IRA SERVICES
TRUST COMPANY

RETIREMENT PLAN ROLLOVER DELIVERY INSTRUCTIONS

Use this form if you will rollover a qualified retirement plan into your IRA Services account. If you do not already have an existing IRA Services account, you will need to establish one online at www.IRAServices.com. If you need assistance through the New Account process, contact Customer Service at (800) 248-8447.

How to rollover your assets

The best way to rollover employer-sponsored plan assets—your own or those you inherited—is by having the plan administrator transfer the money directly to your IRA Services IRA (direct rollover). In this case, 100% of your distribution will continue to be invested on a tax-deferred basis.

1. Determine requirements of the institution holding your assets, including any fees that may apply. Find out whether you need to complete any forms, submit a letter of acceptance, obtain a Medallion signature guarantee on their form, or provide the IRA Services account number and mailing address.
2. **Request the rollover check to be made payable to *IRA Services Trust Company CFBO [your name].***
3. Complete any employer forms required by the plan administrator. We can arrange a conference call with your current institution to determine its rollover requirements. **Once you've completed and signed the form(s), forward them to your plan administrator per their instructions, along with the Retirement Plan Rollover Delivery Instructions.**
4. Complete the Retirement Plan Deposit Form. Please be sure to provide your Social Security number (or individual taxpayer ID number) and date of birth (or date of trust agreement) in Section 1. You can sign the form online. Alternatively, you can mail, fax or email the completed form.
5. You can send us the check or wire to fund the account. If you send us a wire, please forward a copy of your completed and signed Retirement Plan Deposit Form to your plan administrator.
6. You'll receive an email confirmation from IRA Services when your rollover check or wire is received.

*Note: If you've taken possession of plan assets previously held at another financial institution, complete the Retirement Plan Deposit Form and attach a **check payable to*** **IRA Services Trust Company CFBO (your name).** *In general, you must deposit those assets into another IRA within 60 days after receiving them. If you don't, your assets—including any taxes that were withheld at distribution—will not only lose their tax-deferred status, but may also be subject to ordinary income and penalty taxes.*

Contact us

By phone. Call IRA Services at (800) 248-8447on business days from 7 am to 5 pm, Pacific Time. A retirement specialist will guide you through the process and assist with the paperwork.

Online. Go to www.IRAServices.com.

By regular mail:
IRA Services
Attention: Rollovers
PO Box 7080
San Carlos, CA 94070-7080

By overnight mail:
IRA Services
1160 Industrial Road, Unit 1
San Carlos, CA 94070-4128

IRA SERVICES TRUST COMPANY

RETIREMENT PLAN DEPOSIT FORM

PO Box 7080 | San Carlos, CA 94070-7080 | www.IRAServices.com
Contact us via: phone (800) 248-8447 | fax (605) 385-0050 | email info@IRAServices.com

If you are transferring funds from another IRA, please use the Transfer Authorization Form. Make all checks payable to IRA Services Trust Company CFBO [client's name]. Contributions must be made in cash.

1. PERSONAL INFORMATION (*required field)

Should IRA Services need to contact you in regards to this request, your preferred method of contact is:

- ☐ Email
- ☐ Primary Phone

First Name*	Middle Name	Last Name*
Account Number (Required if existing IRA Services customer)	Social Security Number*	Date of Birth* (MM/DD/YYYY)
Phone* XXX-XXX-XXXX	Email	

2. ROLLOVERS/TRANSFERS

Cash Amount	From		To		Type of Contribution
$	◯ Traditional 401(k)	◯ Roth 401(k)	◯ Traditional IRA	◯ SEP IRA	◯ Direct Rollover
	◯ Traditional 403(b)	◯ Roth 403(b)	◯ Roth IRA	◯ SIMPLE IRA	◯ Roth Conversion
	◯ Traditional 457(b)	◯ Roth 457(b)	◯ Roth IRA (Conversion)	◯ Coverdell ESA	◯ Indirect Rollover
		◯ Other	◯ Traditional Solo 401(k)	◯ Employer 401K IRA	
			◯ Roth Solo 401(k)	◯ Employer Roth 401K	

3. SIGNATURE

Investment Products:
- Not FDIC Insured
- No Bank Guarantee
- May Lose Value

The contribution limit information is based on federal law as stated in the Internal Revenue Code, and is believed to be accurate. However, eligibility to contribute is dependent on your tax filing status and personal situation. Please consult a competent tax advisor concerning your specific contribution eligibility, and any applicable state laws which may differ from federal law.

