

MIAMI-DADE COUNTY PUBLIC SCHOOLS 403(B) PLAN

Mutual Fund Asset Conversion Form

☐ Group ID# 01008001

VALIC Retirement Services Company (VRSCO)

1. CLIENT INFORMATION

SSN or Tax ID: _____ Name (First, Middle, Last): _____

Phone Numbers: (1) (_____) _____ (2) (_____) _____

2. CONVERSION DATES

VALIC Retirement Services Company must receive your completed conversion form by the cutoff dates listed below. Once the quiet period has ended, you will have automated access to your account and may exchange any portion of your account balance between the investment options available to you under your employer's plan. To access your account information, visit us online at www.valic.com or call VALIC by Phone at 1-800-448-2542. These services are available to you 24 hours a day, 7 days a week.

<u>Cutoff Date</u>	<u>Quiet Period (Approximately)</u>	<u>Surrender and Conversion Date</u>
February 18, 2022	March 21, 2022 - April 08, 2022	March 31, 2022
May 20, 2022	June 21, 2022 - July 11, 2022	June 30, 2022
August 19, 2022	September 19, 2022 - October 10, 2022	September 30, 2022
November 18, 2022	December 19, 2022 - January 11, 2023	December 30, 2022

3. CLIENT AUTHORIZATION

By signing this form, I authorize VALIC Retirement Services Company to request the surrender of my contract(s) or certificate(s) issued by The Variable Annuity Life Insurance Company and transfer the proceeds into the new investment options established with Trustee/Custodian and administered by VALIC Retirement Services Company. I also acknowledge that I am aware of the conversion process as outlined below.

- This form must be returned to VALIC Retirement Services Company.
- There will be a "quiet period" during which I will not have access to my account or to account balance information. If I try to access my account during the quiet period, I will receive a message relating to the inaccessibility of my account.
- Access to my account(s) and all processing on my account(s) will be discontinued during the quiet period. During this quiet period I will be unable to direct or diversify investments in my account, or obtain a loan or distribution from the plan. I understand that it is important that I review and consider the appropriateness of my current investments in light of my inability to direct or diversify these investments during the quiet period.
- My account(s) transferring to the new investment options will be surrendered at the close of business on the conversion date.
- I acknowledge that all amounts converted will maintain the same contribution classification (e.g., Elective Deferral, Employer Matching Contribution, and Employer Basic Contribution).
- All accounts eligible to convert will be deposited according to the attached mapping schedule on the conversion date.
- If I currently have an outstanding or defaulted loan, I will need to pay off my loan prior to surrendering my contract(s) or certificate(s). After I have repaid my loan, I may surrender my contract(s) or certificate(s) and transfer the proceeds into the new investment options by submitting a new asset conversion form.
- I have been provided and have reviewed materials regarding both the new and existing investment products.
- **Any surrender charges under my existing contract(s) or certificate(s) will be applicable. To confirm whether any surrender charges will be applied please call VALIC by Phone at 1-800-448-2542.**
- In-service withdrawals from the Fixed-Interest Option will be restricted to 20% of the accumulation value per contract year.
- I understand that once I transfer my account balances to the mutual fund investment platform, I cannot transfer my account balances back to the annuity investment platform.
- I understand that I must transfer all accounts associated with this plan; partial transfers are not allowed.

AIG Retirement Services represents AIG Member Companies - The Variable Annuity Life Insurance Company (VALIC) and its subsidiaries VALIC Financial Advisors, Inc. (VFA) and VALIC Retirement Services Company (VRSCO). All are members of American International Group, INC. (AIG).

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VALIC Retirement Services Company (VRSCO)

Client Signature

Date

Please fax this form and any documentation to 1-877-202-0187 or mail to the address below for processing:

VALIC Document Control
P.O. Box 15648
Amarillo, TX 79105-5648

If overnight delivery:

VALIC Document Control
1050 N. Western St.
Amarillo, TX 79106-7011

Questions about this form may be directed to 1-800-448-2542, Monday through Friday, 7 a.m. - 8 p.m. Central Time.

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