



PAYROLL SERVICES  
& BENEFITS

Any 403(b) transfer, rollover, withdrawal, or distribution request requiring a Plan Administrator signature must be signed by a Plan Administrator at the Chancellor's Office. Please enclose the following documents with your request:

- Your fund provider's form
- Transfer/rollover/withdrawal/distribution request form, completed and signed (make a copy for yourself)
- Self-addressed, stamped envelope

You will need to send the request to the following address. Estimated return time is 5-7 business days.

The California State University, Chancellor's Office  
Systemwide Human Resources Administration  
401 Golden Shore Drive, 4th Floor  
Long Beach, CA 90802

You may also fax all required documents to (562) 951-4695 or submit your request online

<https://www2.calstate.edu/csu-retirees/Pages/submit-documents.aspx>

**Walk-in requests and drop-offs are not permitted.**