



P.O. Box 770003
Cincinnati, OH 45277-0065

Plan Name: CITGO Thrift Plan

Plan #: 35620

Incoming Rollover Instructions

If you have a balance in a former employer's retirement plan and/or an IRA or conduit (rollover) IRA, you may want to consider consolidating your assets in the Thrift Plan. Keeping your retirement savings in a single plan can help simplify performance tracking, provide greater convenience in making investment changes, and minimize paperwork.

"Rolling over" money into the Thrift Plan is a three-step process. Please follow these instructions to ensure that this process is completed in a timely and accurate manner. **Note:** Failure to follow these instructions may result in a delay in the processing of your request and may jeopardize your ability to roll over your distribution.

Step 1. Request your distribution

Request a direct rollover distribution from your previous eligible retirement plan. See the Incoming Rollover Contribution Application for a list of the types of plans or accounts from which rollovers may be made to your employer's plan. There are two distribution check payable options:

Option 1.

1. The check can be made payable to Fidelity Investments Institutional Operations Company, Inc. (or FIIOC), for the benefit of (YOUR NAME). The check must be from the distributing trustee or custodian. (Personal checks are not acceptable.) **Note:** This type of distribution avoids automatic

income tax withholding. Also, it avoids the possible 10% early withdrawal penalty if you are under the age of 59½.

Option 2.

2. If the distribution was originally made payable directly to you, you must send your rollover contribution to Fidelity via a certified check or money order only for the amount you are rolling over. (Personal checks are not acceptable.)

Note: If your distribution is initially received as a check made payable to you, your rollover must be completed within 60 days of receipt of the distribution. Your previous administrator will be required to withhold income taxes. As a result, you will not be able to roll over 100% of your eligible distribution unless you have extra savings available to make up the amount withheld. You must also roll over that amount within 60 days of receipt of your distribution. If you do not make up the amount withheld, that amount will be considered a withdrawal from the previous program and the taxable portion will be subject to ordinary income taxes and possibly a 10% early withdrawal penalty.

Fidelity does not accept wire transfers of funds. You must request a CHECK from your previous plan or IRA.

The check should be mailed directly to you. Once you have received the check, please follow the directions in Step 2.

Step 2. Complete your rollover application

Please complete the Incoming Rollover Contribution Application. Please be sure to complete all items, and sign the form where indicated.

Note: This rollover contribution will be invested based on the investment elections you have on file for employee contributions to the Plan. If you have not made investment elections for rollover contributions, this amount will be invested in the Plan-designated default investment option. If you wish to make investment elections for your rollover contribution, please do so via NetBenefits® or by contacting Fidelity Investments prior to submitting this form.

If you are not sure of the plan type that you are rolling out of, please contact your previous Plan Sponsor or IRA custodian for verification. An incorrect plan type could invalidate your rollover.

- If your distribution is from an **“employer-sponsored” qualified retirement plan**, as described in Section Two of the Incoming Rollover Contribution Application, then you **must** provide a copy of the Plan’s Determination Letter, Account Statement or Distribution Statement.
- If your distribution is from a **conduit or non-conduit individual retirement account (IRA)**, as described in Section Two of the Incoming Rollover Contribution Application, then you must provide a copy of an Account Statement or Distribution Statement.

Step 3. Mail the information

Mail (1) the Incoming Rollover Contribution Application and (2) the check in the enclosed preaddressed envelope or mail to:

FIRST CLASS MAIL WITH STAMP:
Fidelity Investments
Client Service Operations
P.O. Box 770003
Cincinnati, OH 45277-0065

Overnight Address:

Fidelity Investments
Client Service Operations (KC1F-L)
100 Crosby Parkway
Covington, KY 41015

Please include all the information requested. Incomplete forms and the accompanying check will be returned to you and may jeopardize your ability to roll over your distribution.

Once your contribution is accepted into the Thrift Plan, you can log on to Fidelity NetBenefits® at www.401k.com to view your rollover contribution and investment election(s). Please allow at least seven business days for processing. If you have any questions about rollover contributions, call **1-800-256-401K**.

You should make a copy of the check and the Incoming Rollover Contribution Application for your records.

