

## INSTRUCTIONS

- This form should only be used if you are transferring funds from an existing IRA.
- If you have not established an account with Quest Trust Company, please contact our office.
- If you are transferring from a brokerage IRA, you will need to liquidate the appropriate assets prior to submitting this transfer request.
- A separate Transfer Form will need to be completed for each account being transferred to Quest Trust Company
- Contact your current custodian to confirm whether a Medallion Signature Guarantee is needed. If so, check with your local bank or broker/dealer to see if they offer this service.  
Note: Quest Trust Company cannot provide this stamp.
- Contact your current custodian to confirm if they will accept faxed copies of your transfer request.

## A ACCOUNT HOLDER PERSONAL INFORMATION

Account Holder's Name:	Quest Trust Company Account Number:
Social Security Number:	Date of Birth:

## B CURRENT CUSTODIAN PLAN INFORMATION

Name of Current Custodian:	Account Number (Please limit one account per form):
Address:	City, State, Zip Code:
Telephone Number:	Fax:

I have attached a copy of recent statement

## C TYPE OF ACCOUNT TO BE TRANSFERRED/ELIGIBILITY

1. I am transferring FROM the following type of plan: (check one box)

Traditional IRA  
  Roth IRA  
  SEP IRA  
  SIMPLE IRA  
  HSA  
  ESA  
  Beneficiary Trad IRA  
  Beneficiary Roth IRA

2. I am transferring TO the following type of plan: (check one box)

Traditional IRA  
  Roth IRA  
  SEP IRA  
  SIMPLE IRA  
  HSA  
  ESA  
  Beneficiary Trad IRA  
  Beneficiary Roth IRA

3. I am an eligible person to perform this transaction: (check one box)

Account Owner  
  Responsible Individual (ESA)  
  Death Beneficiary

## D TYPE OF TRANSFER

If you wish to transfer any cash as a part of your transfer to Quest Trust Company, ensure that the liquidation process is completed prior to submitting this form. Otherwise, the transfer of your funds may be delayed.

Please select either (1) a complete transfer or (2) a partial transfer: (check one box)

**COMPLETE TRANSFER**

A complete transfer will move all cash and assets to Quest Trust Company, and close your current account. Please attach a recent statement of the account you wish to move.

Please complete Section E below if you are transferring assets in-kind.

**PARTIAL TRANSFER**

CASH - Please send:

all available cash or

specific amount \$ \_\_\_\_\_

IN-KIND: Please see Section E below if you are transferring assets in-kind.

## E ASSET DESCRIPTION

Please complete this section if you are transferring assets in-kind. Transferring assets "in-kind" refers to the process of re-registering an asset with the proper vesting for your QTC account. If you are transferring more than four assets, please attach a separate list of assets being transferred.


## F PROCESSING INSTRUCTIONS

How would you like this form sent to your current custodian? *Contact your current custodian to confirm the address where paperwork should be sent and/or if faxed copies are acceptable. If this section is left blank, the default selection will be fax (if custodian accepts) or priority mail.*

- USPS Regular Mail (\$0)   
  USPS Trackable Mail (\$10)   
  Overnight Mail (\$35 fee\*)   
  Fax to number QTC has on file (if applicable)
- Fax to: \_\_\_\_\_

If you have selected overnight mail, how would you like to pay for the overnight fee? *Note, if payment method is not selected, any incurred fees will be deducted from the account.*

- My Account   
  Credit Card on file   
  Check Enclosed

## G DELIVERY INSTRUCTIONS

How would you like your current custodian to send the funds to Quest Trust Company? If left blank, the default selection will be regular mail/check.

Funds available within 24 hours of receipt.

- WIRE   
  ACH\* (*if custodian is unable to do, default will be wire*)

**Wire/ ACH to:**

Frost Bank  
San Antonio, TX  
Routing Number: 114000093

**For Credit to:**

Quest Trust Company  
17171 Park Row, Suite 100  
Houston, TX 77084  
Account Number: 560065765

**For Further Credit to:**

Account Holder Name  
Account Number

Funds available after 5 business day hold on checks.

- Regular Mail/Check  
  
 Overnight Mail/ Check\*  
*if custodian is unable to do, default will be regular mail/check*

**Make checks payable to:**

Quest Trust Company FBO [Account Holder's Name] [Account Number]

**Please mail to:**

Quest Trust Company, 17171 Park Row, Suite 100, Houston, TX 77084

## REQUIRED MINIMUM DISTRIBUTION (RMD) REMINDER

*(PLEASE NOTE IF TRANSFERRING FROM A TRADITIONAL, SEP, OR SIMPLE IRA)*

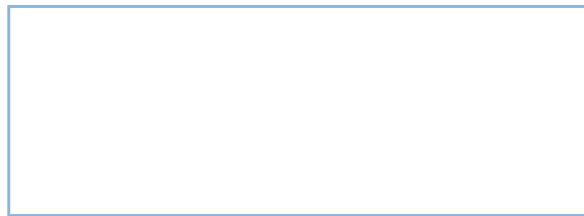
I understand that if this transfer is occurring during or after the calendar year during which I reach my Required Beginning Date ("RBD"), the required minimum amount determined under the IRA being transferred is still required to be distributed. I further understand that the current custodian is not responsible for making this distribution prior to the transfer. I accept full responsibility for satisfying the required minimum distribution applicable to the IRA being transferred by withdrawing sufficient amounts from my QTC or another IRA prior to the deadline for receiving minimum distributions for the calendar year of the transfer. I understand that if I was born before July 1, 1949, my RBD is the date I attain age 70 1/2, and if I was born on or after July 1, 1949, my RBD is the date I attain age 72.

If this transfer leaves my current custodian in one year, but does not reach QTC until the following year, I understand that this will be an "outstanding transfer" as of December 31st. I must "deem" that the transfer was received as of the prior December 31st for determining any required minimum distribution from the QTC for the year that the transfer was received. I will inform QTC of any such outstanding transfer.

## H ACCOUNT HOLDER SIGNATURE (ELECTRONIC SIGNATURE NOT ACCEPTED)

I hereby authorize this transfer and instruct my current custodian to transfer the assets in my account as indicated above.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Medallion Signature Guarantee**  
(if required by your current custodian)

## I LETTER OF ACCEPTANCE BY QUEST TRUST COMPANY (OFFICE USE ONLY)

Quest Trust Company agrees to serve as custodian for the account of the above named individual, and as custodian, QTC agrees to accept the assets of the account being transferred.

Quest Trust Company Acceptance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_