

Request for Transfer or Direct Rollover to an IRA for Traditional, Roth, and SIMPLE IRAs

1. Owner Information

(Requesting Custodian/Trustee Information)

NAME, ADDRESS, CITY, STATE AND ZIP	
DATE OF BIRTH	DAYTIME PHONE NUMBER

2. Transfer Request (Complete for transfers from a traditional (including SEP), Roth, or SIMPLE IRA.)

Type of Transfer (select one):	<input type="checkbox"/> Traditional IRA to a Traditional IRA	<input type="checkbox"/> Roth IRA to a Roth IRA	<input type="checkbox"/> SIMPLE IRA to a SIMPLE IRA	<input type="checkbox"/> SIMPLE IRA to a Traditional IRA	<input type="checkbox"/> Traditional IRA to a SIMPLE IRA
_____ is authorized and instructed to transfer the assets identified in the Payment Instructions section. (custodian/trustee)					
TRANSFEROR ADDRESS, CITY, STATE AND ZIP			TRANSFEROR PHONE NUMBER		
			TRANSFEROR IRA ACCOUNT (PLAN) NUMBER		
TRANSFEROR STAFF MEMBER NAME AND CONTACT INFORMATION					

3. Direct Rollover Request (Complete for direct rollovers from an eligible retirement plan.)

Source of Funds (select one):	<input type="checkbox"/> Eligible Retirement Plan (other than a Designated Roth Account)	<input type="checkbox"/> Designated Roth Account
The plan administrator of my employer's plan is authorized and instructed to send the assets identified in the Payment Instructions section. Do not send the amount of any remaining required minimum distribution for the current year.		
PLAN ADMINISTRATOR ADDRESS, CITY, STATE AND ZIP		PLAN ADMINISTRATOR PHONE NUMBER
		NAME OF EMPLOYER'S PLAN
PLAN ADMINISTRATOR CONTACT NAME AND CONTACT INFORMATION		

4. Payment Instructions (See Additional Information included with this form.)

Complete my transaction as directed. **Note:** Penalties and market fluctuation may affect the distribution amount.

A. Payment Amount (select one): ☐ My entire account balance. ☐ _____

B. Payment Schedule and Investments (select one):

- ☐ Immediately liquidate investments and send cash proceeds. ☐ Send all investments in kind.
☐ Send the assets at maturity for each of the investments. ☐ Send and/or liquidate the investments as identified below.
☐ Other _____

<u>Account Number or Investment</u>	<u>Dollar Amount or Number of Shares</u>	<u>Transaction Date</u>	<u>Send:</u>
_____	\$ _____ or _____ shares	_____	<input type="checkbox"/> Cash Proceeds <input type="checkbox"/> In Kind
_____	\$ _____ or _____ shares	_____	<input type="checkbox"/> Cash Proceeds <input type="checkbox"/> In Kind
_____	\$ _____ or _____ shares	_____	<input type="checkbox"/> Cash Proceeds <input type="checkbox"/> In Kind
_____	\$ _____ or _____ shares	_____	<input type="checkbox"/> Cash Proceeds <input type="checkbox"/> In Kind
_____	\$ _____ or _____ shares	_____	<input type="checkbox"/> Cash Proceeds <input type="checkbox"/> In Kind

C. Delivery Instructions

- (1) Deposit into IRA Account (Plan) Number _____
(2) Make check payable to or certificate registration in the name of _____ as
☐ custodian ☐ trustee for _____'s ☐ traditional IRA ☐ Roth IRA ☐ SIMPLE IRA.
(3) _____

5. Signature Guarantee

The requesting custodian/trustee is an eligible guarantor institution with membership in an approved signature guarantee medallion program pursuant to Securities and Exchange Commission Rule 17Ad-15. The requesting custodian/trustee guarantees the signature of the person requesting this movement of assets. A Notary Public is not an eligible guarantor.

(insert Medallion Stamp above)

6. Signatures

I am the owner or individual legally authorized to complete this form. I acknowledge that I am electing to make this transfer or direct rollover by providing this request form. I certify the accuracy of the information set forth in this form, and I authorize this transaction. I understand the transferor custodian/trustee may require me to provide and/or complete additional documents before processing this transaction. I understand that my direct rollover election is irrevocable. I acknowledge that the requesting custodian/trustee cannot provide, and has not provided, me with tax or legal advice. I have been advised to seek the guidance of a tax or legal professional. The custodian/trustee agrees to accept these funds as a transfer or a direct rollover.

