

# Transfer Your Account

## Charles Schwab & Co., Inc. ("Schwab")

*charles* SCHWAB

- Use this form to transfer securities and/or funds from another financial institution (e.g., brokerage, mutual fund company, bank or insurance company) into your Schwab account, or go to the Transfer and Payments tab on [www.schwab.com](http://www.schwab.com) to complete the online transfer process.
- To transfer funds from one Schwab account to another, go to the Transfer and Payments tab on [www.schwab.com](http://www.schwab.com) or use the Letter of Authorization (LOA) Transfer Assets Between Schwab Accounts Form.
- To roll over assets from a 401(k) or other qualified employer-sponsored retirement plan to Schwab, call a Schwab Rollover Specialist at 1-877-412-6116 for personal assistance in completing your rollover. **Do not use this form.**
- **If you're opening a new Schwab account, please attach a completed application to this form.**

[www.schwab.com](http://www.schwab.com)

1-800-435-4000

1-800-662-6068 (Multilingual Services)

+1-415-667-5009 (Outside the U.S.)

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### 1. Tell Us About Your Account.

Schwab respects your privacy. We will use the information you provide to process your transfer of account request. Read about Schwab's privacy policy at [www.schwab.com/privacy](http://www.schwab.com/privacy).

#### Schwab Account

Account Holder's Name (First)	(Middle)	(Last)
Additional Account Holder's Name (First)	(Middle)	(Last)
Your Schwab Account Number (If you are opening a new account, leave blank.)		
Social Security/Tax ID Number	Daytime Telephone Number ( )	

#### Account You Are Transferring (Attach the most recent statement)

Name of Firm Currently Holding Your Account
Your Account Number
Name(s) and Title of Account You Are Transferring* (as shown on your statement)
Transferring Firm's Telephone Number

\*The name and title of the account should be identical to those of your Schwab account. If not, refer to Section 4.

### 2. Transfer Instructions: Please complete only ONE of the following sections: A, B, C or D. (If necessary, attach additional sheets with all account holders' signatures.)

A. ☐ Brokerage, Trust Company or Dividend Reinvestment Plan Account Transfer (Select the appropriate option and sign Section 3.)

☐ Transfer my entire account. (Skip to Section 3.)

☐ Transfer only the following assets from my account. (Complete table below and sign Section 3.)

Description of Asset (money market, stocks, bonds, etc.) (partial transfers only)	Quantity (number of shares or "ALL")	Description of Asset (money market, stocks, bonds, etc.) (partial transfers only)	Quantity (number of shares or "ALL")

B. ☐ Mutual Fund Company Transfer (Complete table below and sign Section 3.)

(Do NOT complete this section if Section A is marked. Please use a separate Transfer Your Account Form for each mutual fund company.)

Description of Assets/ Name of Mutual Funds	Symbol	Quantity (number of shares or "ALL")	Transfer of Assets (check one)		Fund Account Number (if held at fund company)	Mutual Fund Dividend/Gain Option <sup>†</sup>	
			In-Kind	Sell		Reinvestment	Cash

<sup>†</sup>If the option to reinvest is available, and you do not specify otherwise, dividends and capital gains will be reinvested.

C. ☐ Bank or Credit Union Transfer (Select the appropriate option and sign Section 3.)

☐ Transfer only cash. All \$\_\_\_\_\_ OR partial \$\_\_\_\_\_.

☐ Liquidate CD immediately and transfer cash. I am aware of and acknowledge any penalty I will incur from an early withdrawal.

☐ Liquidate CD at maturity and transfer cash (submit 2–3 weeks before maturity date): \_\_\_\_\_  
(mm/dd/yyyy)

D. ☐ Insurance Company Annuity Transfer (Select the appropriate option and sign Section 3.)

**Important Annuity Information:** A surrender or liquidation of annuity assets may result in the following consequences: surrender charges, loss of vested living or death benefits, taxable earnings and possible tax penalties. For annuities not held in an IRA account, Section 1035 of the Revenue Code allows for you to make a tax-free exchange of one annuity contract for another annuity contract.

