

**Corning Investment Plan
Rollover Application**

(Please print - remember to sign and date your form. Read the attached Rules and Instructions **before** completing this form.)

EMPLOYEE INFORMATION

Name: _____
Last
First

Home Address: _____
Street
City
State

Soc Sec #: _____ Daytime Phone #: _____ Birth Date: _____

The Corning Incorporated Investment Plan accepts rollover contributions from other employers' qualified retirement plans, conduit IRAs, Section 403(b) and Section 457 plans. You may roll over any amount up to the full taxable portion of your distribution. The Corning Investment Plan does not accept rollover contributions from Pension and Roth Plans. Please read the enclosed *Rollover Guidelines* carefully before submitting your rollover request. An incomplete request will delay the processing and investment of your rollover contribution. Please complete and return this form, **required documentation** and the rollover check to:

Regular Mail:	Overnight Delivery:
Corning Benefits Network Box 223637 Pittsburgh, PA 15251-2637	Bank of New York Mellon Attn: Box 223637 500 Ross Street 154-0455 Pittsburgh, PA 15250

Checks must be made payable to the "**Trustee of the Corning Incorporated Investment Plan**".

If you need additional information regarding your rollover request, please call the Corning Benefits Network at 800-858-3875. Benefit Services Representatives are available Monday through Friday from 9:00 AM to 7:00 PM Eastern Time, excluding holidays.

If you need help understanding the tax issues related to a 401(k) rollover, contact Ayco Financial Planning Services at 888-741-7766. Ayco financial coaches are available Monday through Friday from 9:00 a.m. to 5:00 p.m., excluding holidays. (The Ayco Company, L.P. is a Goldman Sachs Company.)

Section 1: Rollover Elections

Rollover Amount – Enter the amount of rollover

Dollars (no commas)							Cents	

Investment Direction – Enter the percentages of your rollover to be invested in each of the available investment funds. Entries must be in multiples of 1% and the total of all entries must equal 100%.

Vanguard Federal Money Market	%	Fidelity Contrafund	%
State Street U.S. Short-Term Government/Credit Bond Index	%	T. Rowe Price Large Cap Growth	%
Vanguard Inflation-Protected Securities	%	Vanguard Mid-Cap Index	%
Vanguard Total Bond Market Index	%	Vanguard Small-Cap Index	%
Vanguard Balanced Index	%	Prudential Jennison U.S. Small Cap Equity	%
Vanguard Value Index	%	BlackRock MSCI ACWI ex-US Index Fund	%
Vanguard Institutional Index	%	Dodge & Cox International Stock	%

Section 2: Employee Authorization

I authorize the trustee of the Corning Investment Plan to deposit my rollover contribution on my behalf into the Investment Plan. I understand that this rollover contribution, once approved and deposited, is subject to the terms and conditions of the Investment Plan.

By signing this form, I acknowledge that my rollover contribution is from a qualified retirement plan or a conduit IRA and does not contain any contributions which have already been taxed.

I understand that my rollover will be credited to my account as soon as administratively possible after review and approval of my supporting documentation. I further understand that, for a rollover subject to the 60-day limit, complete rollover information must be received by the Corning Benefits Network at least seven business days prior to the expiration of the 60-day limit.

Signature

Date

Social Security Number (Required)

_() _____
Daytime Phone Number

_() _____
Evening Phone Number

Please keep a copy of this completed form and all attachments for your records.

Rollover Checklist

To ensure there is no delay in processing your rollover request, please use this checklist to ensure all required documentation is included with this rollover application. Any missing or incompletely documentation will delay the processing of your request. The Corning Benefits Network must receive all original copies. No faxed copies are allowed.