Signature of Owner

Date

Signature of Requesting Custodian/Trustee

Date

Additional Information

Purpose. The Request for Transfer or Direct Rollover to an IRA for Traditional, Roth, and SIMPLE IRAs form is designed to assist you in the movement of assets from one individual retirement account (IRA) to another IRA or from your eligible retirement plan to your IRA. This form will not fully accomplish cost- and penalty-free SIMPLE IRA transfers from a designated financial institution (DFI). For those transfers your DFI will require additional documentation, such as an election form.

Additional Documents. A transfer can avoid income and penalty taxes but, to be successful, additional contribution and distribution documentation may be required by your IRA's custodian/trustee. Eligibility for a direct rollover will be determined by your employer or its plan administrator. For your direct rollover to be successful, your employer's plan and/or your IRA's custodian/trustee may require additional documentation.

For Additional Guidance. It is in your best interest to seek the guidance of your tax or legal professional before completing this document. Your first reference should be the IRA agreement and disclosure statement you received upon establishing your IRA or amendments provided by your custodian/trustee. For a direct rollover, refer to your employer's plan document, the summary plan description you received when you entered the plan, or the notice of taxation you received when you became eligible for a distribution. For more information refer to Internal Revenue Service (IRS) Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*, IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*, IRS Publication 575, *Pension and Annuity Income*, IRS Publication 560, *Retirement Plans for Small Business*, instructions to your federal income tax return, or the IRS's website at www.irs.gov.

Terms. A general understanding of the following terms may be helpful in completing your transactions.

Designated Roth Account. A designated Roth account is an account that is part of an Internal Revenue Code (IRC) Section 401(a), 403(b), or 457(b) plan that accepts salary deferrals designated as Roth contributions. Common names for these plans include Roth 401(k) and Roth 403(b) plans.

Direct Rollover from an Eligible Retirement Plan. You may directly roll over any eligible assets from an employer plan to a traditional or Roth IRA. The taxable portion of the direct rollover amount is subject to federal income tax. Your employer or the plan administrator of your employer's eligible retirement plan can inform you of your eligibility for this type of transaction.

Eligible Retirement Plan. Eligible retirement plans include qualified trusts under IRC Section 401(a), annuity plans under IRC Section 403(a), annuity contracts under IRC Section 403(b), and certain governmental IRC Section 457(b) plans. Common names for these plans include 401(k), profit sharing, pension, money purchase, federal thrift savings, and tax-sheltered annuity plans.

In Kind. If an IRA or eligible retirement plan contains stocks, bonds, mutual fund shares, or other types of property, it may be possible to move such property to an IRA without liquidation. This type of "in kind" transfer would require that the property be reregistered in the name of the requesting IRA custodian/trustee for the benefit of your IRA.

Owner. Only the following individuals are eligible to be an Owner for purposes of this form:

- ◆ A plan participant or IRA owner.
- ◆ A spouse who is the beneficiary of a deceased eligible retirement plan participant or IRA owner.
- ◆ An alternate payee. An alternate payee is a spouse or former spouse under a qualified domestic relations order (QDRO).

Required Minimum Distribution (RMD). Certain traditional IRA owners must satisfy an annual RMD. Those IRA owners include individuals who attained age 70 1/2 in 2019 or earlier and individuals who attain age 72 in 2021 or later. The rules may vary slightly for participants of an eligible retirement plan from an employer. The penalty for failing to take the annual RMD for any distribution year is a 50 percent excise tax on the amount not distributed. Although the rules permit you to transfer your RMD, it must still be satisfied by the required distribution date. An RMD from an eligible retirement plan may not be directly rolled over to an IRA.

Signature Guarantee. Pursuant to Securities and Exchange Commission Rule 17Ad-15 (17 CFR 240.17Ad-15), a signature guarantee may be used for requests to transfer retirement plan assets to a new custodian/trustee to verify the identity of the individual requesting the assets. The Medallion Stamp assures the transferor custodian/trustee that this verification has occurred.

Two-Year Rule. SIMPLE IRA funds cannot be transferred to a traditional IRA and traditional IRA funds cannot be transferred to a SIMPLE IRA within a two-year period that begins on the date of the initial contribution to your SIMPLE IRA. SIMPLE IRA funds transferred or rolled over during the two-year period are subject to an additional 25 percent excise tax. You may, however, roll over or transfer a SIMPLE IRA to a SIMPLE IRA within the two-year period.