☐ I have read **and I understand** the important information above, and it is my decision to proceed with the annuity liquidation request.

☐ Before proceeding with the above annuity liquidation request, I would like to speak with a Schwab Annuities Specialist.

**CHARLES SCHWAB USE ONLY: Letter of Acceptance—To the prior custodian:** Please be advised that Charles Schwab & Co., Inc. will accept the above-captioned account as successor custodian.

Successor Custodian Authorized Signature	Date
<input type="checkbox"/> Single <input type="checkbox"/> Joint <input type="checkbox"/> Trust <input type="checkbox"/> IRA <input type="checkbox"/> Rollover <input type="checkbox"/> Roth <input type="checkbox"/> Keogh/QRP <input type="checkbox"/> 403(b)	



**3. Authorization to Transfer. Attach a complete copy of your most recent statement for each account you are transferring to Schwab. Note that all account holders' signatures are required on this form.**

By signing below, I acknowledge that I have read and I understand this form in its entirety.

**Signature(s)  
Required**

**X**

Account Holder Signature

Date

**X**

Additional Account Holder Signature

Date

**4. Discrepancies of Account Name and Type. (REQUIRED, if the account name and/or type you are transferring does not match your Schwab account.)**

I/we hereby authorize the transfer of my/our account being held at the firm listed above registered as \_\_\_\_\_  
(Account name/type at delivering firm, for example: First Name, Last Name, Joint Account)

to my/our account at Schwab registered as \_\_\_\_\_  
(Account name/type at Charles Schwab & Co., Inc., for example: First Name, Last Name, Joint Trust Account)

**Signature(s)  
Required**

**X**

Joint Account Holder Signature

Date

**X**

Joint Account Holder Signature

Date

**To Delivering Firm:** Unless otherwise indicated in the instruction in Section 2 on previous page, please transfer all assets in my account to Charles Schwab & Co., Inc. ("Schwab"). I understand that to the extent any assets in my account are not readily transferable, with or without penalties, such assets may not be transferred within the time frames required by New York Stock Exchange Rule 412 or similar rule of the National Association of Securities Dealers or other designated examining authority. Unless otherwise indicated in the instruction in Section 2, I authorize you to liquidate any nontransferable proprietary money market fund assets that are part of my account, and transfer the resulting credit balance to the successor custodian. I understand that you will contact me with respect to the disposition of any other assets in my securities account that are nontransferable. I authorize you to deduct any outstanding fees due you from the credit balance in my account. If my account does not contain a credit balance, or if the credit balance in the account is insufficient to satisfy any outstanding fees due you, I authorize you to liquidate the assets in my account to the extent necessary to satisfy that obligation. If certificates or

other instruments in my account are in your physical possession, I instruct you to transfer them in good deliverable form, including affixing any necessary tax waivers, to enable the successor custodian to transfer them in their name for the purpose of sale, when and as directed by me. I understand that upon receiving a copy of this transfer instruction, you will cancel all open orders for my account on your books. I affirm that I have destroyed or returned to you credit/debit cards and/or unused checks issued to me in connection with my securities account.

**For Retirement Accounts:** If this transfer of account is for a qualified retirement account, I have amended the applicable plan so that it names Schwab as successor custodian. If this transfer of account is for an IRA, I hereby adopt or reaffirm my adoption of the Charles Schwab & Co., Inc. Individual Retirement Plan. If I am transferring an IRA and the IRA type indicated on my statement is different from the IRA I currently maintain at Schwab (e.g., Traditional IRA vs. Rollover IRA), I hereby authorize Schwab to commingle my IRA assets.

**Fees:** If the assets I am transferring are considered nonstandard assets at Schwab (such as limited partnerships), I understand that I will be charged set-up and maintenance fees.

