

# Request for Direct Rollover to a Traditional IRA



## 1 IRA OWNER INFORMATION

NAME AND ADDRESS		
SOCIAL SECURITY NUMBER	DATE OF BIRTH	DAYTIME PHONE NUMBER

## 2 DIRECT ROLLOVER REQUEST

The plan administrator of my employer's plan should send the assets identified in the Direct Rollover Instructions section.

NAME OF EMPLOYER'S PLAN	PLAN ADMINISTRATOR ADDRESS
PLAN ACCOUNT NUMBER	PLAN ADMINISTRATOR PHONE NUMBER

## 3 DIRECT ROLLOVER INSTRUCTIONS (See Additional Information included with this form.)

Complete my direct rollover as indicated. **Note:** Penalties and market fluctuation may affect the distribution amount.

<b>A. Payment Amount</b> (select one) <input type="checkbox"/> My entire plan balance. <input type="checkbox"/> A portion of my plan balance. \$		<b>B. Payment Schedule and Investments</b> (select one) <input type="checkbox"/> Immediately liquidate all investments and send cash proceeds. <input type="checkbox"/> Send all investments in kind. <input type="checkbox"/> Liquidate the investments as identified below:	
<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
<input type="checkbox"/> Other			
<b>C. Delivery Instructions</b> (1) IRA Account Number (2) Make check payable to or certificate registration in the name of _____ as <input type="checkbox"/> custodian / <input type="checkbox"/> trustee for the traditional IRA of _____			

## 4 SIGNATURES

I certify that the information contained on this form is true and correct. I direct the plan administrator to send my assets as set forth in this form. I understand that my direct rollover is irrevocable. I understand I should seek the guidance of a tax or legal professional with regard to this decision. I understand that if I establish a separate conduit account, it is my responsibility to keep my conduit account separate from my other accounts. I understand that my custodian/trustee cannot provide legal advice. I indemnify and agree to hold the custodian/trustee harmless against any liabilities. I assume full responsibility for the consequences of this direct rollover decision.

.....  
Signature of IRA Owner Date

.....  
Signature of Custodian/Trustee Date

## ADDITIONAL INFORMATION

**Purpose.** The Request for Direct Rollover to a Traditional IRA form is designed to assist you in moving assets from your eligible retirement plan to your traditional individual retirement account (IRA). Eligible retirement plans include qualified plans under Internal Revenue Code (IRC) Section 401(a), [which include Section 401(k) plans], tax-sheltered annuities under IRC Section 403(b), and deferred compensation plans under IRC Section 457(b).

**Additional Documents.** 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. For additional assistance, 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—Individual Retirement Arrangements, IRS Publication 560—Retirement Plans for Small Business, your local IRS office, or the IRS's website at [www.irs.gov](http://www.irs.gov).

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

**Direct Rollover.** A direct rollover avoids federal income tax withholding and, though similar to an IRA-to-IRA transfer, is reported to the IRS. Your employer or the plan administrator of your employer's eligible retirement plan can inform you of your eligibility to roll your retirement assets directly to your traditional IRA.

**In Kind.** If an 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" direct rollover of property would require that the property be re-registered in the name of the IRA custodian/trustee for the benefit of your IRA. The IRA custodian's/trustee's policies, charters, or applicable law may prevent the direct rollover of property.