

TRANSFER OF ASSETS FORM: CHECKLIST AND GUIDE

To reduce delays, please be sure to fulfill the following requirements *before* mailing, faxing, or scanning/uploading the transfer paperwork to Commonwealth for processing.

TRANSFER OF ASSETS FORM

Please be sure each section of the [Transfer of Assets Form](#) (TOA Form) has been completed.

Sections 1 and 2

- ☐ Receiving and Delivering Account (account being transferred) Information sections have been completed (e.g., client name, social security number, account number, delivering firm address).
- ☐ Receiving and Delivering Account Type sections have been completed.

Sections 3

- ☐ Transfer instructions must be provided in one of these sections:

3A (Brokerage or Trust Company)

3B (Mutual Fund Direct)

3C (Bank or Annuity)

3D (Transfer Agent)

Please do not write in your own instructions. If there is something we should know, please attach a cover letter.

Section 4

- ☐ All clients on the receiving account must sign this section.

Section 5

- ☐ For transfers between unlike registrations (e.g., Individual to Joint account), the Registrations Differences section has been completed or a separate letter of intent (LOI) has been included with the transfer paperwork.

DELIVERING FIRM STATEMENT

- ☐ No older than three months

• Must include:

- ☐ Account number
- ☐ Account registration and account title
- ☐ Assets in the account
- ☐ Share amounts and dollar values
- ☐ Note and date changes made to delivering account since statement date

TRANSFER OF ASSETS FORM: CHECKLIST AND GUIDE *continued*

Tips for Completing the TOA Form from a Brokerage Firm

Full account transfer:

- **3A.1 Transfer all assets in kind**, is the only option. Brokerage account transfers are in kind; therefore, the client must liquidate the assets at the delivering firm *prior* to submitting the TOA Form if he or she wants the assets transferred as cash.
- Delivering firms charge closing fees (on average, between \$75 and \$150) on brokerage transfers from retirement accounts, except for those coming from another NFS correspondent.
- Commonwealth accepts faxed or uploaded copies of TOA Forms for transfers from [ACAT-eligible firms](#).

Partial account transfer:

- **3A.2 Transfer only part of my account in Kind, as detailed below**, is the only option. Be sure to fill in the grid with the security name or symbol and the amount of shares to be transferred. Shares can only be transferred in kind; therefore, the client must liquidate the assets at the delivering firm *prior* to submitting the TOA Form if he or she wants the assets transferred as cash.
- Because the grid on the TOA Form has room for listing only three positions, you can fill out the Additional Asset Schedule for partial transfers of more than three positions.

Tips for Completing the TOA Form from a Mutual Fund Company

- Complete the grid in section 3B. Please reference the fund name *and* the account number for each fund, the symbol (if you have it), the amount of shares to be transferred (# of shares or "All"), and whether to transfer in kind or to liquidate.
- Because section 3B has room for listing only four funds, you can fill out the Additional Asset Schedule when transferring more than four funds.
- In-kind distributions of mutual funds from a 401(k) or 403(b) to a traditional or rollover IRA cannot be processed using this TOA Form. The client must establish a rollover IRA at the delivering firm and have the assets distributed to that account. A TOA Form can then be submitted with a statement reflecting the new rollover account.

More Tips and Useful Links

- If the registrations do not match, please go to [Servicing My Clients > Put Assets In](#) on COMMunity Link® for more information.
- Verify that the name(s) listed on the Delivering Firm Statement *matches* the name(s) on the NFS account. Name changes (e.g., last name or hyphenated names due to marriage or divorce) require a [Transfer of Assets One-and-the-Same Letter](#), marriage certificate, and [Request for Signature Guarantee](#). **The Registration Differences section cannot be used for name changes.**

Include a copy of your most recent account statement with this form.

Transaction ID

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Clearing through National Financial Services LLC ("NFS");
Clearing # 0226

Transfer of Assets Form

1. Receiving Account Information

Account Number	
Account Title	
Account Owner/Trustee/Custodian/Officer	
Social Security Number or Taxpayer ID Number	
Account Owner/Trustee/Custodian/Officer	
Social Security Number or Taxpayer ID Number	

RECEIVING ACCOUNT TYPE Check one

- | | |
|-----------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Traditional or Rollover IRA |
| <input type="checkbox"/> Joint | <input type="checkbox"/> Roth IRA |
| <input type="checkbox"/> Trust | <input type="checkbox"/> SEP IRA |
| <input type="checkbox"/> Corporate / Business | <input type="checkbox"/> SIMPLE IRA |
| <input type="checkbox"/> UGMA / UTMA | <input type="checkbox"/> Qualified Plan* |
| <input type="checkbox"/> Estate | <input type="checkbox"/> IRA BDA |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Roth IRA BDA |

*Qualified Plan options offered under the Premiere Select Retirement Plan include Profit Sharing, Money Purchase and Self-Employed 401(k) Plans.

