they may be amended from time to time by Trust Company ("TCA"). A rollover contribution accepted by the Plan Administrator in violation of the terms of these policies and procedures shall not be administered by Trust Company.

Subject to Section 4.6 of the Plan and with the consent of the Employer as Plan Administrator, the TCA Solo K Plan will accept a rollover that satisfies the criteria described below.

Direct Rollovers: A TCA Solo K Plan will accept a direct rollover of any eligible rollover distribution from:

- A qualified plan described in Code Section 401(a) (including a 401(k) plan, profit sharing plan, defined benefit plan, stock bonus plan, or money purchase plan), excluding any after-tax employee contributions;
- A plan described in Code Section 403(a) (an annuity plan), excluding after-tax employee contributions;
- A plan described in Code Section 403(b) (a tax sheltered annuity), excluding any after-tax employee contributions;
- If the Solo K Plan permits Roth Elective Deferrals, a Roth elective deferral account from a qualified plan described in Code Section 401(a) or a plan described in Code Section 403(b) (a tax-sheltered annuity).

Participant Rollover Contributions from Other Plans (i.e., not via a direct plan-to-plan transfer): A TCA Solo K Plan will accept a contribution of an eligible rollover distribution from:

- A qualified plan described in Code Section 401(a) (including a 401(k) plan, profit sharing plan, defined benefit plan, stock bonus plan, or money purchase plan);
- A plan described in Code Section 403(a) (an annuity plan); and
- A plan described in Code Section 403(b) (a tax sheltered annuity).

Participant Rollover Contributions from IRAs: A TCA Solo K Plan will accept a rollover contribution of the portion of a distribution from a traditional IRA that is eligible to be rolled over and would otherwise be includible in gross income. Rollovers from Roth IRAs or a Coverdell Education Savings Account (formerly known as an Education IRA) are not permitted because they are not traditional IRAs. A rollover from a SIMPLE IRA is allowed if the amounts are rolled over after the individual has been in the SIMPLE IRA for at least two years.