

**UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER AT FORT WORTH  
OPTIONAL RETIREMENT PROGRAM/TAX SHELTERED ANNUITY  
AUTHORIZATION TO TRANSFER FUNDS  
(Instructions on back of form)**

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**TO BE COMPLETED BY EMPLOYEE:**

<hr/> EMPLOYEE (Print)	<hr/> DEPARTMENT	<hr/> SOCIAL SECURITY NUMBER
<hr/> Full transfer of Optional Retirement Program Account Number	<hr/>	
<hr/> Full transfer of Tax Sheltered Annuity Account Number	<hr/>	
<hr/> Partial transfer of Optional Retirement Program Account Number	<hr/>	
<hr/> Partial transfer of Tax Sheltered Annuity Account Number	<hr/>	

For partial transfers indicate the approximate dollar amount or percentage of total you wish transferred 

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NAME OF SURRENDERING CARRIER 

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<hr/> EMPLOYEE'S SIGNATURE	<hr/> DATE
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NOTE: You may incur penalties from the surrendering carrier when transferring funds. Contact the company or agent for details.

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**TO BE COMPLETED BY SURRENDERING CARRIER:**

List all pre-1987 contributions: 

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**TO BE COMPLETED BY RECEIVING CARRIER:**

Receiving Carrier must complete and attach a carrier transfer form which includes the account number, the address to which the funds should be sent, and other information necessary to ensure credit to the employee's account.

According to IRS Ruling 90-24 dated February 21, 1990, transfers must be (1) direct transfers and (2) the transferred funds must continue to be subject to the same, or more, stringent early distribution rules. I certify that the accounts will be transferred to a corresponding ORP/TSA account.

<hr/> RECEIVING CARRIER'S SIGNATURE	<hr/> DATE
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Mail funds to:

Company Name: 

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Address: 

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City, State, Zip: 

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<hr/> HUMAN RESOURCE SERVICES REPRESENTATIVE	<hr/> DATE
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Distribution: Original-Surrendering Carrier  
Copies-Receiving Carrier, Human Resource Services, Employee

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INSTRUCTIONS**

**Purpose:**

To transfer funds from one approved carrier to another. This form only affects funds that have already been contributed and does not affect future contributions.

**Procedure:**

1. Employee completes the Employee Section and checks the nature of the transfer; full or partial transfer from ORP or TSA.
2. If the agent is present, he/she completes the Receiving Carrier Section and forwards the form to Human Resource Services along with any paperwork required by the receiving and surrendering carriers. The Human Resource Services Representative approves the transfer and forwards all paperwork to the surrendering carrier.
3. If the agent is not present, the employee sends the form to HRS. The HRS Representative approves the transfer and forwards the form to the Receiving Carrier with instructions to complete the Receiving Carrier Section and forward all required paperwork to the surrendering carrier