3. Transfer Instructions If you do not instruct us otherwise, we will default to transfer in kind all eligible positions in the account. Money market mutual funds may be liquidated. Attach a separate sheet or complete the Additional Assets Schedule if you have more securities to transfer.

A. BROKERAGE OR TRUST COMPANY TRANSFER

Brokerage account transfers are in kind; liquidate assets at current firm prior to submitting this form if you wish to have assets transferred in cash. Core money market will transfer as cash.

- ☐ 1 Transfer all assets In Kind
- ☐ 2 Transfer only part of my account In Kind, as detailed below:

Security Symbol or Name	# of Shares or "All"
Security Symbol or Name	# of Shares or "All"
Security Symbol or Name	# of Shares or "All"
Alternative Investment Name	Quantity

- ☐ I am transferring an Alternative Investment asset and have completed the Alternative Investment Addendum and Custody Agreement.

C. BANK, CREDIT UNION OR ANNUITY TRANSFER

Do not use this form to transfer a bank checking account.

- ☐ 1 Transfer cash only. All cash will be transferred unless you indicate a different amount to transfer here: \$_____.
- ☐ 2 Liquidate CD or Annuity immediately and send cash. I understand that I may incur a penalty for early liquidation.
- ☐ 3 Liquidate CD at maturity and send cash. Maturity date is (MM-DD-YYYY)_____. Submit your request at least 21 days before maturity, but no more than 60 days before maturity.
- ☐ 4 Annuity. Liquidate penalty free amount of Annuity, approximate value of \$_____.
- ☐ 5 Liquidate part of Annuity, requested amount of \$_____. I understand that I may incur a penalty for early liquidation.

¹ National Financial Services LLC is not responsible for market fluctuation on requests with written liquidation instructions.

2. Account Being Transferred

Account Number		DTC Number
Account Name(s)		
Account Name(s)		
Delivering Firm Name		
Delivering Firm Address		City
State/Province	Zip Code	Delivering Firm Phone

ACCOUNT TYPE BEING TRANSFERRED Check one

- | | |
|-----------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Traditional or Rollover IRA |
| <input type="checkbox"/> Joint | <input type="checkbox"/> Roth IRA |
| <input type="checkbox"/> Trust | <input type="checkbox"/> SEP IRA |
| <input type="checkbox"/> Corporate / Business | <input type="checkbox"/> SIMPLE IRA |
| <input type="checkbox"/> UGMA / UTMA | <input type="checkbox"/> Qualified Plan* |
| <input type="checkbox"/> Estate | <input type="checkbox"/> IRA BDA |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Roth IRA BDA |

B. MUTUAL FUND COMPANY TRANSFER

Name of Fund and Account Number (if separate)	Symbol	# of Shares or "All"
<input type="checkbox"/> In Kind <input type="checkbox"/> Liquidate ¹		
Name of Fund and Account Number (if separate)	Symbol	# of Shares or "All"
<input type="checkbox"/> In Kind <input type="checkbox"/> Liquidate ¹		
Name of Fund and Account Number (if separate)	Symbol	# of Shares or "All"
<input type="checkbox"/> In Kind <input type="checkbox"/> Liquidate ¹		
Name of Fund and Account Number (if separate)	Symbol	# of Shares or "All"
<input type="checkbox"/> In Kind <input type="checkbox"/> Liquidate ¹		

D. TRANSFER AGENT TRANSFER

Security Symbol or Name	# of Shares or "All"
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- ☐ Transfer part of my eligible shares (Whole shares only)
- ☐ Transfer all shares and keep fraction
- ☐ Transfer all shares and sell fraction¹
- ☐ Transfer all shares, sell fraction and close account¹


Note: For transfer agents, electronically send positions or issue a certificate.

