



PLEASE PRINT CLEARLY. A DELAY IN PROCESSING MAY OCCUR IF INSTRUCTION IS UNCLEAR.

**1 ACCOUNT HOLDER INFORMATION**

ACCOUNT HOLDER NAME		ACCOUNT # ASSIGNED BY STERLING TRUST
SOCIAL SECURITY NUMBER	DATE OF BIRTH	HOME PHONE NUMBER
EMAIL ADDRESS		

If you have not previously established a Sterling Trust account to receive your transfer, you must include an account application with this form.

**2 WHERE ARE FUNDS CURRENTLY HELD?**

NAME OF PRESENT TRUSTEE or CUSTODIAN	ACCOUNT NUMBER	ESTIMATED TRANSFER VALUE \$	
STREET ADDRESS*	CITY	STATE	ZIP CODE
TELEPHONE NUMBER (please include area code)	FAX*		

\* Contact your previous Trustee/Custodian to confirm the address where transfer paperwork should be sent and/or if faxed copies are acceptable.

**COPY OF MOST RECENT STATEMENT IS REQUIRED FROM ACCOUNT BEING TRANSFERRED**

**3 ACCOUNT COMPATIBILITY**

If you aren't sure if your accounts will be compatible, please visit our website at [www.SterlingTrustCompany.com](http://www.SterlingTrustCompany.com) for assistance.

<p><b>Account Type Being Transferred:</b></p> <input type="checkbox"/> Traditional <input type="checkbox"/> SIMPLE <input type="checkbox"/> Roth <input type="checkbox"/> Quali ed Plan <input type="checkbox"/> SEP <input type="checkbox"/> Quali ed Plan - Roth		<p><b>To Sterling Trust Account Type:</b></p> <input type="checkbox"/> Traditional <input type="checkbox"/> SEP <input type="checkbox"/> Roth <input type="checkbox"/> SIMPLE
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Check here if this is an inherited IRA

**4 PROCESSING PREFERENCE** (Choose how you would like this form processed and sent to your current Trustee/Custodian.)

<input type="checkbox"/> <b>EXPRESS TRANSFER SERVICE* \$ 50.00</b>  Express Transfer Service: (recommended if you already have an investment in mind): <ul style="list-style-type: none"> <li>• We will review the transfer form the same day it is received at Sterling Trust.</li> <li>• Wire fee waived if receiving funds by wire.</li> <li>• Frequent follow-up calls will be placed to your current Trustee/Custodian to check on transfer status</li> <li>• As we receive updates you will be contacted immediately if needed</li> </ul> <p><b>*Although the feature does not guarantee same day service, it does guarantee that your request will be processed before other non-expedited requests</b></p>	<input type="checkbox"/> <b>NORMAL PROCESSING SERVICE NO CHARGE</b>  <input type="checkbox"/> <b>OVERNIGHT MAIL SERVICE</b> <ul style="list-style-type: none"> <li>• Your transfer forms and statement will be sent overnight to your previous Trustee/Custodian.</li> <li>• Physical address must be provided, cannot overnight to P.O. Box</li> </ul> <input type="checkbox"/> <b>USE ATTACHED Pre-Addressed Airbill</b>  <input type="checkbox"/> <b>SEND OVERNIGHT VIA 3RD PARTY BILLING</b> <input type="checkbox"/> FedEx <input type="checkbox"/> UPS
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Account #

Zip Code

**NOTE:** Funds must be available for processing fees.



A Division of Equity Trust Company

P.O. Box 2526, Waco, TX 76702-2526
PHONE: 800-955-3434 (option 2), 254-751-1505 (option 2)
FAX: 254-751-0872 / EMAIL: IRAServices@SterlingTrustCompany.com

Account Number \_\_\_\_\_

5 PAYMENT INFORMATION

How would you like to pay for any service-related fees associated with this transaction?

Choose a payment method: [ ] Deduct Fees from Account [ ] Check Enclosed

Note: Please complete the attached Credit Card Form if you wish to pay by credit card. By completing the Credit Card Form, you authorize Sterling Trust to charge this card for all service-related fees associated with this transaction.

6 TRANSFER INSTRUCTIONS FOR CURRENT TRUSTEE/CUSTODIAN

- The term "liquidate all assets and transfer proceeds" will result in all marketable securities to be sold and cash proceeds will be forwarded.
The term "in-kind" refers to the re-registration of a stock, mutual fund, etc. from the prior Trustee/Custodian's name to Sterling Trust.
If only a partial transfer of certain asset(s) is desired, please list all assets to be liquidated or transferred in-kind in the spaces provided as well as mark the appropriate box. A copy of a recent statement (dated within 6 months) from your current Trustee/Custodian is required.

Type of Transfer: (Check One) [ ] Full Transfer Liquidate\* all assets and transfer as cash [ ] Full Transfer Transfer all assets in-kind [ ] Partial Transfer (List below)

Table with 3 columns: Description of Asset, QUANTITY (All, # of Shares, or Value), and INSTRUCTIONS (Please check one box per asset). Rows 1-4.

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

7 INSTRUCTIONS FOR DELIVERY (Choose how you want your current Trustee/Custodian to deliver your assets to Sterling Trust.)

Funds available immediately upon receipt: [ ] Incoming Wire Transfer (Included in Express Transfer Service) [ ] Cashier's Check
Funds may not be available for up to 5 business days after receipt: [ ] Regular Check

Please send Check/Reregistration as follows (check one):
[ ] First Class Mail [ ] Send Overnight via 3rd Party Billing: [ ] FedEx [ ] UPS Zip Code [ ]
[ ] Overnight delivery\* and charge my account the \$ 25.00 overnight fee
\*Physical address must be provided, cannot overnight to P.O. Box Account # [ ]

8 SIGNATURES FOR SELF-DIRECTED IRAs

- A notary public CANNOT provide a Medallion Signature Guarantee.
A signature guarantee can be obtained from your bank.
If your current Trustee/Custodian does not require a Medallion Signature Guarantee, you can simply sign and date this form.

Authorized Officer to Place "Medallion Signature Guarantee" Stamp Here

Large empty box for Medallion Signature Guarantee stamp.

I certify that I have established or will establish a Self-Directed IRA with the Custodian/Trustee named below. I agree to the terms of this form. I understand that I am responsible for determining my eligibility for all transfers and I agree to indemnify and to hold the Custodian/Trustee harmless against any and all situations arising from an ineligible transfer. I acknowledge that the Custodian/Trustee cannot provide legal advice and I agree to consult with my own tax professional for advice.

Signature of IRA Holder \_\_\_\_\_ Date \_\_\_\_\_

LETTER OF ACCEPTANCE - (FOR OFFICE USE ONLY)

Equity Trust Company, d.b.a. Sterling Trust ID # 05-0552743 accepts the appointment as successor Custodian on behalf of the depositor and requests the transfer and/or liquidation of assets as instructed above.

Authorized Signature, Sterling Trust: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_