Checklist:

Check Box When Complete:	Enclosure is Required	Description of Step
	Yes	1. Sections 1 and 2 of the Rollover Application have been completed.
	Yes	2. The rollover check payable to the “Trustee of the Corning Incorporated Investment Plan” is enclosed.
		3. The rollover contribution is coming from (check one) :
		a) Qualified Retirement Plan
		b) Conduit or Simple IRA
		c) Section 403(b)
		d) Section 457
		4. The rollover does not contain any shares.
	Yes	5. Documentation is enclosed that clearly shows that my rollover check represents a distribution of only pre-tax monies (one or more of the following) :
		a) a copy of the distribution statement from the institution issuing the rollover check.
		b) a copy of a recent quarterly statement
		c) a letter from the institution issuing the rollover check stating that the check represents pre-tax money, only
	Yes	6. Documentation is enclosed showing that the source of my rollover is a qualified IRA or employer plan (one or more of the following) :
		a) Letter of Determination from the IRS stating the plan is a qualified plan
		b) Summary Plan Description for the prior plan
	Yes	7. If the rollover is coming from a Conduit IRA or a Simple IRA, enclosed is a letter or distribution statement from the issuing institution stating that the money in the IRA is solely from a qualified plan.

Important!

If you are unsure of any of the items listed above, please call the Corning Benefits Network at 800-858-3875 **before sending in your rollover application and check(s)**, Benefit Services Representatives are available Monday through Friday from 9:00 a.m. to 7:00 p.m. Eastern time, excluding holidays.

Disclaimer:

If your application is missing any required information, your rollover request will be delayed. Please note that during the period of time between the date your application is received and the date your rollover check is actually processed (the “processing period”), your account will continue to be subject to market fluctuations. Corning and the Corning Benefits Network are not liable for market changes you experience during the processing period. If you are unsure of what documentation is required, please contact the Corning Benefits Network before sending in your rollover application.

GUIDELINES FOR ROLLOVER INTO THE CORNING INVESTMENT PLAN

There are two ways through which you can have your distribution rolled over into the Investment Plan.

A. Direct Rollover - The taxable distribution can be paid by your previous employer's plan directly to the Corning Investment Plan. To do so, you should notify your previous employer that you wish to make a direct rollover and that the distribution be paid to the order of "**Trustee of the Corning Incorporated Investment Plan**". Be sure that your name and Social Security number appear on the front of the check.

B. Participant Rollover - Based on IRS regulations, if the check from your prior employer's plan is made out directly to you, you have 60 days from the date you receive your distribution to roll it over into another plan. Since the IRS provides no exceptions to this 60-day limit, we suggest you begin this process as soon as possible if you intend to roll your money into the Corning Investment Plan. In addition, if the check is made out directly to you, tax withholding is generally required. In order to defer all taxes associated with the distribution, you will have to make up the difference out of your own pocket. You may present the rollover check to the Plan in two ways:

- (i) by endorsing over the check from the prior plan to the order of "**Trustee of the Corning Incorporated Investment Plan**" and sending it to the Corning Benefits Network. The date on the check will be used to measure the 60-day limit; therefore, the rollover must be sent to the Corning Benefits Network within seven business days prior to the expiration of the 60-day limit of the check date.
- (ii) by sending a **certified check, money order or bank check**, which represents part or all of the taxable distribution received from the prior plan. The date of the original check will still be used to measure the 60-day limit; therefore, documentation (such as a photocopy of the check) must be provided which indicates the date of distribution.

COMPLETE ROLLOVER INFORMATION FOR A PARTICIPANT ROLLOVER MUST BE RECEIVED BY THE CORNING BENEFITS NETWORK AT LEAST SEVEN BUSINESS DAYS PRIOR TO THE EXPIRATION OF THE 60 DAY LIMIT.

Stock Distributions - Please keep in mind that the Corning Investment Plan does not accept the rollover of any stock distributions. If you receive a stock distribution from a prior plan, the Internal Revenue Code allows you to sell those shares and then roll over the resulting value, regardless of the price of the stock when distributed. The Code requires you to sell the shares; you may not keep the shares and then come up with the cash from some other source. Since this transaction cannot be done as a direct rollover, the 60 day limit applies and will be measured from the date the shares are originally registered in your name. You must supply a copy of the original stock certificate reflecting the date the shares were registered to you, along with any brokerage statements documenting the proceeds of the stock sale along with the date(s) of the sale.