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4. Required Signature(s) - ALL OWNERS OR TRUSTEES OF THE NFS ACCOUNT MUST SIGN THIS SECTION


By signing below, I(we) instruct NFS and the Delivering Firm to act on all instructions given on this form, and I(we) agree to accept all terms and conditions on this form and in the "Account Owner Terms, Conditions and Authorizations" section that follows.

Name of Primary Account Holder	
Signature	Date (MM-DD-YYYY)
	

Medallion Signature Guarantee

Name of Joint Account Holder	
Signature	Date (MM-DD-YYYY)
	

Medallion Signature Guarantee

Name of Joint Account Holder	
Signature	Date (MM-DD-YYYY)
	

Medallion Signature Guarantee


5. Registration Differences (nonretirement accounts only) Complete this section if applicable.

Note: Some firms may require signature(s) of the account owners on the account being transferred as well as the account owners on the NFS account.


If You are transferring an account with different ownership or registration than your NFS Account, all delivering account owners must complete this section and sign below. Consult your legal or tax advisor regarding your personal situation. Additional documentation may be required to effect a transfer of assets between unlike ownership and registrations.

You are transferring from (name of firm) _____, registered as (name(s) on account) _____ and hereby authorize the transfer of the assets from this account to NFS, registered as (name(s) on account) _____.


By signing this TOA form below, You agree to indemnify and hold harmless NFS its officers, directors, employees, agents and affiliates from and against any and all losses, claims and financial obligations resulting from NFS acting on the instructions provided herein.

Name of Account Owner	
Signature	Date (MM-DD-YYYY)
	

Medallion Signature Guarantee

Name of Account Owner	
Signature	Date (MM-DD-YYYY)
	

Medallion Signature Guarantee

Name of Account Owner	
Signature	Date (MM-DD-YYYY)
	

Medallion Signature Guarantee

6. Account Owner Terms, Conditions and Authorizations

DELIVERING FIRM

Unless otherwise indicated in the instructions in the Transfer Instructions section, the delivering firm ("Delivering Firm") will transfer all assets in your account to National Financial Services LLC ("NFS") or, if to a Premiere Select Traditional IRA, Roth IRA, Rollover IRA, SEP-IRA, IRA-BDA, SIMPLE IRA, Roth IRA-BDA or Fidelity Retirement Plan, to Fidelity Management Trust Company ("FMTC") as successor Custodian/Trustee. The Account Owner(s) signing below ("You") understand that to the extent any assets in your 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 Financial Industry Regulatory Authority (FINRA) or other designated examining authority. Unless otherwise indicated in the Transfer Instructions section, You authorize Delivering Firm to liquidate any nontransferable proprietary money market mutual fund assets that are part of your account and transfer the resulting credit balance to the successor custodian/trustee. You also understand that You will be notified by the Delivering Firm and/or the receiving firm with respect to the disposition of any other assets in your account that are not transferable. You authorize Delivering Firm to deduct any outstanding fees due Delivering Firm from the credit balance in your account. If your account does not contain a credit balance, or if the credit balance in the account is insufficient to satisfy any outstanding fees due Delivering Firm, You authorize Delivering Firm to liquidate the assets in your account to the extent necessary to satisfy any outstanding fees due Delivering Firm. If certificates or other instruments in your account are in Delivering Firm's physical possession, You instruct Delivering Firm to transfer them in good deliverable form, including affixing any necessary tax waivers, to enable the successor custodian/trustee to transfer them in its name for the purpose of sale, when and as directed by You. Upon receiving a copy of this transfer instruction, the Delivering Firm will cancel all open orders for

your account on its books. You affirm that You have destroyed or returned to Delivering Firm credit/debit cards and/or unused checks issued to You, if any, in connection with the account You have designated for transfer.

