How to Initiate a Rollover in or out of the BSA 401(k) Plan

To initiate a rollover into the BSA 401(k) Plan:

1. If you are an active employee and want to consolidate your retirement accounts by rolling monies into the BSA 401(k) Plan, contact TIAA at 800-732-8353 or visit www.tiaa.org/schedulenow to schedule an appointment with our TIAA advisor.

2. You must bring to your appointment a statement from the retirement account you will be rolling over to the BSA 401(k) Plan. Our TIAA advisor will review this information to determine if these monies are eligible to be rolled over into the BSA 401(k) Plan.

3. If your prior retirement account is determined to be eligible for rollover into the BSA 401(k) Plan, the TIAA advisor will guide you through the process.

To initiate a rollover out of the BSA 401(k) Plan:

1. If you are terminating employment from BSA or have reached age 59 ½ and want to roll monies out of the BSA 401(k) Plan, please contact TIAA directly at 800-842-2252. The TIAA representative will guide you on how to initiate and complete a rollover out of the BSA 401(k) Plan.

For assistance with a rollover, you may instead schedule an on-site appointment with your specific TIAA advisor directly by calling 800-732-8353 or visiting www.tiaa.org/schedulenow.

Please note that rollovers into the distributions from the BSA 401(k) Plan are based on the terms of the BSA 401(k) Plan.