I understand that fractional shares of stock are nontransferable, and I agree that any fractional shares will be liquidated by the delivering firm upon the transfer of the whole shares. The delivering firm may or may not charge a fee for this liquidation.

I understand that the delivering firm may or may not assess account fees for the transfer and/or termination of my account with them.

**Mutual Fund Dividends and Capital Gains (Account Transfers via ACAT Only):**

I understand that my delivering broker may provide Schwab with mutual fund dividends and capital gains distribution instructions for each mutual fund position, so that Schwab may implement these instructions. In the event that the instructions are not provided by the delivering broker or the dividend and/or capital gains distribution option requested is not available at Schwab, the instructions will default to reinvest (unless reinvestment isn't available, in which case dividends and capital gains will be paid in cash).

**Receiving Firm Information**

**Name and Address**

Charles Schwab & Co., Inc., Phoenix Retail Operations Center  
P.O. Box 52114, Phoenix, AZ 85072-2114

**Overnight Mailing Address**

Charles Schwab & Co., Inc.  
Phoenix Retail Operations Center  
2423 E. Lincoln Drive, Phoenix, AZ 85016

**Tax ID Number**

94-1737782

**Schwab Clearing Number**

0164

**For Delivering Firm Use Only**

**All DTC-Eligible Securities**

**All deliveries MUST include client name and Schwab account number.**

Delivery to DTC Clearing 0164, Code 40

**Dividend Reinvestment or Closed-End Mutual Funds**

**All deliveries MUST reference client name and Schwab account number.**

The client's Schwab account number must not be included in the mailing address. Do not establish an account in the name of Charles Schwab & Co., Inc. FBO the client.

Issue a certificate for all whole shares, liquidate all fractional shares and discontinue dividend reinvestment.

**Physical Delivery of Checks and/or Securities**

**All deliveries MUST reference client name and Schwab account number.**

Charles Schwab & Co., Inc., Phoenix Retail Operations Center  
Attn: Cashiering, P.O. Box 52114, Phoenix, AZ 85072-2114

**Overnight Mailing Address:**

Charles Schwab & Co., Inc., Phoenix Retail Operations Center  
Attn: Cashiering, 2423 E. Lincoln Drive, Phoenix, AZ 85016

**Fed Book-Entry Securities (e.g., Treasury Notes)**

**All deliveries MUST include client name and Schwab account number.**

US TR NYC/TRUST

ABA #: 021001318

Account Charles Schwab & Co., Inc.

U.S. Trust A/C #: 85225000

Schwab Customer A/C #: \_\_\_\_\_ (Must include 8-digit customer A/C #, if applicable.)

**Liquidate Money Fund and transfer cash according to instructions listed in the next section, titled "Fed-Wired Monies."**

**Fed-Wired Monies**

**All deliveries MUST include client name and Schwab account number.**

Wire to: Citibank NA, 111 Wall Street, New York, NY 10043

ABA #: 021000089

FBO: Charles Schwab & Co., Inc.

A/C #: 40553953

For the Account of Schwab A/C #: \_\_\_\_\_

**Foreign Securities**

**All deliveries MUST include client name and Schwab account number.**

Call 1-602-355-9003 for delivery instructions.

# Transfer Your Account

## Checklist for a Successful Transfer

- ☐ Use a separate form for each account you are transferring. Photocopies are acceptable.
- ☐ Transfers should occur between "like" accounts; i.e., a joint registered account should transfer to a joint account at Schwab, an IRA to an IRA. (Otherwise, see Section 4 for instructions.)
- ☐ Attach a copy of your most recent statement for each account you are transferring.
- ☐ Complete all information and have all account holders sign.
- ☐ Mail your completed form to: Charles Schwab & Co., Inc., P.O. Box 52114, Phoenix, AZ 85072-2114.
- ☐ Visit [www.schwab.com](http://www.schwab.com) for a status update on your transfer.

