

INSTRUCTIONS

Use this form to

- Roll over funds from a Virginia529 prePAID or Virginia529 inVEST account (sections 1,2,4 and 5)
- Roll over funds from an account in another state's 529 Qualified Tuition Program (QTP) (sections 1,2,4 and 5)
- Change the portfolio selection for an existing inVEST account (sections 3,4 and 5)
- Transfer Funds between existing inVEST accounts (sections 1,2,4 and 5)

Do not use this form to transfer a Coverdell Education Savings Account or to transfer your Virginia529 account to another state's 529 Qualified Tuition Program (QTP). For details on how to transfer your Virginia529 account to another state's QTP please contact the other state's QTP.

All forms and account information are available at Virginia529.com. Please complete this form and return to the address below with all necessary applications, account statements and/or instructions.

1

Account Owner Information for account from which funds are being withdrawn

Account Owner Name

Beneficiary Name

Account Owner Street Address

City, State, Zip Code

Account Owner Daytime Phone Number

Account Owner Email Address

1a

Information for account from which funds are being withdrawn

I am requesting a Rollover/Investment Direction Transfer from:

- | | | |
|-----------------------------------|--|--|
| <input type="checkbox"/> prePAID* | <input type="checkbox"/> CollegeWealth, BB&T | <input type="checkbox"/> CollegeWealth, Union Bank & Trust |
| <input type="checkbox"/> inVEST | <input type="checkbox"/> CollegeAmerica | <input type="checkbox"/> Another State's Qualified Tuition Program** |

Name of the 529 Qualified Tuition Program selected above

Account Number

Street Address

City, State and Zip Code

Phone number

I would like to: (please only select one)

- Liquidate this account. (Not applicable to prePAID accounts).
- Withdraw \$_____ from this account. (Not applicable to prePAID accounts).
- Indicate the number of years to roll over: _____ (* prePAID accounts only)
Virginia529 will roll only 1 year unless otherwise instructed. It is not possible to reinstate years of a prePAID contract once they have been rolled over.

** Current Administrator: Please consider this your authorization to send a direct rollover distribution from my 529 Qualified Tuition Program noted in this Section (1a). Please transfer all assets immediately if no selection is checked.

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2 Account Owner Information for account into which funds are being deposited

Account Owner Name	Beneficiary Name
Account Owner Street Address	City, State, Zip Code
Account Owner Daytime Phone Number	Account Owner Email Address

2a Information for account into which funds are being deposited

I am requesting a Rollover/Investment Direction Transfer to:

- Virginia529 prePAID**
Note: Payments received in excess of the monthly payment amount will be applied towards the principal on the prePAID account unless otherwise instructed. Separate instructions will need to be submitted along with this form in order to use funds received as a down payment during the prePAID open enrollment period or as a prepayment deposit for the purpose of reducing the monthly payment amount.
- Virginia529 inVEST**
Note: Separate instructions will need to be submitted along with this form in order to authorize the transferred funds to be applied towards multiple inVEST accounts. Failure to provide such instructions will delay these funds from being invested in their intended portfolios and may result in the funds being returned to the originating 529 Qualified Tuition Program.
- CollegeAmerica**
- CollegeWealth, Union Bank & Trust**
- CollegeWealth, BB&T**

Name of the Receiving Qualified Tuition Program selected above	Account Number
Street Address	City, State and Zip Code
Phone number	

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3

Investment Direction for Virginia529 inVEST accounts

I am requesting to change my Portfolio selection for the inVEST account indicated below. I understand that this request will change all funds invested in my current Portfolio and future contributions for this inVEST account to the new Portfolio. I also understand that pursuant to IRC Code §529, I am permitted two investment direction changes per calendar year for each beneficiary.

Please indicate the inVEST account number for which you are requesting a Portfolio change. A form will need to be completed for each inVEST account for which you are requesting a Portfolio change. All forms for the same Account Owner and Beneficiary must be submitted at the same time.

Account Owner Name

Beneficiary Name

inVEST Account Number

Current inVEST Portfolio

You can only select ONE portfolio from the Static OR Age-Based Portfolios for each account. **This form will be returned to the Account Owner for correction in the event that multiple Portfolios have been selected, in any combination of or within, the Age-Based or Static categories.** In the event you would like to add a Portfolio, you will need to complete an inVEST application to open a separate new inVEST account.

If you have an existing inVEST account with a specific Portfolio selection, you cannot have a second inVEST account with the same Portfolio for the same beneficiary. For example, if you have a Piedmont inVEST account for your beneficiary, you cannot select Piedmont as your Portfolio selection for another inVEST account for this beneficiary.

Do not complete this section if you are transferring funds among existing inVEST accounts, as transfers between inVEST accounts with the same Portfolio are not considered investment direction. Please complete sections 1 and 2 for this.

AGE-BASED PORTFOLIOS (target asset allocation as of July 1, 2016)

- | | |
|---|---|
| <input type="checkbox"/> Rappahannock (77% Equity, 23% Fixed Income) | <input type="checkbox"/> Chesapeake (35% Equity, 65% Fixed Income) |
| <input type="checkbox"/> James River (67% Equity, 33% Fixed Income) | <input type="checkbox"/> Potomac (17% Equity, 83% Fixed Income) |
| <input type="checkbox"/> Eastern Shore (57% Equity, 43% Fixed Income) | <input type="checkbox"/> Piedmont (0% Equity, 100% Fixed Income/Stable Value) |
| <input type="checkbox"/> Alleghany (47% Equity, 53% Fixed Income) | |

PASSIVELY-MANAGED STATIC PORTFOLIOS

(target asset allocation as of January 1, 2016)

