401(k) Rollover Decision Worksheet

Use this worksheet to compare an old 401(k), a new employer plan, and an IRA before moving money.

Goal: check the access, protection, tax, and special-case issues first. Compare fees only after those gates are clear.

1) Your rollover situation

Fill in the basic facts first. Keep this worksheet with the documents you used.

Your name ______________________________

Date you reviewed this ______________________________

Former employer / old 401(k) plan ______________________________

New employer plan (if any) ______________________________

Candidate IRA provider ______________________________

2) Compare the three possible destinations

Do not assume the IRA is the default answer. Check whether each path is actually available.

Destination	**Still in the running?**	**Notes**
Old 401(k) / former plan	■ Yes ■ No	
New employer plan	■ Yes ■ No	
IRA	■ Yes ■ No	

3) Decision gates: check these before fees

If any answer below is "Yes" or "Need to verify," stop and review it before you start a rollover.

Can the new employer plan accept the rollover?	■ Yes	■ No	■ Need to verify
Could leaving the 401(k) preserve a Rule-of-55 access route you may need?	■ Yes	■ No	■ Need to verify

Is creditor or legal-protection context important in your case?	■ Yes	■ No	■ Need to verify
Could adding a rollover IRA affect later Form 8606 / backdoor Roth math?	■ Yes	■ No	■ Need to verify
Does the account hold after-tax money?	■ Yes	■ No	■ Need to verify
Does the account hold designated Roth money?	■ Yes	■ No	■ Need to verify
Does the account hold employer stock that may need NUA review?	■ Yes	■ No	■ Need to verify
Is there an outstanding plan loan or loan offset question?	■ Yes	■ No	■ Need to verify

4) Document checklist

Use real documents, not memory. You do not need every page in front of you, but you should know which source you relied on.

■ Old plan summary plan description (SPD)	______________________
■ Old plan participant fee disclosure	______________________
■ Old plan investment menu / expense information	______________________
■ New plan rollover acceptance rules	______________________
■ New plan fee disclosure	______________________
■ IRA full fee schedule	______________________
■ Tax breakdown showing pretax / after-tax / Roth amounts	______________________
■ Any employer stock detail	______________________
■ Any plan loan or loan offset detail	______________________

5) Fee comparison

Only do this after the gates above are reasonably clear. Compare recurring all-in annual cost, not just the fund expense ratio.

Destination	All-in annual cost	Source / page used
Old 401(k)		
New employer plan		
IRA		

Fee note: if one option looks cheaper, write the estimated difference and why it matters only after the non-fee gates are clear.

6) Receiving account and transfer method

If a rollover is still the best path, write down the receiving account details and use the direct route unless a documented exception applies.

Chosen destination ______________________________

Receiving institution / account number ______________________________

■ Direct rollover confirmed ______________________________

■ If not direct, 60-day issue reviewed ______________________________

Transfer instructions / administrator notes

7) Final decision record

Write the reason for your final choice in one plain-English sentence, then list what still needs follow-up.

Why I chose this destination

Open questions / specialist follow-up

Decision date ______________________________

When I will recheck this ______________________________

This worksheet is educational. It does not determine state creditor law, plan-specific eligibility, NUA treatment, or your personal tax result.