

# Client Account Transfer Form

Use this form to transfer all or a portion of your account from another financial institution to your Merrill Lynch, Pierce, Fenner & Smith Incorporated ("Merrill Lynch") account.



For best results, please complete the information requested below in parts 1 to 4 using ALL CAPITAL letters and black ink. If you need more room for information or signatures, use a copy of the relevant page or a blank sheet. Use one form for each account that you're transferring.

## Things to know before you begin:

- Many firms transfer assets using an automated transfer process, which typically takes 5 to 6 business days. Other firms either don't use the automated process or must process some assets manually, which takes more time. The following estimated time frames for manual transfers are from the date of receipt of instructions by the delivering firm and may vary greatly:
  - Equities, bonds and options, approximately 15 business days
  - Restricted securities, approximately 15 to 20 business days
  - Mutual funds, up to 30 business days
  - Foreign securities, 4 to 6 weeks
- Note: Annuities are not transferred using this form. Please use the Merrill Lynch Annuity Transfer Form.
- Remember to update any automatic deposits or withdrawals you've set up on the account you're transferring to Merrill Lynch.
- Some transfers may result in tax consequences, penalties or financial risk. Consult your tax and financial professionals before requesting this transfer.
- If you're rolling over assets from a 401(k) or other employer-sponsored plan, consider all of your choices. You may be able to roll over to an IRA, roll over an old 401(k) to a 401(k) at a new employer, take a distribution or leave the account where it is, depending on your unique financial needs and retirement goals. Each choice may offer different benefits and limitations including investment options and services, fees and expenses, withdrawal options, required minimum distributions, tax treatment and protection from creditors and legal judgments. Additionally, there are limits to how often and when you can roll over your account. Please contact your 401(k) or other employer-sponsored plan administrator for help with the transfer.

## Part 1 Where your account is now

Attach all pages of your most recent statement for this account to avoid any delays.

FIRM NAME		FIRM PHONE	CONTACT NAME
FIRM ADDRESS		CITY, STATE, ZIP	
ACCOUNT NUMBER	ACCOUNT TITLE		
ACCOUNT TYPE (RETAIL/IRA etc.)	SOCIAL SECURITY NUMBER (If used for tax reporting)	EMPLOYER ID NUMBER (If used for tax reporting)	
<b>Account holders (individual accounts) or authorized signers (for business, trust, estate, etc.)</b> List all names exactly as they appear on this account.			
NAME 1		TITLE (If an authorized signer)	
NAME 2		TITLE (If an authorized signer)	

## Part 2 Merrill Lynch account receiving your transferred assets

This can include a Merrill Lynch account on which you receive fiduciary services from U.S. Trust.

MERRILL LYNCH ACCOUNT NUMBER	ACCOUNT TYPE (Choose one)		
	<input type="checkbox"/> CMA	<input type="checkbox"/> IRA	<input type="checkbox"/> Roth <input type="checkbox"/> SEP <input type="checkbox"/> Other (Please specify)
ACCOUNT TITLE (Here at Merrill Lynch)			
SOCIAL SECURITY NUMBER (If used for tax reporting)		EMPLOYER ID NUMBER (If used for tax reporting)	
<b>Account holders (individual accounts) or authorized signers (for business, trust, estate, etc.)</b> List all names exactly as they appear on this account. This account must have at least one owner in common with your transferring account, otherwise this process will be delayed.			
NAME 1		TITLE (If an authorized signer)	
NAME 2		TITLE (If an authorized signer)	
DAYTIME PHONE	EVENING PHONE	EMAIL	
BRANCH CONTACT NAME	BRANCH CONTACT NUMBER		

Some assets, like certain low-priced stocks and proprietary money market funds, cannot be transferred into your Merrill Lynch account.

*If your request includes non-transferable assets, it will not be processed. You'll need to remove them and re-submit your request.*

*In-kind* means assets transfer exactly as they are currently held. Examples include certificates of deposits (CDs) in brokerage accounts, mutual funds available at both institutions or other specific securities.

