

# Request for Transfer or Direct Rollover to a Traditional Beneficiary IRA

## 1 BENEFICIARY IRA ACCOUNTHOLDER INFORMATION

NAME, ADDRESS, CITY, STATE, AND ZIP		DATE OF BIRTH
		DAYTIME PHONE NUMBER
SOCIAL SECURITY NUMBER (SSN)/TAX IDENTIFICATION NUMBER (TIN)		

## 2 ORIGINAL DECEASED IRA OWNER/PLAN PARTICIPANT INFORMATION

NAME		
SSN	DATE OF BIRTH	DATE OF DEATH

## 3 TRANSFER REQUEST (Complete for a transfer from a traditional IRA.)

I authorize and direct you, my Current Custodian/Trustee, to transfer the assets identified in the Transaction Instructions section to the Custodian/Trustee named in the upper right corner of this form. Please provide me with a statement of the amount of any remaining required minimum distribution for the current year.

CURRENT CUSTODIAN/TRUSTEE NAME, ADDRESS, CITY, STATE, AND ZIP	IRA ACCOUNT (PLAN) NUMBER
	PHONE NUMBER

## 4 DIRECT ROLLOVER REQUEST (Complete for a direct rollover from an eligible retirement plan.)

I authorized and direct you, as Plan Administrator of the eligible retirement plan containing my beneficiary interest, to directly roll over the assets identified in the Transactions Instruction section to the Custodian/Trustee named in the upper right corner of this form. Please do not include any required minimum distribution amount for the current year with the assets being directly rolled over.

PLAN ADMINISTRATOR NAME, ADDRESS, CITY, STATE, AND ZIP	PLAN ACCOUNT NUMBER
	PHONE NUMBER
NAME OF EMPLOYER'S PLAN	

## 5 TRANSACTION 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.  A portion of my account balance. Describe \_\_\_\_\_

**B. Payment Schedule and Investments** (select one):  
 Immediately liquidate all investments and send cash proceeds.  Send all investments in kind.  
 Send and/or liquidate the investments as identified below:

Account Number or Investment	Dollar Amount or Number of Shares	Transaction Date	Send:
_____ \$ _____ 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

Other \_\_\_\_\_

**C. Delivery Instructions**

(1) Beneficiary IRA Account (Plan) Number \_\_\_\_\_


(2) Make check payable to or certificate registration in the name of \_\_\_\_\_ as  custodian /  trustee for the Traditional Beneficiary IRA of \_\_\_\_\_


(3) Include a copy of the beneficiary's election of payment.

(4) \_\_\_\_\_

## 6 SIGNATURES

I certify that I am the traditional beneficiary IRA accountholder or individual legally authorized to complete this form. I certify the accuracy of the information set forth in this form. If this is a transfer, I direct my Current Custodian/Trustee to send and/or liquidate the IRA assets as set forth in this form. The Custodian/Trustee agrees to accept these assets as a transfer. If this is a direct rollover, I direct the Plan Administrator to send and/or liquidate the assets as set forth in this form. I assume full responsibility for any consequences associated with this transfer/direct rollover request. I indemnify and hold the Custodian/Trustee harmless from any resulting liabilities. I acknowledge that the Custodian/Trustee cannot provide, and has not provided, me with legal advice. I agree to consult with a tax or legal professional for guidance.

 \_\_\_\_\_  
Signature of Beneficiary IRA Accountholder Date

 \_\_\_\_\_  
Signature of Custodian/Trustee Date

## ADDITIONAL INFORMATION

**Purpose.** The Request for Transfer or Direct Rollover to a Traditional Beneficiary IRA form is designed to assist you in the movement of assets from a traditional individual retirement account (IRA) or an eligible retirement plan to your traditional beneficiary IRA.

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

**For Additional Guidance.** It is in your best interest to seek the guidance of a tax or legal professional before completing this document.

For a transfer, your first reference should be the traditional beneficiary IRA agreement and disclosure statement you received upon establishing your traditional beneficiary IRA or amendments provided by your custodian/trustee. For more information, refer to Internal Revenue Service (IRS) Publication 590, *Individual Retirement Arrangements (IRAs)*, instructions to your federal income tax return, your local IRS office, or the IRS's web site at [www.irs.gov](http://www.irs.gov).

For a direct rollover, refer to the employer's plan document and the summary plan description provided. For more information, refer to IRS Publication 575, *Pension and Annuity Income*, your local IRS office, or the IRS's web site at [www.irs.gov](http://www.irs.gov).

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

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

**Election of Payment.** This is a document that describes the beneficiary's election or the payment method the beneficiary is required to follow for required minimum distribution calculations.

**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 a beneficiary IRA without liquidation. This type of "in kind" transaction would require that the property be re-registered in the name of the requesting IRA custodian/trustee for the benefit of your beneficiary IRA. The requesting custodian's/trustee's policies, charters, or applicable law may prevent the transfer of property.

**Required Minimum Distribution (RMD).** Traditional IRA beneficiaries must satisfy an annual RMD. 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 may permit you to transfer your RMD, it must still be satisfied by December 31 of the distribution year.

**Transfer.** A transfer is the nonreportable movement of assets between IRAs of the same type.