

**THE REED ELSEVIER US SALARY INVESTMENT PLAN**  
**Instructions for ROTH 401(k) Rollover Contributions**

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Please complete the attached **Roth 401(k) Rollover Contribution Form** noting the requirements listed below:

- Rollover checks **must be received by ING within 55 days** of the date of the original check
- Your Rollover Check **must be a certified check or a direct check** from the prior trustee.
- Your Rollover Check **must be accompanied by a copy of your \*Tax Distribution Statement** from your Former Plan.
- Shares of stock will **NOT** be accepted.
- After-tax money will **NOT** be accepted
- Documentation providing the starting date of your Roth contributions.
- Documentation providing the dollar amount of the total Roth contributions.
  
- Your Rollover Check **must be made payable to:**  
Reed Elsevier US Salary Investment Plan **\*\*F/B/O (Your Full Name)**

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\* Your Tax Distribution Statement is the statement that you received from your Former Plan at the same time you received your Rollover Check.

\*\* F/B/O means "For Benefit Of"

**THE REED ELSEVIER US SALARY INVESTMENT PLAN**  
**Roth 401(k) Rollover Contribution Form**

**Instructions**

**Complete this Roth 401(k) Rollover Contribution Form and . . .**

Attach: · Your Tax Distribution Statement from Your Former Plan, documentation of the total Roth contributions and documentation providing the starting date of your Roth contributions

· Your Roth 401(k) Rollover Check Payable to Reed Elsevier US Salary Investment Plan. F/B/O (Your Full name)

Mail to: · ING, Reed Elsevier Plan Administration, PO Box 5166, Boston, MA 02206

For Overnight Delivery: ING, Reed Elsevier Plan Administration, 1 Heritage Drive, N. Quincy, Mass. 02171

**Section 1: Participant Information to be completed by ALL participants.**

<u>Name</u> <i>Last, First MI</i>		<u>Social Security Number</u>
<u>Address</u>		<u>Daytime Phone Number</u>
<u>City</u>	<u>State</u>	<u>Zip Code</u>

I hereby elect to make a Roth 401(k) rollover contribution to the Reed Elsevier US Salary Investment Plan in the amount of \$\_\_\_\_\_ (and/ or) I hereby elect to make a Roth rollover contribution to the Reed Elsevier US Salary Investment Plan in the amount of \$\_\_\_\_\_. As evidenced by the attached documentation, this amount does not exceed the taxable amount which I received from \_\_\_\_\_ (NAME OF QUALIFIED PLAN).

**Section 2A : Roth 401(k) Rollover Investment Elections**

- SSgA Yield Enhanced (YES)Fund (10) \_\_\_\_\_%
- SSgA Bond Market Index Fund (12) \_\_\_\_\_%
- SSgA Target Retirement Income Fund (13) \_\_\_\_\_%
- SSgA Target Retirement 2010 Fund (14) \_\_\_\_\_%
- SSgA Target Retirement 2015 Fund (15) \_\_\_\_\_%
- SSgA Target Retirement 2020 Fund (16) \_\_\_\_\_%
- SSgA Target Retirement 2025 Fund (17) \_\_\_\_\_%
- SSgA Target Retirement 2030 Fund (18) \_\_\_\_\_%
- SSgA Target Retirement 2035 Fund (19) \_\_\_\_\_%
- SSgA Target Retirement 2040 Fund (21) \_\_\_\_\_%
- SSgA Target Retirement 2045 Fund (22) \_\_\_\_\_%
- SSgA Target Retirement 2050 Fund (24) \_\_\_\_\_%
- Dodge & Cox International Fund (23) \_\_\_\_\_%
- SSgA S&P 500 Index Fund(25) \_\_\_\_\_%
- Domini Social Equity Fund (26) \_\_\_\_\_%
- SSgA Russell 2000 Index Fund (35) \_\_\_\_\_%
- Hartford Midcap HLS Fund (41) \_\_\_\_\_%
- Smith Barney Large Cap Growth (42) \_\_\_\_\_%
- American Funds Fundamental Investors Fund (45) \_\_\_\_\_%
- SSgA Emerging Markets Fund (50) \_\_\_\_\_%
- Hartford Small Company HLS Fund (65) \_\_\_\_\_%
- SSgA Daily EAFE (68) \_\_\_\_\_%
- American Funds New Perspective (70) \_\_\_\_\_%

**TOTAL** **100%**

I hereby direct that this rollover contribution be invested in the SIP Core Funds as designated above.

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**Section 3: To be completed by ALL participants.**

I have attached the Tax Distribution Statement from my Former Plan and my certified check and/or my Rollover Check from my Former Plan. The check(s) are made payable to:

**Reed Elsevier US Salary Investment Plan  
F/B/O (Your Fund Name)**

I hereby certify that all of the assets to be invested as specified above are qualified monies and are eligible for rollover into the Reed Elsevier US Salary Investment Plan. I understand that the Plan will not be held responsible for any tax penalties that may occur due to an incomplete submission.

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_