*In cash means assets are liquidated and proceeds deposited in your account, which may result in tax consequences, penalties or financial risk. Examples include CDs that are liquidated or mutual funds sold by the delivering firm. However, if a liquidation doesn't occur before the transfer, assets will transfer in-kind.*

Please choose only one option:

☐ 1. Transfer ALL my assets in-kind:

If you are transferring mutual funds directly from the Mutual Fund Company, list the funds and the fund account numbers in the Mutual Funds and Securities section below. If you are transferring an account from a bank that holds a certificate of deposit, complete the "certificate of deposit at bank" section below. Otherwise, skip to part 4.

☐ **2. Liquidate my entire account and transfer in cash:**

Most financial institutions require either written or verbal instructions from the client to liquidate assets. **Please send liquidation requests directly to the delivering firm before requesting a transfer through Merrill Lynch.** We do not guarantee that the delivering financial institutions will accept this document as a request to liquidate assets, including certificate of deposits at a bank. If you are transferring an account from a bank that holds a certificate of deposit, complete the “certificate of deposit at bank” section below. Otherwise, skip to part 4.

☐ 3. Transfer my entire account after liquidating the assets listed below:

Use the sections below to list the assets you want to liquidated before your account is transferred to Merrill Lynch. Most financial institutions require either written or verbal instructions from the client to liquidate assets. **Please send liquidation requests directly to the delivering firm before requesting a transfer through Merrill Lynch.** We do not guarantee that delivering financial institutions will accept this document as a request to liquidate assets, including certificate of deposits at a bank.

☐ 4. Transfer **ONLY** certain assets in-kind:

Use the sections below to list the assets you want to transfer to Merrill Lynch. Many firms have minimum account balance/value requirements. To avoid a rejected transfer, please ensure that this partial transfer request does not reduce the losing account balance/value below that requirement. If you are transferring an account from a bank that holds a certificate of deposit, complete the "certificate of deposit at bank" section below. Otherwise, skip to part 4.

**CASH – Only used for transfer option 4 (Choose one):**

- ☐
- Transfer all cash
- ☐
- Transfer only this amount \$.....

**CERTIFICATE OF DEPOSIT AT A BANK – Used for transfer options 1, 2, 3 and 4 (Choose one):**

- ☐ Immediately liquidate CDs and transfer in cash. *You may be charged a penalty for early withdrawal.*
- ☐ Wait to liquidate CDs and transfer in cash when CDs mature on ..... (MM/DD/YYYY).  
*For this option, submit your request at least 7 days, but no more than 14 days, before maturity to ensure that we can process this request.*

**MUTUAL FUNDS AND SECURITIES** – Only used for transfer options 1, 3 or 4.

Securities include stocks, bonds, exchange traded funds, brokerage certificate of deposit, options and unit investment trusts. Provide all information, including the number of shares you want to transfer or liquidate. Write "ALL" in the quantity field if you'd like to transfer or liquidate all shares of a fund or a security.

[illegible]

## Part 4

**Your authorization**

*Attach all pages of your most recent statement for the account you are transferring to avoid any delays.*

**You direct the delivering firm to:**

- Transfer your account to Merrill Lynch as you have instructed on this form, even though the Merrill Lynch account may have a different account title or different taxpayer identification number than the delivering account.
- Liquidate proprietary money market funds, if any exist, and transfer in cash to Merrill Lynch unless you instruct otherwise. Proprietary mutual funds or money market funds may not be transferrable to Merrill Lynch. You should consult your tax and financial professionals regarding any fees or tax consequences that may result from liquidations of proprietary funds.
- Deduct any outstanding fees from the credit balance in your account. If a credit balance does not exist or does not cover the balance due, liquidate assets in the account to the extent necessary to satisfy the balance due.
- Transfer any certificates or other instruments held in the firm's physical possession in good deliverable form. Affix any necessary tax waivers so Merrill Lynch can transfer them in its name when directed to sell them.
- Freeze your account when this transfer is validated, which includes canceling all open orders and not accepting new orders on the transferring account (except for transactions closing option positions that expire within seven days).
- Release any requested historical information to Merrill Lynch about the account you're transferring.

