ACCOUNT TRANSFER REQUEST FORM

Use this form to transfer some or all assets from another firm to iPlanGroup.

Questions? Our representatives are available to assist you at 855-604-7526.

1. ACCOUNT OWNER INFORMATION

Account Owner Name			iPlanGroup Account Number	
Preferred Daytime Phone Number	Preferred Daytime Email Address		Social Security Number	
Legal Address		City	State	Zip Code

*All email sent to or from the iPlanGroup corporate email system may be retained, monitored and/or reviewed by iPlanGroup personnel.

iPLANGROUP ACCOUNT TYPE

- ☐ Traditional IRA
- ☐ Roth IRA
- ☐ Rollover IRA
- ☐ Inherited IRA
- ☐ Health Savings Account
- ☐ SIMPLE IRA
- ☐ SEP IRA
- ☐ Individual 401(k)
- ☐ Inherited Roth IRA
- ☐ Coverdell Educational Savings Account

2. INFORMATION ABOUT WHERE YOUR ACCOUNT IS CURRENTLY HELD

Firm Name		Account Number
Contact Person Name (if applicable)	Phone Number	Email Address

ACCOUNT TYPE AT CURRENT CUSTODIAN

- ☐ Traditional IRA
- ☐ Roth IRA
- ☐ Rollover IRA
- ☐ Inherited IRA
- ☐ Health Savings Account
- ☐ SIMPLE IRA
- ☐ SEP IRA
- ☐ Individual 401(k)
- ☐ Inherited Roth IRA
- ☐ Coverdell Educational Savings Account

3. TRANSFER FORM DELIVERY INSTRUCTIONS

Will your current custodian accept a copy of your Account Transfer Request Form, or will they require the original form be mailed?

- ☐ Requires the original form via mail
- ☐ Will accept a copy

Please indicate how iPlanGroup should deliver the transfer form to your current custodian by choosing from the following delivery options:

☐ Send by Mail:

- ☐ Regular Mail
- ☐ Overnight Mail ($20 Processing Fee + Cost)
- ☐ Outside UPS Account # ____________________
- ☐ Outside FedEx Account # ____________________

Mail to	Attention		Information to be Referenced	
Address		City	State	Zip Code

☐ Send by Fax ☐ Send by Email

Fax Number	Name/Attention	Information to be Referenced
Email Address	Name/Attention	Information to be Referenced

4. TRANSFER INSTRUCTIONS

This section is intended for you to indicate the details of your transfer request.

Please select one of the two main op ons below (either Complete Account Transfer or Par al Account Transfer) *and complete the sub-categories beneath your selection in order to instruct your current custodian/administrator as to what you would like transferred to iPlanGroup.*

PLEASE REMEMBER TO SEND iPLANGROUP A COPY OF YOUR MOST RECENT STATEMENT ALONG WITH THIS FORM. ADDITIONALLY, iPLANGROUP REQUIRES COPIES OF SUPPORTING DOCUMENTATION FOR ALL ASSET TRANSFERS.

☐ **COMPLETE ACCOUNT TRANSFER** (Account Termination)

Please select one of the following options:

A. ☐ Liquidate all assets and transfer all proceeds to iPlanGroup

B. ☐ Transfer all assets in-kind (as-is without liquidating or selling) along with any cash balance to iPlanGroup

C. ☐ Liquidate only the assets below and transfer the proceeds in cash, along with any remaining cash and assets (in-kind) to iPlanGroup

Please list assets below in which you would like liquidated prior to the transfer:

Reference Number (i.e.: Stock symbol, cusip, asset/ investment reference #, etc.)	**Description of Asset** (i.e.: Asset name, type, description in your account, etc.)	**Quantity** (Number of shares/units, value to transfer or "all")
1.		
2.		
3.		
4.		

☐ **PARTIAL ACCOUNT TRANSFER** (Maintain Existing Account)

Please complete all applicable options below to indicate the details of your partial transfer request:

☐ **CASH**

Send $ ____________________ in cash to IRA Plan Partners, LLC DBA iPlanGroup

☐ **ASSETS**

Please list any assets (stocks, bonds, mutual funds, non-traditional assets etc.) in which you wish to have transferred, below. You may choose to have the asset(s) liquidated and transferred as cash, or transferred "in-kind" which means they will be transferred as-is, without liquidating or selling.

Reference Number (i.e.: Stock symbol, cusip, asset/ investment reference #, etc.)	**Description of Asset** (i.e.: Asset name, type, description in your account, etc.)	**Quantity** (Number of shares/units, value to transfer or "all")	**Liquidate**	**In-Kind**
1.				
2.				
3.				
4.				

5. TRANSFER DELIVERY OPTIONS

Please indicate below how you would like your current custodian/trustee to deliver your cash and/or assets to iPlanGroup:

CASH TRANSFER DELIVERY OPTIONS

Funds Availability: Funds received via wire and cashier's checks are typically available the same day of receipt. Funds received by regular check are typically available within 5 days from receipt.