## Types of Transfers

### Brokerage, Trust Company or Dividend Reinvestment Plan Account Transfer

- If you want dividend reinvestment on your stocks, you will need to call 1-800-435-4000 after your transfer is complete.

### Mutual Fund Company Transfers

- If dividend reinvestment is not available for your shares, Schwab will automatically pay all future dividends and capital gains distributions in cash.
- Requests to sell mutual fund positions are dependent upon the delivering firm receiving and processing the request and may take several weeks to complete.
- If your fund is not transferable as shares, you may consider initiating a redemption at the fund company and request that they deliver cash to your Schwab account for a faster transfer.

### Bank or Credit Union Transfers

- If you are transferring a maturing certificate of deposit, submit no more than two or three weeks before the maturity date. Otherwise, you may incur early withdrawal penalties.
- If a phone number for your bank is not on your account statement, please write one in to prevent any delays.
- Your bank may charge a wire fee to transfer funds to Schwab.

## Insurance Company Annuity Transfers

We recommend that you contact your existing insurer to verify the status of any charges or benefits before you proceed with your surrender or liquidation request. Please also note, in order to process your request, additional documentation and information may be required by Schwab or the current insurer.

### 403(b) Transfers

- The Internal Revenue Code restricts investments of 403(b)(7) Custodial accounts to mutual funds only; investments in equities or bonds are not allowed.
- If your 403(b) is currently invested in money market funds, mutual funds not available at Schwab, investment products offered exclusively by other institutions, or an annuity, you will need to convert the assets to cash before transferring to Schwab.
- The minimum transfer amount for Schwab 403(b)(7) accounts is \$1,000.
- Distribution rules for your Schwab 403(b)(7) account may be more restrictive than for your previous 403(b) account or contract.

### Rollovers from Company Retirement Plans

To roll over your 401(k) or another employer-sponsored retirement plan, call a Schwab Rollover Specialist at **1-877-412-6116**. The Rollover Specialists can make rolling over to a new IRA easy. From filling out paperwork to answering your questions and helping you work with your plan administrator, a dedicated Specialist will personally manage the process for you from start to finish.

### Important Transfer Information

- Call 1-800-435-4000 or visit [www.schwab.com](http://www.schwab.com) for additional forms.
- Contingent orders will not be accepted.\*

\*Schwab will not accept or honor any oral or written instructions from you to purchase or sell securities with the proceeds of the cash and/or transferred securities before we have actual receipt of your assets and the transfer process is complete.

# Frequently Asked Questions

## How long will it take?

Depending on the type of securities, a typical transfer will take approximately three weeks. However, some may take up to six weeks or perhaps even more.

Please remember that while we make every effort to ensure a swift transfer, the actual transfer time depends on how quickly securities are liquidated and released or transferred by the financial institution currently holding your investments.

## Will I be charged a fee?

An exit fee may be charged by your previous financial institution upon receiving your transfer request.

## Are my funds transferable?

Schwab can transfer over 5,000 different mutual funds. Some financial firms issue their own (proprietary) mutual funds, and these funds typically cannot be transferred to any firm. Also, there are some

mutual fund companies with whom Schwab has not established an agreement with the fund issuer to hold a particular mutual fund. If the mutual fund cannot be transferred, then you may be notified by mail.

## How do I sell assets prior to transfer?

If there are assets that need to be sold before being transferred to Schwab, please instruct the delivering firm to sell assets in your brokerage or trust company account and cancel dividend reinvestment **prior** to sending this form to Schwab. This helps ensure that liquidations proceed efficiently, because many brokerage or trust companies will not accept instructions from Schwab to sell assets.

On a mutual fund transfer, where the fund is held directly with the mutual fund company, you may utilize Section 2B of the Transfer Your Account Form to facilitate the liquidation.

## Questions? Call 1-800-435-4000.

**Thank you for investing with Charles Schwab.**