Note: Please be sure you have a Beneficiary Designation Form for this Plan on file with CITGO. To establish or change your beneficiary information for the CITGO Thrift Plan, please call Fidelity Investments at **1-800-256-401K** to request a Beneficiary Designation Form. A Beneficiary Designation Form is also available on Fidelity NetBenefits at www.401k.com.

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Incoming Rollover Contribution Application

Section One: Participant Information (please print)

The following section must be completed entirely to ensure that your account is properly set up.

Social Security #: - - Birth Date: ____/____/____

Participant Name (first, MI, last): _____

Participant Address: _____

City: _____ State: _____ ZIP: _____

Phone (day): _____ Phone (evening): _____

Section Two: Rollover Contribution Information

Acceptable rollover sources

The Plan will accept taxable money* from the following types of employer-sponsored plans: 401(a) plans [e.g., 401(k)]; 403(a) plans; governmental 457(b) plans; 403(b) plans (e.g., plans of tax-exempt organizations); distributions of taxable monies made to you as a spousal beneficiary from a current or former spouse from these types of plans, or an alternate payee pursuant to a qualified domestic relations order (QDRO).

After-tax contributions from 401(a) and 403(a) plans, excluding Roth 401(k) and Roth 403(b) money, may also be rolled into this Plan. In addition, the Plan will accept: conduit IRAs (rollover IRAs), non-conduit IRAs (traditional IRAs, Simplified Employee Pension plans [SEP-IRAs]), and SIMPLE IRA distributions (made more than two years from the date you first participated in the SIMPLE IRA).

***Taxable money is defined as pretax contributions (employee and employer), earnings on pretax contributions, and taxable earnings on after-tax contributions from your previous employer's plan.**

Enclosed Contribution:

\$ _____ Pretax dollars

\$ _____ After-tax dollars

\$ _____ TOTAL (Pretax and after-tax dollars)

Please provide the following information concerning the origin of this rollover:

Plan name: _____

Plan type* (please check one):

401(a) plan [e.g., 401(k), pension, profit sharing] 403(a) plan (annuities) Governmental 457(b) plan

403(b) plan (e.g., plans of tax-exempt organizations) Conduit IRA (rollover IRA)

Non-conduit IRA (traditional IRA, Simplified Employee Pension plan [SEP-IRA]), or a SIMPLE IRA distribution (made more than two years from the date you first participated in the SIMPLE IRA)

***If you are not sure of the plan type, please contact your previous plan sponsor for verification. An incorrect plan type could invalidate your rollover.**



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Unacceptable rollover sources

The Plan cannot accept money from the following sources: rollovers from beneficiary accounts (other than from a spouse), payments over a life expectancy or a period of 10 or more years, or mandatory age 70½ distributions. In-kind distributions of employer stock are not acceptable; therefore, stock must be sold and the proceeds (including any appreciation realized through the date of distribution) may be rolled over.

Section Three: Participant Certification

I authorize the investment election for this rollover and acknowledge that I have received information detailing my available investment options. I direct Fidelity to invest my rollover contribution into my current investment mix applicable to employee contributions. If I have not selected an investment mix on my own via NetBenefits® or by telephone, I understand that this rollover contribution will be invested in the Plan’s default investment option as directed by my employer.

To make an investment election or to request a fund prospectus, please log on to **www.401k.com** or call **1-800-256-401K**.

I certify that this rollover amount is composed ONLY of money from acceptable sources listed under Section Two, and I have completed the information regarding the source of this money to the best of my knowledge. Also, if the distribution check was made payable to me, I understand that this rollover must be received and deposited to my account within 60 days of receipt of the distribution. **I understand that, once invested, these monies will be subject to the terms that govern the CITGO Thrift Plan.**

As required, I have attached a copy the Plan’s Determination Letter, Account Statement or Distribution Statement.

X

Signature of Employee

Date

The application must be signed and required documentation provided or the form and check will be returned to you.

Please complete this application and return it with your rollover check.

For Fidelity Use Only: NIGO

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Intelligent Code
1.818084.101

Fidelity Investments Institutional Operations Company, Inc.

For more information about the CITGO Thrift Plan, go to **www.401k.com**.