☐ Regular Check ☐ Wire Transfer ($35 Incoming Wire Fee)

☐ Cashier's Check

If Check or Cashier's Check - Please select a delivery option below:

☐ Regular Mail ☐ Overnight Mail ☐ Other: ______________________

ASSET TRANSFER DELIVERY OPTIONS

☐ Regular Mail ☐ Overnight Mail ☐ Other: ______________________ ☐ Not Applicable

IMPORTANT: iPlanGroup requires that all original supporting documents related to each asset that are held by your current administrator/ custodian be mailed to iPlanGroup for safekeeping. If originals are not held by the company, we will accept copies.

____________ *Initial here to instruct your current custodian/administrator to mail all original supporting documents, related to your asset(s) transfer, to iPlanGroup.*

Initial Here

6. PAYMENT OF TRANSFER RELATED FEES

Please indicate below how you would like to pay for any fees associated with this transfer. (if applicable)

☐ Debit fees from my account ☐ Check enclosed ☐ Charge New Credit Card[1,2]

☐ Not Applicable, I did not select any options on this form that would incur a fee

1) A Credit Card Processing Fee of 5% will be assessed on each credit card transaction.
2) An invoice with all payment options will be sent to the email on file for the mentioned account.

7. SPECIAL INSTRUCTIONS

Please use this section to list any special instructions for iPlanGroup and/or your current IRA administrator/custodian:

8. TRANSFER AUTHORIZATION & ACCOUNT OWNER SIGNATURE

To Delivering Firm: Unless otherwise indicated in the above instructions, please transfer all assets in my account to IRA Plan Partners, LLC DBA iPlanGroup. Furthermore: I understand that you will contact me regarding the disposition of other assets in my securities account that are nontransferable and I authorize you to deduct any outstanding fees due you from the credit balance in my account. If my account does not have a credit balance, or the credit balance in the account is not sufficient 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. I hereby certify that I have established or will establish a Self-Directed IRA with iPlanGroup acting as Agent for Fortis Bank ("Custodian"). Furthermore, I agree to the terms and conditions herein and understand that I am responsible for determining my eligibility for all transfers and I agree to indemnify and hold harmless iPlanGroup and Custodian against any and all claims or damages arising from an ineligible transfer. I understand and acknowledge that neither iPlanGroup nor Custodian offers legal or tax advice and I agree that I have or will consult with my own tax professional for advice.

Account Owner Authorization and Signature

X	Print Name	Date

Responsible Individual Authorization and Signature (For a CESA or Minor Account)

X	Print Name	Date

Medallion Signature Guarantee

What is a Medallion Signature Guarantee?

Medallion Signature Guarantees are used in the investment industry to protect account owners from unauthorized transactions. An officer of a financial institution reviews the documents pertaining to your request, witnesses your signature, and guarantees that your signature is genuine by stamping the form and signing his or her name and title. The Medallion Signature Guarantee has security features to deter counterfeiting. For this reason, only originals will be accepted.
Notes:

- Please contact your current custodian to see if required.
- A notary's seal cannot serve as an alternative to a Medallion Signature Guarantee.

9. ACCEPTANCE (iPlanGroup Use Only)

To the prior custodian: Please be advised that Fortis Bank will accept the above account as successor custodian and as custodian, agrees to accept the assets of the account being transferred. Furthermore, IRA Plan Partners, LLC DBA iPlanGroup is executing this Account Transfer Form and accepting the assets as the agent and nominee of Fortis Bank pursuant to a written delegation of authority.

Authorized iPlanGroup Signature

X	Print Name	Date

TRANSFER DELIVERY INSTRUCTIONS

ATTENTION DELIVERING CUSTODIAN/ADMINISTRATOR:
Use the Transfer Delivery Instructions below to deliver the cash and/or assets as requested by the client on the iPlanGroup Account Transfer Form.

WIRE/ACH DEPOSIT INSTRUCTIONS

Wire/Deposit to:

Key Bank

ABA # 041001039

For Credit To:

IRA Plan Partners LLC - Client Funds

Account #359681389193

Reference:

{Account Owner Name}
{Account Type}
{Account Number}

Wire Funds Availability Timeframe:
Funds received via wire are typically available the same day of receipt of funds.

REGULAR CHECK/CASHIER'S CHECK INSTRUCTIONS

Make Checks Payable to:

iPlanGroup FBO {Account Owner Name}, {Account Type}

Check Funds Availability Timeframe:
Funds received via Regular Check

Mailing/Overnight Delivery Instructions:

iPlanGroup
Attention: New Accounts
28011 Clemens Road
Westlake, Ohio 44145

ASSET RE-REGISTRATION INSTRUCTIONS

Re-Register Assets to:

iPlanGroup Agent for Custodian FBO {Account Owner Name}, {Account Type}

iPlanGroup must receive re-registration paperwork along with copies of all non-original supporting documents. If original supporting documents are held by custodian/administrator in safekeeping, originals must be mailed to iPlanGroup along with the asset re-registration paperwork.

Mailing/Overnight Delivery Instructions:

iPlanGroup
Attention: New Accounts
28011 Clemens Road
Westlake, Ohio 44145

ADDITIONAL INFORMATION

Mutual Fund Registration:

iPlanGroup Agent for Custodian FBO
{Account Owner Name}, {Account Type}

28011 Clemens Road, Suite B
Westlake, Ohio 44145

Registration of Physical Certificates:

iPlanGroup Agent for Custodian FBO
{Account Owner Name}, {Account Type}

IRA Plan Partners, LLC DBA

iPlanGroup Tax ID #: 46-4246162