

Old 401(k) Checklist

Before you sign a rollover form | Reviewed October 2026

List my old accounts

Employer	Approx. balance	Pre-tax / Roth	Decision

My four options

- ☐ Leave it in the old plan (check plan rules and fees).
- ☐ Roll to my new employer's plan (ask if it accepts rollovers).
- ☐ Roll to an IRA (compare investment choices and costs).
- ☐ Cash out (taxable; a 10% additional tax may apply under 59 1/2).

Avoid the 20% trap

- ☐ Ask for a **direct rollover**, trustee to trustee.
- ☐ If a check is made out to me, I know I must replace the withheld 20% within 60 days.

Before I move it

- ☐ I know the fees and fund choices in both places.
- ☐ Roth money goes to a Roth account, pre-tax money to a pre-tax account.
- ☐ I updated beneficiaries on the new account.

Notes

Sources: General education only. Figures from IRS, Social Security and Medicare sources, reviewed October 2026. Sources: IRS Rollovers of Retirement Plan Distributions, IRS Topic 413, SECURE 2.0 Act.