You instruct IRA Services Trust Company to deposit the funds or securities into your IRA Services Account (the "Account") according to the instructions on this Retirement Plan Deposit Form. You understand that the deposit of funds or securities into the Account may have important and possibly irrevocable tax consequences. You acknowledge that IRA Services, Inc. and IRA Services Trust Company and their representatives do not provide tax, legal or investment advice; that the Account is self-directed; and that you assume full responsibility for this transaction. IRA Services, Inc. and IRA Services Trust Company are not responsible for and do not guarantee the products, services or performance of any self-directed investment. You release and agree to indemnify and hold harmless IRA Services, Inc. and IRA Services Trust Company, their divisions, officers, employees, directors, representatives, owners, affiliates, successors, and assigns from liability for any adverse consequences that may result from this transaction.

By your signature below, you certify that the information and instructions provided, and the elections made by and through this Retirement Plan Deposit Form, are true and correct. IRA Services Trust Company may justifiably rely upon the instructions and elections made herein and is authorized to deposit the funds or securities in the manner provided by this Retirement Plan Deposit Form.

Account Owner's Signature	Date (MM/DD/YYYY)
X	

Please sign and submit additional documents as required.

DELIVERY INFORMATION ONLY

Email
deposits@IRAServices.com

Fax
(650) 745-2942

Regular mail
IRA Services
PO Box 7080
San Carlos, CA 94070-7080

Overnight mail
IRA Services
1160 Industrial Road, Unit 1
San Carlos, CA 94070-4128

IRA SERVICES TRUST COMPANY

RETIREMENT PLAN ROLLOVER DELIVERY INSTRUCTIONS

PO Box 7080 | San Carlos, CA 94070-7080 | www.IRAServices.com
Contact us via: phone (800) 248-8447 | fax (605) 385-0050 | email info@IRAServices.com

Do not return this document to IRA Services! Please provide this document to the company that is sending your funds to your IRA Services IRA.

1. PERSONAL INFORMATION (*required field)

Should IRA Services need to contact you in regards to this request, your preferred method of contact is:

- ☐ Email
- ☐ Primary Phone

First Name*	Middle Name	Last Name*
Account Number (For custodial use only)	Social Security Number*	Date of Birth* (MM/DD/YYYY)
Phone* XXX-XXX-XXXX	Email	

2. CHECKS & DOCUMENT INSTRUCTIONS

Make checks payable to:	IRA Services Trust Company, CFBO [Client Name]	
Check memo line:	IRA Services Account Number	
Mail checks and documents to:	**Regular mail** IRA Services PO Box 7080 San Carlos, CA 94070-7080	**Overnight mail** IRA Services 1160 Industrial Road, Unit 1 San Carlos, CA 94070-4128

Use of any address for checks, other than those shown above, will delay the processing of your funds.

3. WIRE INSTRUCTIONS (Do not use the address below for checks.)

To wire* funds to IRA Services Trust Company, please use the following information:

Institution Name:	Fremont Bank
Institution Address:	25151 Clawiter Road, Hayward, CA 94545
Phone Number:	(800) 248-8447 (c/o IRA Services Trust Company)
Routing Transit Number (ABA):	121107882
Beneficiary Account Number:	19902328
Beneficiary Account Name:	IRA Services Trust Company
For Further Credit:	[FBO: Participant Name and Account Number]

**Incoming Wire Fee applies. Please see the FEE SCHEDULE for more information.*

4. SIGNATURE

To the plan administrator:

I have established an Individual Retirement Account (IRA) with IRA Services Trust Company, and wish to transfer funds from my existing plan into my established IRA Services Trust Company IRA. Please use these instructions to send retirement plan funds to IRA Services Trust Company CFBO [my name]. Should you require more information to complete this request, please contact IRA Services Trust Company at (800) 248-8447 or by email at Transfers-In@IRAServices.com.

Account Owner's Signature ✗	Date (MM/DD/YYYY)

Please sign and submit additional documents as required.

DELIVERY INFORMATION ONLY

Do not return this document to IRA Services! Please provide this document to the company that is sending your funds to your IRA Services IRA.