Iowa Retirement Investors' Club (RIC)
Financial Professional Reference Guide

How to enroll a participant into the MassMutual® plan:

All up-to-date enrollment materials are online at **www.MassMutualplanmoves.com** in the enrollment kit (login instructions are provided below under Resources for Financial Professionals). You can also order materials by filling out an Enrollment Kit Request Form and returning the form to MassMutual. Please allow 2-3 weeks for delivery. The instructions below are also required to enroll a participant interested in transferring to MassMutual from another RIC vendor. If you are a new financial professional appointment is required.

457/401(a) PLAN 62069-1 & 62069-2

1. Complete MassMutual's Multiple Enrollment Record and Beneficiary Form.
   Return to MassMutual:
   Fax: 816-701-8005
   Email: **rscsoprocessing@MassMutual.com**

2. Complete the RIC Account Form for enrollments and contribution changes.
   Return to State per instructions on the form.

403(b) PLAN 62069-3

1. Complete MassMutual's Enrollment Record and Beneficiary Form.
   Return to MassMutual:
   Fax: 816-701-8005
   Email: **rscsoprocessing@MassMutual.com**

2. Complete the RIC 403(b) Salary Reduction Form for enrollments and contribution changes.
   Return to the participant's employer per instructions on the form.
   Employee must return this form to the person responsible for his/her payroll.

Looking to consolidate accounts into the MassMutual plan?

Complete the appropriate MassMutual form as indicated below and fax to **1-816-701-8005**, email: **rscsoprocessing@MassMutual.com** or call the MassMutual Concierge Roll-in team at **1-888-526-6905**. For the below transactions, a form is needed for each separate account.

TRANSFER/EXCHANGE FROM ANOTHER IOWA PROVIDER

- For 457: Provider to Provider Transfer In Form
- For 401(a): Provider to Provider Transfer In Form
- For 403(b): Provider to Provider Transfer In Form
- Visit planwithease at https://das.iowa.gov/RIC/403b/pwe_help

ROLLOVER FROM ANOTHER EMPLOYER'S PLAN:

- For 457: Rollover Statement Form
- For 401(a): Rollover Statement Form
- For 403(b): Rollover Statement Form
- Visit planwithease at https://das.iowa.gov/RIC/403b/pwe_help

TRANSFER LEGACY 403(b) PLAN ACCOUNT (750923) TO THE ACTIVE MUTUAL FUND 403(b) PLAN ACCOUNT (62069-3).

- Internal Transfer Form
- Or call MassMutual at **1-800-528-9009** for assistance.

Resources for Financial Professionals

Financial professionals have read-only access. For transactions or changes, participants must call the participant information center or log in to the participant website.

www.MassMutualplanmoves.com

VISIT THIS SITE TO GET THE MOST UP TO DATE:

- Forms (enrollment, beneficiary, distributions, rollovers, etc.)
- Plan and product information (investments, fees and performance information)
- Financial professional resources and forms

Login information:

User ID: stateofiowa

Password: planmoves

www.MassMutual.com/edge

USE THIS SITE TO:

- Access participant accounts
- View your Book of Business

Login information:

User ID: your BR#

Password: For first time users, complete the Edge Access Form located on **www.MassMutualplanmoves.com** under resources. After submitting the form, login credentials will be emailed to you.

Financial professional appointment/changes

- New financial professionals not yet appointed with MassMutual should contact a Financial Professional Service Representative at **1-800-767-1000** Ext. 45368. A new appointment will not be completed until a participant is enrolled in any of the Iowa RIC plans and assigned under a financial professional.
- To change financial professionals on an existing account, complete and return a Financial Professional Change Form which can be obtained at **www.MassMutual.com/planmoves**.

Commissions questions

Call **1-800-471-5537** or email **RS-Commissions@MassMutual.com**

Resources for Participants

USE THESE SITES TO:

- Account questions & balance inquiries
- Forms requests/questions
- Rollovers and transfers
- Withdrawal inquiries
- Investment and personal information changes

www.MassMutual.com/iowaric

Visit this site for MassMutual CONTRACT 62069

Participant Information Center **1-800-743-5274**

www.retirement.MassMutual.com

Visit this site for MassMutual LEGACY 403(b) CONTRACT 750923

Participant Information Center **1-800-528-9009**

Representatives available Monday – Friday, 7:00 a.m. – 7:00 p.m., CT

More information on
Retirement Investors' Club available
at **www.Ric.Iowa.Gov.**

*Planwithease certificate required. For more information see https://das.iowa.gov/RIC/403b/pwe_help

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