



BANK OF AMERICA, N.A. (THE "BANK")

## Trustee Transfer/Direct Rollover Request Form

### I. Customer Information (Required: Please complete all sections in blue or black ink. For Coverdell ESAs use the Student's name.)

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Country \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Physical Address \_\_\_\_\_

Country \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country of Residence \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Citizenship Status: ☐ U.S. ☐ Resident Alien ☐ Non-Resident Alien Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Source of Income: ☐ Employment ☐ Unemployment ☐ Investment ☐ Inheritance ☐ Household/Family ☐ Retirement ☐ Social Security

Daytime Telephone Number \_\_\_\_\_ Evening Telephone Number \_\_\_\_\_

Have you or any of your immediate family ever been elected, appointed or assumed any political position in a National, State, or Provincial government? (Y/N) \_\_\_\_\_

If yes, describe the position: \_\_\_\_\_

### II. Existing Institution Information (Please use a separate Form for each request.)

Name of Institution/Employer \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### III. Transfer Instructions to Existing Trustee/Custodian/Employer

Existing Account Number for IRA, Coverdell ESA or Qualified Retirement Plan \_\_\_\_\_

Type of Qualified Retirement Plan: (e.g., pension plan, profit sharing plan, 401(k) plan) \_\_\_\_\_

I have established an **Individual Retirement Account (IRA)** or a **Coverdell Education Savings Account** with **Bank of America, N.A.** as Custodian.

☐ Traditional IRA ☐ SEP IRA ☐ Roth IRA ☐ CESA ☐ Beneficiary IRA (check one)  
☐ Traditional ☐ Roth

**Accordingly, for a transfer from a Bank IRA I request you to:** (check one)

- ☐ Liquidate all assets in my above referenced IRA or Coverdell ESA immediately and transfer the cash to Bank of America, as successor Custodian.
- ☐ Liquidate partial assets in my above referenced account in the amount of \$ \_\_\_\_\_ immediately and transfer the cash to Bank of America, as successor Custodian.
- ☐ Liquidate partial assets in my above referenced account in the amount of \$ \_\_\_\_\_ upon maturity and transfer the cash to Bank of America, as successor Custodian.
- ☐ Liquidate all assets in my above referenced IRA or Coverdell ESA upon maturity and transfer the cash to Bank of America, as successor Custodian.

**For a transfer from a Brokerage IRA I request you to:**

- ☐ Transfer all available cash in my above referenced account or a partial amount of \$ \_\_\_\_\_ and transfer to Bank of America, as successor Custodian. (Medallion Stamp Required)

**Please note: Brokerage account assets cannot be transferred in kind. Assets must be liquidated at current firm prior to submitting this form.**

**For a Rollover from a Qualified Plan I request you to:**

- ☐ Liquidate all assets in my above referenced Qualified Retirement Plan, and effect a direct rollover of the cash to Bank of America, as successor Custodian\*. Please follow these special instructions, if any:

**Make checks payable to:** Bank of America, N.A. for Benefit of \_\_\_\_\_'s IRA or CESA.

**Mail to:**

**Regular Mail**

Bank of America, N.A.  
Mail code: TX2-979-02-14  
P.O. Box 619040  
Dallas, TX 75261-9943

**Overnight Mail**

Bank of America  
TX2-979-02-14  
4500 Amon Carter Blvd  
Fort Worth, TX 76155

**NOTE: Information from Existing Trustee/Custodian/Employer, Explanation of IRA Types and Coverdell Education Savings Accounts, Investment Option Selection, Acceptance of Transfer, and Depositor's Acceptance and Signature Required.**

\*Ask your Plan Administrator whether any additional documentation will be required to complete the transfer. You will be responsible for any early withdrawal fees or transfer fees charged by your current Plan.

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**IV. Information from Existing Trustee/Custodian/Employer**

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Please advise us of the Source of Funds: (check one)

☐ **From Financial Institution**

☐ Traditional IRA ☐ Rollover IRA ☐ SEP IRA ☐ Roth IRA ☐ CESA ☐ Beneficiary IRA (complete the following)

Beneficiary Relationship \_\_\_\_\_ Year of Death \_\_\_\_\_

Decedent Date of Birth \_\_\_\_\_

☐ **From Qualified Retirement Plan** (e.g., pension plan, profit sharing plan, 401(k) plan)

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**V. Deposit Option Selection** (If you do not make a selection, funds received will be credited to the Money Market IRA/CESA.)

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I hereby direct **Bank of America, N.A.**, as Successor Custodian, to deposit the funds referenced on this form to my

**IRA/CESA Plan Number** \_\_\_\_\_ and:

☐ Deposit in **Existing** Account Number \_\_\_\_\_ Type of Plan \_\_\_\_\_

☐ Deposit in a **New** Account under the following product type:

☐ **Money Market IRA/CESA** (no term)

☐ \_\_\_\_\_ Month-Variable Rate Account (18-23 months)  
Term promotional/standard

☐ \_\_\_\_\_ Month-Fixed Term Account (6-120 months)  
Term promotional/standard

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**VI. Customer's Acceptance** (read and complete)

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- A. I have received, read and agree to the terms and conditions of the disclosure contained in the deposit agreement, fee schedule and plan document. I have read the instructions on this form and authorize the transaction described above.  
I am solely responsible for making sure that any contributions, transfers, conversions or rollovers to this IRA plan are permitted under the rules of the plan and the applicable tax laws, and take full responsibility for any resulting effects, taxes or damages.
- B. I understand if I transfer / rollover funds from a Qualified Plan and commingle them with other IRA funds, I might not be able to roll the funds over to another Qualified Plan later. Due to the important tax consequences of rolling over funds to an IRA or other qualified plan, I have been advised to seek the advice of a tax professional.
- C. If this is a direct rollover from a Qualified Plan directly to Bank of America, I authorize the employer to handle it according to the instructions on this form. I understand I am responsible for ensuring that Bank of America has received the forms needed to complete a direct rollover to open my Bank of America IRA. Bank of America may cancel my IRA if the direct rollover isn't received within 90 days and there are no funds in the account.
- D. If this is a custodian/trustee transfer, I authorize the existing custodian/trustee to handle it according to the instructions on this form. I understand this transaction is a transfer to a new custodian and not a taxable distribution to me. I also understand that if I'm 70½ or older, I am required to take my required minimum distribution, however, I do not have to take this year's required minimum distribution before the existing custodian/trustee can transfer the remaining funds to Bank of America.

For Bank Use: Medallion Signature Guarantee Stamp  
(For Securities or Non-FDIC Instructions Only)

\_\_\_\_\_  
**Depositor's Signature**(Required)

\_\_\_\_\_  
**Date**

**BROKERAGE:** In the case of a transfer from a brokerage account, the transferring firm may require signature authorization including but not limited to, signature guarantee, medallion guarantee or some other form of necessary stamp. These guarantees help protect against fraud. Most banks and brokerage firms can provide one. Please contact the transferring firm for clarification.

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**Bank Information**

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Date \_\_\_\_\_

Banking Center Name \_\_\_\_\_

Associate's Name \_\_\_\_\_

Associate's \_\_\_\_\_

Phone Number \_\_\_\_\_

Bank of America will accept the transfer authorized on this form.

\_\_\_\_\_  
(Banking Center Associate Signature Here)

\*By signing the Authorized Signature, this confirms that the identity of the customer has been verified and Bank of America will accept funds as successor custodian.