

ROLLOVER - INCOMING TO THE BAYLOR RETIREMENT INCOME PLAN

Q. How do I rollover my retirement assets from a previous employer's account into the BURIP?

A. To rollover your retirement assets from your previous employer's Plan into the BURIP, you will need to do the following.

- 1) Contact your previous employer to obtain the appropriate form(s) that are required for your assets to be released from that employer's Plan.
- 2) See instructions below for each of the Baylor University Retirement Income Plan (BURIP) vendors. You will need to complete an in-coming rollover form for the vendor of your choice.
- 3) Submit the completed Rollover forms to Baylor HR, One Bear Place 97053 for campus mail, or Baylor Human Resources, One Bear Place 97053, Waco, TX 76798-7053 for off campus mail. You may also bring these forms to HR, Robinson Tower, Suite 200.

TIAA-CREF

- **TIAA-CREF Rollover Form for the Group Supplemental Retirement Account**

To obtain the appropriate Rollover form(s), you will need to call the TIAA-CREF National Counseling Center at 800.842.2252.

GuideStone

- Submit the completed [Application for Rollover into Baylor University 403\(b\) Plan](#)

Vanguard

- Submit the completed [Vanguard Rollover Contribution Form](#)

Questions? Email askHR@baylor.edu, or call 710.2000.