Conduit IRA - If you are rolling over a distribution from an IRA, the rollover must consist solely of a distribution from another employer's plan and subsequent investment earnings. Unless you have a check issued from your conduit IRA directly to the Corning Investment Plan, you have only 60 days from the date of the distribution from the IRA to roll the funds over to the Plan.

In all cases, you will have to complete a *Rollover Request Form*, and mail with the rollover check to:

Regular Mail:	Overnight Delivery:
Corning Benefits Network Box 223637 Pittsburgh, PA 15251-2637	Bank of New York Mellon Attn: Box 223637 500 Ross Street 154-0455 Pittsburgh, PA 15250

You must complete a *Rollover Request Application* form, supply the appropriate documentation as indicated below, and mail them with the rollover check to the Corning Benefits Network. Be sure to include your Social Security Number on the front of the check. If your rollover check is sent directly by the eligible employer plan or traditional IRA, you must still submit your documentation and rollover form to the Corning Benefits Network.

Required Documentation:

- 1) **For rollovers from an eligible employer plan, proof that all the money is taxable.** Non-taxable contributions cannot be rolled over into the Plan. A statement from the distributing plan indicating the gross amount of the distribution and the amount of income tax withheld, and your certification that the entire amount of your rollover is taxable. Your signature on the *Rollover Request Application* form is your *certification*.
- 2) **For rollovers from an eligible employer plan, proof that the rollover money comes from an eligible employer plan (a section 401(a), 403(a), 403(b) or governmental 457 plan).** The type of plan may be indicated on the documents given to the employee at the time of the payout (e.g., IRS favorable determination letter for the originating plan, letter from the plan administrator on company letterhead indicating the type of eligible employee plan, Prospectus or Summary Plan Description if the document specifically states the plan type).
- 3) **For stock distributions from an eligible employer plan, proof that the stock was sold and that you are rolling over the proceeds.** A copy of the original stock certificate with the date the shares were registered in your name along with any brokerage statements documenting the date and proceeds of the stock sale.
- 4) **For rollovers from an eligible employer plan, proof that the rollover money is part of an eligible rollover distribution.** Amounts distributed as a result of required minimum distributions, as part of installment payments that will be spread over ten or more years, as part of annuity payments or as a result of a distribution made to a non-spouse beneficiary are not eligible to be rolled over. Usually, the type of distribution will be indicated on the papers given to the employee at the time of the payout (e.g., footnote on check or distribution statement, letter from the administrator of the original plan). You will need to obtain documentation of the status of the Plan from the Plan Administrator. Also required is your certification that the distribution is not one of a series of periodic payments. Your signature on the *Rollover Request Application* form is your certification.
- 5) **If not a direct rollover, proof that the distribution contains only pre-tax contributions and subsequent investment earnings and was made within 60 days. Your signature on the *Rollover Request Application* form is your certification.**
- 6) **For rollovers from a traditional IRA, you must certify that your rollover contains money that consists solely of a distribution of taxable contributions (money not previously taxed) and subsequent investment earnings.** You must agree to indemnify the Plan Trustee and/or Plan recordkeeper for any expense or penalties incurred, if your rollover contributions is later found to contain contributions that have already been taxed. Your signature on the *Rollover Request Application* form certifies your agreement.

For a rollover from a conduit IRA, proof that the rollover contains money which consists solely of a taxable distribution from another employer's qualified plan and subsequent investment earnings. Copies of every statement from initial deposit into the IRA to the actual distribution date may be provided. You may also provide a letter from the investment company or bank, on company letterhead, stating that the IRA consists solely of a taxable distribution from a qualified plan and subsequent earnings.

The Corning Investment Plan does not accept rollover contributions from Pension and Roth Plans.
Required Processing Time:

Your Rollover Contribution Application will be reviewed within three business days of the date your completed application and certified check, money order or bank check are received by the Corning Benefits Network. Please note: you will not receive investment activity on your rollover contributions until they are posted.

If your rollover contribution is not accepted as a result of incomplete required documentation (see front page of this document), you will receive written notice within seven to ten business days. In addition, your certified check, money order or bank check will be returned to you.