

**IBC Trust Service**

A division of International Bank of Chicago  
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# IRA Transfer or Direct Rollover Form

**Note:** Use this form to complete an IRA Transfer or a Direct Rollover from an Employer's Plan into an IRA.

Please return this completed form (along with your IRA Application or Adoption Agreement, if you are opening a new account) to your Administrator.\* This form instructs the Custodian or Trustee of your present IRA Employer Plan to transfer your assets to your self directed account with us. We will arrange for the transfer on your behalf.

**Administrator: IBC Trust Service**

\*The name of the company that performs record keeping and administration of your plan on behalf of custodian named in IRS form 5305.

**Complete either Part 1 or Part 2.** For multiple transfers or rollovers, please use a separate form for each.

### Part 1 - IRA TRANSFER

I am transferring the following type of IRA (check one):

- Traditional   
  Roth   
  SEP   
  SIMPLE   
  ESA

<b>Name</b> (Your name as it appears in your Plan)	<b>Social Security Number</b>
<b>Address:</b>	<b>City, State, Zip Code</b>

### Current Custodian or Trustee (where your IRA is presently)

Note: Your request will be forwarded to the branch location that handles IRA transactions.

<b>Name of Institution</b>	<b>Account Number</b>
<b>Address</b>	<b>City, State, Zip Code</b>
<b>Telephone Number</b> (Please include area code)	<b>Contact Name</b>

### Part 2 - DIRECT ROLLOVER FROM AN EMPLOYER'S PLAN

(Check with your current Plan Administrator to determine if their forms are required.)

<b>Name</b> (Your name as it appears on your account statement.)	<b>Social Security Number</b>
<b>Address</b>	<b>City, State, Zip Code</b>
<b>Name of Distributing Plan</b>	<b>Employer Name</b>
<b>Address</b>	<b>City, State, Zip Code</b>
<b>Telephone Number</b> (Please include area code)	<b>Contact Name at Employer</b>

**Part 3. ASSET LIQUIDATION** (Choose Complete or Partial)

**This is a Complete transfer or rollover to my Self Directed IRA.**

Attach your most recent statements from your prior trustee or custodian

Please liquidate all assets in my account and send the proceeds payable to IBC TRUST SERVICE

**FBO** (my name) **OR**

Please transfer all assets including cash in kind to IBC TRUST SERVICE

**FBO** (my name) (Attach your most recent statements from your prior trustee or custodian. Delivery instructions for DTC eligible securities are enclosed.) **OR**

Please wire transfer cash per delivery instructions attached.

**This is a Partial transfer or rollover to my Self Directed IRA.**

Attach your most recent statements from your prior trustee or custodian

Send \$ \_\_\_\_\_ in cash to IBC TRUST SERVICE

**FBO** (my name) **OR**

Please wire transfer cash per delivery instructions attached. **OR**

Send the following assets described below to IBC TRUST SERVICE

**FBO** (my name) (Attach your most recent statements from your prior trustee or custodian. Delivery instructions for DTC eligible securities are enclosed.)

Asset Description (Delivery instructions are attached)	Indicate amount (do not use percentages)

Delivery instructions are attached.

Current statement is attached.

**Part 4. SIGNATURE FOR IRA TRANSFER OR DIRECT ROLLOVER OF EMPLOYER'S PLAN**

**Authorizations**

- I hereby agree to the terms and conditions set forth in this IRA Asset Transfer Authorization and acknowledge having established a Self Directed IRA through execution of the \_\_\_\_\_ (Administrator will complete) IRA Application.
- I understand the rules and conditions applicable to (check applicable transactions)  IRA Transfer  Direct Rollover
- I qualify for the  IRA Transfer  Direct Rollover of assets listed in the Asset Liquidation PART 3 above and authorize such transactions.
- If this is a Direct Rollover, I have been advised to see a tax advisor due to the important tax consequences of rolling assets into an IRA.
- If this is a Direct Rollover, I assume full responsibility for this Direct Rollover transaction and will not hold the Plan Administrator, Custodian, Trustee or Issuer of either the distributing or receiving plan liable for any adverse consequences that may result.
- I understand that no one at IBC or any of its licensees has authority to agree to anything different than my foregoing understandings of IBC policy.
- If this is a Direct Rollover, I irrevocably designate this contribution of assets with a value of \$ \_\_\_\_\_ as a rollover contribution.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR ADMINISTRATOR'S USE ONLY: Type of IRA (check one):**  Traditional  Roth  SEP  SIMPLE  ESA

**Part 5. ACCEPTANCE OF RECEIVING IRA CUSTODIAN**

Pursuant to a limited written delegation, International Bank and Trust, as Custodian ("Custodian"), has authorized IBC TRUST SERVICE to sign this form on the Custodian's behalf to verify the Custodian's acceptance of the  transfer  direct rollover described above and agreement to apply the proceeds upon their receipt, to the IRA established by IBC TRUST SERVICE, on your behalf. International Bank and Trust ASSUMES NO TRUST OR FIDUCIARY OBLIGATIONS TO YOU AS IT HAS NO INVESTMENT CONTROL OVER YOUR FUNDS AND ACTS ONLY AS A CUSTODIAN OF YOUR FUNDS.

IBC Trust Service on behalf of Custodian, International Bank of Chicago

By \_\_\_\_\_

**Please make all checks payable to, and vest all assets transferred or rolled over to our administrator (in accordance with IRS form 5305 for your type of IRA, as follows):**

**IBC TRUST SERVICE**

**FBO IRA Account #** \_\_\_\_\_