You acknowledge that:

- Certain assets may not be readily transferable, with or without penalty, within the time frame required by FINRA Rule 11870, MSRB Rule G-26 or other designated authority.
- Certain assets may not be transferable to Merrill Lynch, such as low-priced securities and proprietary mutual funds or money market funds, and your request may be rejected. You should consult your tax and financial professionals regarding any fees or tax consequences that may result from liquidations of proprietary funds. You cannot resubmit your request until you remove non-transferable assets. For other types of non-transferable assets, you will be contacted in writing by Merrill Lynch or the delivering firm to determine how you want to dispose of such assets.
- Credit cards, debit cards or unused checks issued to you for the transferring account have been destroyed or returned to the delivering firm.
- If transferring assets in a retirement account, none of the amount transferred includes the required minimum distribution that you are required to take this year.
- If transferring a retirement plan account and the delivering firm is trustee or custodian, you represent that you have appropriately amended the plan and named Merrill Lynch as successor custodian or trustee.

**All account holders or authorized signers of accounts listed in Part 1 and Part 2 of this form must sign below.** *If an account holder's name appears differently on either account, the owner must sign the form using all name variations (e.g., maiden name and married name).*

PRINTED NAME (Include title here if an authorized signer)	SIGNATURE	DATE
	X	
PRINTED NAME (Include title here if an authorized signer)	SIGNATURE	DATE
	X	
PRINTED NAME (Include title here if an authorized signer)	SIGNATURE	DATE
	X	
PRINTED NAME (Include title here if an authorized signer)	SIGNATURE	DATE
	X	

MEDALLION SIGNATURE GUARANTEE

## Part 5

**Merrill Lynch  
accepts custody**

**For retirement accounts only.** To the prior custodian or trustee of the retirement account designated on this form for transfer: Merrill Lynch accepts the appointment as successor custodian.

PRINTED NAME	SUCCESSOR CUSTODIAN SIGNATURE (Merrill Lynch Authorized Signer)	DATE
	X	

## Part 6

**Instructions for  
delivering firm**

All deliveries must include the client name and the 8-digit Merrill Lynch account number.

## ASSET TYPE

## DELIVERY INSTRUCTIONS

**Checks and re-registration papers**  
for cash and margin accounts

Make checks payable to:  
Merrill Lynch, Pierce, Fenner & Smith Incorporated as custodian  
FAO/FBO Client Name  
Merrill Lynch Account Number

**Cash transfers** between retirement  
accounts

Do not send physical certificates to this address.

**All DTC-Eligible Securities**

Deliver to DTC Clearing  
0671 vs. Payment  
8862 vs. Receipt-free

**Physical delivery of securities**

DTCC NYW Broker 671 MLPFS  
570 Washington Boulevard  
Jersey City, NJ 07310  
Attn: Central Delivery 5<sup>th</sup> floor

Do not send physical checks to this address.

**Federal Settlements**

All Custody US Treasuries  
(Bonds, Bills, Notes, Agencies)

BK OF NYC/MLPFS  
ABA Number: 021000018  
Further credit to client name and Merrill Lynch  
account number

**Federal Book-Entry Mortgage**

All MBS products (FHLMC, FNMA,  
GNMA, MO, etc.)

**Federal Wire Funds**

Bank of America, N.A.  
100 West 33<sup>rd</sup> Street  
New York, NY 10001  
ABA Number: 026009593  
SWIFT Address for International Banks: BOFAUS3N  
Account Number: 6550113516  
Name: Merrill Lynch, Pierce, Fenner & Smith, New York, NY  
Reference: Merrill Lynch 8-digit account number and account title

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Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
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