RECEIVING FIRM

If You are transferring to a Premiere Select Traditional IRA, Roth IRA, Rollover IRA, SEP IRA, IRA-Beneficiary Distribution Account, SIMPLE IRA, Roth IRA-Beneficiary Distribution Account or to the Premiere Select Retirement Plan, You acknowledge that You have adopted a Premiere Select Traditional IRA, Roth IRA, Rollover IRA, SEP-IRA, IRA-Beneficiary Distribution Account, Roth IRA-Beneficiary Distribution Account, SIMPLE IRA or the Premiere Select Retirement Plan, as applicable, with NFS, agent for FMTC as successor custodian/trustee, and You agree to transfer only those assets which can be held in such account(s) as described in the relevant IRA Custodial Agreement or Plan Document. If You are over 70½, You attest that this transfer will not violate the required minimum distribution rules under Section 401(a)(9) of the Internal Revenue Code. If You are transferring a Roth IRA, You understand that it is your responsibility to track the Five-Year Aging Date. If You are transferring a Traditional or Rollover IRA that is a different type from the NFS Premiere Select IRA You currently maintain at NFS, You hereby authorize Fidelity to combine or "commingle" your IRA assets. You understand that You may forfeit the right to reinvest your Rollover IRA assets in another employer-sponsored retirement plan in the future. If You are transferring to a Premiere Select IRA-BDA or Premiere Select Roth IRA-BDA, You represent that this transfer is in compliance with the terms and conditions of the Custodial Agreement governing the decedent's IRA or the inherited IRA, as applicable. You accept full responsibility for complying with all BDA transfer requirements.

Letter of Acceptance

☐ Fidelity Management Trust Company (FMTC) or ☐ _____ accepts appointment as successor custodian/trustee for the retirement account referenced herein. Transfer the account as instructed on this form, on a fiduciary-to-fiduciary basis. National Financial Services LLC is an agent for FMTC.

Successor Custodian/Trustee Signature	Date (MM-DD-YYYY)
	

Registered Rep Name/Rep ID#

National Financial Services LLC, Member NYSE, SIPC

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Transfer of Assets – Additional Assets Schedule

Account Number

Use this form in conjunction with the Transfer of Assets form to list additional assets to be transferred to your National Financial Services, LLC ("NFS") account. Complete Section 1 to continue the list of assets from Section 3 A. Brokerage, Trust Company or Transfer Agent Transfer of the Transfer of Assets form. Complete Section 2 to continue the list of assets from Section 3 B. Mutual Fund Company Transfer of the Transfer of Assets Form.

Delivering Firm Name

Delivering Firm Account Number

Receiving Firm: National Financial Services LLC

1. BROKERAGE, TRUST COMPANY OR TRANSFER AGENT TRANSFER – ADDITIONAL ASSETS

These assets will be transferred In Kind.

Name/Symbol of Sec	# of Shares or "All"	Name/Symbol of Sec	# of Shares or "All"
Name/Symbol of Sec	# of Shares or "All"	Name/Symbol of Sec	# of Shares or "All"
Name/Symbol of Sec	# of Shares or "All"	Name/Symbol of Sec	# of Shares or "All"
Name/Symbol of Sec	# of Shares or "All"	Name/Symbol of Sec	# of Shares or "All"
Name/Symbol of Sec	# of Shares or "All"	Name/Symbol of Sec	# of Shares or "All"
Name/Symbol of Sec	# of Shares or "All"	Name/Symbol of Sec	# of Shares or "All"
Name/Symbol of Sec	# of Shares or "All"	Name/Symbol of Sec	# of Shares or "All"
Name/Symbol of Sec	# of Shares or "All"	Name/Symbol of Sec	# of Shares or "All"
Name/Symbol of Sec	# of Shares or "All"	Name/Symbol of Sec	# of Shares or "All"
Name/Symbol of Sec	# of Shares or "All"	Name/Symbol of Sec	# of Shares or "All"
Name/Symbol of Sec	# of Shares or "All"	Name/Symbol of Sec	# of Shares or "All"
Name/Symbol of Sec	# of Shares or "All"	Name/Symbol of Sec	# of Shares or "All"

2. MUTUAL FUND COMPANY TRANSFER – ADDITIONAL ASSETS

Name/Symbol of Security	Account #	# of Shares or "All"
Name/Symbol of Security	Account #	# of Shares or "All"
Name/Symbol of Security	Account #	# of Shares or "All"
Name/Symbol of Security	Account #	# of Shares or "All"
Name/Symbol of Security	Account #	# of Shares or "All"
Name/Symbol of Security	Account #	# of Shares or "All"
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Name/Symbol of Security	Account #	# of Shares or "All"
Name/Symbol of Security	Account #	# of Shares or "All"
Name/Symbol of Security	Account #	# of Shares or "All"

Transfer Instructions (check one):

☐ In kind ☐ Liquidate

☐ In kind ☐ Liquidate

☐ In kind ☐ Liquidate

☐ In kind ☐ Liquidate

☐ In kind ☐ Liquidate

☐ In kind ☐ Liquidate

☐ In kind ☐ Liquidate

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