- Aggressive Growth
(80% Equity, 20% Fixed Income/Cash)
- Moderate Growth
(60% Equity, 40% Fixed Income/Cash)
- Conservative Income
(20% Equity, 80% Fixed Income/Cash)
- Total Stock Market Index Fund
(100% Equity)
- Total Bond Market Index Fund
(100% Fixed Income/Cash)
- Total International Stock Index Fund
(100% International Equity)
- Inflation-Protected Securities Fund
(100% Inflation-Protected Securities)
- Real Estate Investment Trust Index
(100% REIT Securities)

ACTIVELY-MANAGED STATIC PORTFOLIOS

(target asset allocation as of January 1, 2016)

- Active Aggressive
(80% Equity, 20% Fixed Income)
- Active Moderate
(50% Equity, 50% Fixed Income)
- Active Conservative
(25% Equity, 75% Fixed Income)
- Socially Targeted Investment
(75% Dividend Paying Equity Securities, 25% Non-Dividend Paying Equity)

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4 Signature

I am submitting this request to change the Portfolio for an inVEST account (Investment Direction) or a rollover or an Investment Direction transfer for the amount indicated above from an existing account. I understand that Virginia College Savings Plan is not responsible for any consequences related to the custodian's improper use, transfer or characterization of custodial funds transferred from an UGMA or UTMA account.

I understand that if the breakdown of principal/earnings is not provided by the existing administrator of the 529 plan that I am responsible for providing the appropriate documentation to Virginia College Savings Plan. I understand that if I do not provide this documentation to Virginia College Savings Plan, the entire amount of the transfer will be treated as earnings in computing the earnings portion of any subsequent withdrawal from the account, which may be taxable to me at that time. This documentation is required to be received by Virginia College Savings Plan within 90 days from the receipt of the rollover funds.

I understand that in accordance with IRC Section 529, I am allowed one rollover per 12- month period for the same beneficiary. Exceeding this limit can result in tax and penalty consequences. Virginia College Savings Plan is not responsible for any consequences related to the account owner's improper use, transfer or characterization of the rollover.

I understand transfers to and from inVEST, CollegeAmerica and CollegeWealth accounts are considered Investment Direction as defined by IRC Section 529 regulations. I understand that changing the Portfolio on my inVEST account is considered Investment Direction as provided in the IRC 529 regulations. Two Investment Direction changes made in any Virginia College Savings Plan savings program (inVEST, CollegeAmerica and/or CollegeWealth) for the same account owner and beneficiary combination within this calendar year will prevent any other investment direction changes for a Virginia College Savings Plan account with that same account owner and beneficiary combination until the following calendar year. However, if an Account Owner owns multiple inVEST, CollegeAmerica and/or CollegeWealth accounts for a specific Beneficiary and wishes to change the investments in some or all of those accounts, submitting the investment direction change for each of those accounts at the same time is deemed to be only 1 investment direction change.

I understand that processing this rollover/transfer will be handled in accordance with the guidelines provided in the applicable Program Description and that waiting periods may apply.

I have read the applicable Program Description (prePAID, inVEST, CollegeAmerica or CollegeWealth) and by signing below I hereby certify that the information provided herein is true and correct to the best of my knowledge.

Account Owner Signature

Date

For VA529 Use Only

For office use only, Virginia529 will complete this acceptance agreement.

As Administrator of Virginia College Savings Plan, we will accept the Qualified Tuition Program rollover/transfer requested. To ensure proper credit, please return a copy of this form with the check or indicate the Account Owner, Beneficiary and the Virginia College Savings Plan account number on the check or check stub. Make the check payable to Virginia529, 9001 Arboretum Parkway, North Chesterfield, VA 23236.

Signature Guarantee (only if required by other QTP)

Virginia College Savings Plan-Authorized Administrator's Signature

Date

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ROLLOVER INVESTMENT DIRECTION

5 CHECK LIST

- Is the Account Owner the same person for all accounts involved with the transfer or rollover? This is required.
- Is the receiving account open at this time? For assistance in opening your new Virginia529 account:
 Contact Virginia529 at 888-567-0540 opt. 1.
 Contact CollegeAmerica, American Funds at 800-421-0150 extension 529 or your financial adviser.
 Contact CollegeWealth, Union Bank & Trust at bankatunion.com.
 Contact CollegeWealth, BB&T at www.BBT.com.
- Are any of the funds being transferred custodial (UTMA or UGMA)? Transfers involving assets from an UTMA/UGMA account may require further assistance. Contact Virginia529 at 888-567-0540.
- Is there a copy of the current 529 Qualified Tuition Program account statement provided? This is required.
- Are there any separate instructions or forms needed to facilitate this rollover? Contact the current 529 Qualified Tuition Program administrator to determine if any further forms or instructions are required. Not all 529 Qualified Tuition Program administrators will accept a rollover request solely from Virginia529.
- Is a signature guarantee necessary? Virginia529 does not require signature guarantees. Contact the current 529 Qualified Tuition Program administrator to determine if this is necessary.
- Are there multiple accounts from which money is being transferred? A form is required for each account. All forms are required to be submitted at the same time.
- Are the funds being transferred into an account for the same beneficiary? If not, the new beneficiary must be a "Member of the Family" as defined by IRC Section 529 (see the applicable Program Description for the definition). The Beneficiary of any account containing UTMA/UGMA assets cannot be changed.
- For Portfolio changes on a single iVEST account, did you select only one Portfolio? This form will be returned to the Account Owner for correction in the event that multiple Portfolios have been selected in any combination of or within the Age-Based or Static categories.

Office Use Only		
Batch Date : _____	Batch Sequence: _____	
Seq.#: _____	Batch Date: _____	
Processed Date: _____	Post to Acct: _____	
Basis: _____	Earnings: _____	Total: _____

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