



Rollover options for your 401(k) money

It is important to decide what to do with the savings you have accumulated in your previous employer's 401(k) plan. If you would like to take a rollover, you have three options: transfer your savings to the Adobe 401(k) Plan, a traditional IRA or a Roth IRA. You also have the option of taking your money as a cash distribution.*

To initiate a rollover to your account at Vanguard

Call your previous employer's recordkeeper and request a rollover by following these steps:

1. Request a rollover check payable to **Vanguard Fiduciary Trust Company (VFTC), FBO (For the Benefit of) [your name], and the last four digits of your Social Security number**. You may need to provide your Plan number.
2. Verify that your address is correct on your account. If it is not, ask your previous employer's recordkeeper to update your address.
3. Request the following information (or access your account):
 - > The type of 401(k) money in your account (pre-tax, and/or Roth after-tax and/or traditional after-tax) and the amount in each source. If you have Roth after-tax assets (and/or traditional after-tax), ask for a copy of the most recent statement that includes the Roth and/or traditional after-tax cost basis information and the date of the first contribution to a Roth source.
4. Complete the Vanguard online rollover form by logging in to your Adobe 401(k) Plan account at ownyourfuture.vanguard.com. Click **Manage** then **Transfer money in**.

Enter the following information:

 - > Type of rollover (**Qualified Plan**).
 - > How the money is being sent (**check**).
 - > Rollover amounts by source (**pre-tax**, and/or **Roth after-tax**, and/or **traditional after-tax**).
 - > How you want to invest your rollover.
 - > Upon completion of the online form, click **Submit** and print a copy.

5. When you receive your rollover check from the previous recordkeeper, mail it to Vanguard along with your completed Vanguard online rollover form and most recent Plan statement (if you have Roth and/or traditional after-tax money). See the rollover form for mailing addresses for either standard U.S. mail or Priority mail.

If the money is being wired, log in to your Adobe account through ownyourfuture.vanguard.com.

- > Click on **Menu**.
- > Click on **Forms**.
- > Click on **Plan-specific forms** and open the rollover contribution form. You will need to complete the form, print, sign and mail it to Vanguard.
- > Call Vanguard Participant Services at (800) 523-1188 for additional wire instructions.

To initiate a rollover to a traditional or Roth IRA

If you decide to roll your Plan money over to a traditional or Roth IRA, please contact your previous employer's recordkeeper to begin the rollover process. You may need to provide the plan number of your previous plan. If you decide to roll over your Plan to a Vanguard IRA®, please call (888) 499-9790.

Note: Whether you keep your money where it is, move it to an IRA, or move it to another employer's plan depends on your situation and preferences. Some things to consider are available investments and services, fees and expenses, and protection from creditors. Also consider withdrawal penalties, required distributions, and the tax effects of moving company stock to an IRA. There are other factors too. Weigh the pros and cons before you make your decision.

If a rollover is not for you

You can take your money as a lump sum, but be aware that this choice has significant tax implications.*

Distributions from pre-tax accounts are generally subject to ordinary income taxes and, if you are under age 59½, usually a 10 percent federal penalty tax. The IRS requires that 20 percent of your distribution be withheld for taxes, though your actual tax liability on the distribution may be more or less than 20 percent. Roth 401(k) after-tax distributions are treated differently depending on whether you have met the conditions for tax- and penalty-free withdrawals.

To initiate a distribution, call your previous employer's recordkeeper.

Questions?

Call a Vanguard Participant Services associate at (800) 523-1188 Monday – Friday 5:30am – 6:00pm PT.

Connect with Vanguard®

ownyourfuture.vanguard.com > (800) 523-1188

Whenever you invest, there's a chance you could lose the money.

***Taxes:** Taking money from your retirement account can affect how much you'll have to pay in taxes. You'll owe taxes on pre-tax money. You won't owe taxes on Roth earnings as long as you are age 59½ or older and it's been at least five years since your first Roth contribution. If required by law, Vanguard will withhold some taxes for you. You may need to pay a 10% federal penalty tax if you take money out early.

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Vanguard®

Participant Education

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