Baker Botts LLP 401(k) & Savings Plan

ROLLOVER CONTRIBUTION FORM

PERSONAL INFORMATION (please print clearly using black or blue ink)

NAME: ______________________ SOCIAL SECURITY NUMBER : ______________

ADDRESS: ______________________ APT: ______________

CITY: ______________________ STATE: ________ ZIP CODE: ______________

DAY PHONE: ______________________ EVENING PHONE: ______________

E-MAIL: ______________________ DATE OF BIRTH: _____/_____/______

INSTRUCTIONS

1. Contact your former employer, plan administrator, or financial institution to request and receive a rollover distribution check. You will need to provide the correct payee information for your rollover. The rollover check should be mailed directly to you and payable as follows:
   - Voya Institutional Trust Company, as Trustee of the Baker Botts LLP 401(k) & Savings Plan for the benefit of (F.B.O.) (Your Name)
2. Obtain required documentation. Your former employer or financial institution should provide you with proof of plan qualification and taxability. Proof of plan qualification status is typically documented in a copy of the plan's IRS Letter of Determination, a signed letter from your employer or prior Plan Administrator and/or your rollover distribution statement. Proof of taxability is typically documented in your rollover distribution statement.
3. Write the last four digits of your Social Security Number on the rollover check.

PLEASE NOTE: AN INCOMPLETE APPLICATION, INSUFFICIENT DOCUMENTATION, A MISSING CHECK OR A CHECK WITH INCORRECT PAYEE INFORMATION MAY RESULT IN A DELAY IN POSTING FUNDS TO YOUR ACCOUNT OR THE RETURN OF YOUR APPLICATION AND/OR CHECK.

PROOF OF PLAN QUALIFICATION AND TAXABILITY

Plan qualification: Your rollover contribution to the Baker Botts LLP 401(k) & Savings Plan must be from another qualified plan or IRA. The Baker Botts LLP 401(k) & Savings Plan accepts rollover contributions from a 401(k) plan or Rollover IRA. If you choose to rollover an eligible plan payment that was paid to you, it will be treated as an indirect rollover which must be completed within 60 days after you received the payment.

Note: If you are directly rolling over Roth money, we must receive cost basis and the Roth account's start date directly from your prior record keeper. Please include a copy of your rollover distribution statement from your former plan PLUS documentation providing the start date and total amount of your Roth contributions.

Taxability: You must provide documentation that details the taxability of the funds to be rolled over indicating: pre-tax or Roth.

You may need to contact your former employer, plan administrator, or financial institution to provide you with this information which must accompany this application and rollover check.

INVESTMENT FUND ELECTIONS (MUST TOTAL 100%)

I elect to make a rollover contribution to the Baker Botts LLP 401(k) & Savings Plan in the amount of: $__________

If you do not designate fund elections or elections do not total 100%, your rollover contribution allocation will default to the Vanguard Target Retirement Fund based on date of birth.

Vanguard Target Retirement Income Fund	_________ .00%	**Vanguard Value Index Fund**	________ .00%
Vanguard Target Retirement 2015 Fund	_________ .00%	**Vanguard Institutional Index Fund**	________ .00%
Vanguard Target Retirement 2020 Fund	_________ .00%	**Prudential Jennison Growth**	________ .00%
Vanguard Target Retirement 2025 Fund	_________ .00%	**Vanguard Growth Index Fund**	________ .00%
Vanguard Target Retirement 2030 Fund	_________ .00%	**JP Morgan Value Advantage**	________ .00%
Vanguard Target Retirement 2035 Fund	_________ .00%	**Northern Trust Small Cap Value Fund**	________ .00%
Vanguard Target Retirement 2040 Fund	_________ .00%	**Neuberger Berman Genesis Trust Fund**	________ .00%
Vanguard Target Retirement 2045 Fund	_________ .00%	**Vanguard Small Cap Index Fund**	________ .00%
Vanguard Target Retirement 2050 Fund	_________ .00%	**Baron Small Cap Fund**	________ .00%
Vanguard Target Retirement 2055 Fund	_________ .00%	**PIMCO Foreign Bond Fund**	________ .00%
Vanguard Target Retirement 2060 Fund	_________ .00%	**Eaton Vance Floating Rate I Fund**	________ .00%
MCM Stable Asset Fund	_________ .00%	**Vanguard Developed Markets Index Fund**	________ .00%
Invesco Premier U.S. Gov't Money Portfolio	_________ .00%	**MFS International Value R5 Fund**	________ .00%
Western Asset Core Plus	_________ .00%	**Wells Fargo Advantage Emerging Markets Fund**	________ .00%
Vanguard Total Bond Market Index Fund	_________ .00%	**Voya Clarion Real Estate Portfolio I**	________ .00%
Janus Balanced Fund	_________ .00%	**TOTAL**	**100%**

AUTHORIZATION

I certify that the amount of my rollover contribution represents only money that is eligible to be rolled over into the Baker Botts LLP 401(k) & Savings Plan. If any of the money is subsequently determined to be ineligible for rollover, I understand that the Plan will distribute the ineligible amount and any attributable earnings, if applicable.

PARTICIPANT SIGNATURE ____ **DATE** ____________________

If you have any questions, please go online at http://retirementplan.voya.com or call the Baker Botts LLP 401(k) & Savings Plan Service Center at 1-800-961-4015 (TTY/TTD users call 1-877-671-3146). Customer Service Associates are available Monday through Friday, 8:00 A.M. to 8:00 P.M. Eastern Time (excluding stock market holidays).

CHECKLIST

PLEASE REVIEW YOUR APPLICATION CAREFULLY.

- ❒ Completed the Personal Information section, **and**
- ❒ Contacted your former employer or financial institution, **and**
- ❒ Completed the Investment Fund Elections section, **and**
- ❒ Included your rollover check (made payable to Voya Institutional Trust Company, as Trustee of the Baker Botts LLP 401(k) & Savings Plan F.B.O. (your name)), **and**
- ❒ Included proof of plan qualification documenting the source of your rollover contribution such as: 401(k) or IRA (IRS Letter of Determination, letter from plan's prior record keeper, or distribution statement), **and**
- ❒ Included proof of taxability detailing the taxability of funds to be rolled over such as: pre-tax, or designated Roth. (Letter from plan's prior record keeper, and/or rollover distribution statement), **and**
- ❒ Signed and dated the Rollover Contribution form

If your rollover check or any of the above required information or documentation is missing from your application, there will be a delay in processing your rollover contribution and your application and/or check may be returned to you.

If your application is complete, please mail the application and any required documentation to:

VIA MAIL
Voya Financial
Attn: Baker Botts LLP 401(k) & Savings Plan
P.O. Box 55772
Boston, MA 02205-5772

VIA OVERNIGHT DELIVERY
Voya Financial
Attn: Baker Botts LLP 401(k) & Savings Plan
30 Braintree Hill Office Park
Braintree, MA 02184-8747