

## Instructions and Guidelines

Use this form to transfer an existing account to The Entrust Group.

### When completing your Account Transfer Form, please follow these guidelines:

- Be sure to fill out ALL sections of the Account Transfer Form.
- Contact your current Trustee/Custodian to inquire if a Medallion Signature Guarantee is required. If required, one should be obtained from an authorized member of the Securities Transfer Agents Medallion Program (STAMP). Check with your local bank or broker/dealer to see if they offer this service. **Note: a Notary Public is not acceptable.**
- Contact your current Trustee/Custodian to inquire if they accept fax or email copies of your transfer request.
- You must submit a copy of a current statement (dated within 6 months) for the account you are transferring from, along with the Account Transfer Form.
- Provide a clear and legible photocopy of your non-expired state ID for signature verification, if you did not submit it with your application. If your signature is on the back of the ID, include a photocopy of the front and back. If the address on your ID is not current, attach a copy of a current utility bill.
- For each account that is being transferred to The Entrust Group, you MUST fill out a separate Account Transfer Form.
- If you are transferring an annuity, you **may incur** surrender/penalty charges. Please attach the original policy or a statement.
- If you are transferring assets and wish to transfer as cash, you will need to liquidate the appropriate assets prior to completing and submitting the Account Transfer Form.

## Submission Options

SUBMIT BY FAX	SUBMIT BY EMAIL	SUBMIT BY MAIL
(510) 587-0960	Transfers@TheEntrustGroup.com	The Entrust Group 555 12th Street, Suite 900 Oakland, CA 94607

## Contact Us

ONLINE PORTAL	BY PHONE	BY EMAIL
Login to your Acct Online <a href="http://www.TheEntrustGroup.com">www.TheEntrustGroup.com</a>	For immediate assistance, please contact a Client Service Representative at: Phone: (800) 392-9653 Option 1	Email questions to: Transfers@TheEntrustGroup.com

## 1 Account and Custodian Information


### Account you are transferring from:

CUSTODIAN NAME
CUSTODIAN ACCOUNT NUMBER
ACCOUNT HOLDER NAME <i>(as it appears on your account)</i>
Account Type <i>(check one)</i> <input type="checkbox"/> TRADITIONAL <input type="checkbox"/> ROTH <input type="checkbox"/> SEP <input type="checkbox"/> SIMPLE <sup>1</sup> <input type="checkbox"/> ESA <input type="checkbox"/> BENEFICIARY <input type="checkbox"/> QUALIFIED PLAN <sup>1</sup> <input type="checkbox"/> HSA <input type="checkbox"/> QUALIFIED PLAN ROTH <sup>1</sup>

### Entrust account to receive your transfer:

ACCOUNT HOLDER NAME <i>(as it appears on your account)</i>
ENTRUST ACCOUNT NUMBER
SOCIAL SECURITY NUMBER
Account Type <i>(check one)</i> <input type="checkbox"/> TRADITIONAL <input type="checkbox"/> ROTH <input type="checkbox"/> SEP <input type="checkbox"/> SIMPLE <sup>1</sup> <input type="checkbox"/> ESA <input type="checkbox"/> BENEFICIARY <input type="checkbox"/> QUALIFIED PLAN <sup>1</sup> <input type="checkbox"/> HSA <input type="checkbox"/> QUALIFIED PLAN ROTH <sup>1</sup>


<sup>1</sup> A SIMPLE IRA can be transferred to a Traditional IRA after a two-year period has been satisfied. Qualified Plans can only be transferred if it is the same type of plan from the same employer.

 **A copy of your most recent account statement (dated within 6 months) from your current Custodian is required. Your account statement should include your current Custodian name, client name, and account number. In addition, please make sure your account statement lists the asset(s) intended for transfer.**

## 2 Type of Transfer *(check one)*

**Full Transfer** *(list asset(s) in the required section below)*  
 Approx. Value: \$ \_\_\_\_\_  
*This option will transfer all assets in the account.*

**Partial Transfer** *(list asset(s) in the required section below)*  
 Approx. Value: \$ \_\_\_\_\_

 For all **liquidation** requests, please contact your current Trustee/Custodian to initiate the liquidation process.

Description of Asset <i>(cash, real estate, LLC, etc.)</i>	Quantity/Amount <i>(All, # of Shares, or Value)</i>
1.	
2.	
3.	
4.	
5.	

## 3 Delivery Instructions

### How would you like the funds delivered to The Entrust Group?

INCOMING WIRE TRANSFER *(additional fee applies)*

Funds are available next day, upon receipt.

REGULAR CHECK

A 5-business day hold will be placed on all checks before funds become available.



Verify your current Custodian's submission requirements prior to selecting a submission option below.

### How should this request be submitted to your Custodian?

FAX NUMBER \_\_\_\_\_

FIRST CLASS MAIL

Overnight Delivery *(\$30 fee applies; cannot overnight to a PO Box)*

Charge my Entrust Account

Use third-party billing

FedEx  UPS Account #: \_\_\_\_\_

#### CUSTODIAN ADDRESS

STREET ADDRESS \_\_\_\_\_

\_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

\_\_\_\_\_

<sup>2</sup> A physical address must be provided above. Entrust cannot overnight to a P.O. Box address. If you charge the overnight delivery fee to your Entrust account, the fee must be paid via available account balance or credit card.

## 4 Account Owner Signature and Acknowledgement

- I hereby agree to the terms and conditions set forth in this Account Asset Transfer Authorization and acknowledge having established an Entrust self-directed account.
- I understand the rules and conditions applicable to an Account Transfer.
- I qualify for the account transfer of assets listed in Section 2 and authorize such transactions.

#### Medallion Signature Guarantee Stamp\* (if required)

*\* I understand that it is my responsibility to contact my current financial institution to determine whether a medallion guarantee is required. If medallion guarantee is required, it is my responsibility to take this form to my financial institution for a medallion guarantee. Failure to obtain a medallion guarantee could result in delays and/or rejection of this request by your current financial institution.*



SIGNATURE

DATE

#### FOR OFFICE USE ONLY: Letter of Acceptance of The Receiving Custodian

Pursuant to a limited written delegation, the Custodian has authorized The Entrust Group, Inc. to serve as the Administrator for the Custodian and to sign this form on the Custodian's behalf. The Custodian ASSUMES NO INVESTMENT CONTROL OVER CLIENT FUNDS AND ACTS ONLY AS A CUSTODIAN FOR CLIENT FUNDS. The Custodian assumes no investment management or investment fiduciary obligations.

The Entrust Group, Inc. on behalf of the Custodian.

AUTHORIZED SIGNATURE, THE ENTRUST GROUP, INC.: \_\_\_\_\_ DATE: \_\_\_\_\_