

Step 3

REQUEST THE BENEFIT CHECK – If you have not done so already, complete any applicable withdrawal forms and submit them to your Prior Plan Administrator or IRA provider. For a direct rollover, please provide your Prior Plan Administrator or IRA Provider with the following information:

Checks should be made payable to:

Hartford Life Insurance Company
FBO (Your Name, Social Security Number, and Hartford Group Number)

Checks should be mailed to:

Hartford Life Insurance Company
Retirement Plan Solutions
P.O. Box 1583
Hartford, CT 06144-1583

Step 4

SUBMISSION – Submit the following forms to Hartford Life Insurance Company using the mailing address above:

- **This Rollover Submission Form**
- **If you are not already enrolled, an Enrollment Form**
- **If you have already received the check directly or are making an indirect rollover**, a check for the rollover made payable as noted above. If this is an indirect rollover, please note that, absent an IRS approved waiver, an indirect rollover must be completed within 60 days of an eligible rollover distribution. Refer to the withholding tax notice or your tax professional for more information.

Questions? The following Hartford resources are available:

- **HartfordOnline**—<http://retire.hartfordlife.com> (for enrolled participants only)
- **D.I.A.L.**—Toll-free Direct Information Access Line—1-800-339-4015
 - **Interactive voice response system available 24/7**
 - **Customer Service Specialists available Monday through Thursday, 8:00 a.m. to 7:00 p.m. and Friday, 8:00 a.m. to 6:00 p.m. Eastern Time, excluding holidays**

Rollover Submission Form not valid without both Employee and Plan Administrator Signatures

Please retain a copy for your records

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