This is how to distribute, rollover or transfer funds from your 403B plan. If you have a 457 or 403B plan with VALIC/AIG please contact your rep for information.

1. Employee should contact all fund companies involved for their transaction paperwork(s). Please complete and hold the forms.
2. Next, complete the OMNI online transaction form at <https://www.omni403b.com/Transaction/Landing/4037201>  - The OMNI online transaction forms will result in an OMNI certificate of approval emailed to the participant. This certificate of approval is District approval.
3. Once you receive the OMNI Certificate of approval via email, please print and attach to your 403B fund company paperwork(s) and forward onto the providers for processing.

**If you have any questions on the process, please contact the OMNI Group Customer Care Team at 877-544-6664(Hold the Line) Mon-Fri 730AM-8PM EST.**