



# TRANSFER FORM

## GENERAL INFORMATION

(Do not use this form for a conversion to a Roth IRA)

13905 W. Wainwright Dr.  
Boise, ID 83713  
Phone: (866) 377-3311  
Fax: (208) 376-4567

Participant: \_\_\_\_\_ SSN: \_\_\_\_\_ Account No: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### Transfer Instructions

Use this form to move assets directly from one custodian to another custodian without taking receipt of the funds.  
\* Please do not use this form to initiate a direct rollover.

**If you wish to liquidate any assets as a part of your transfer to Mountain West IRA, Inc., ensure that the liquidation process is completed PRIOR to completing this form. Otherwise, the transfer of your funds may be delayed.**

**Directly transfer all or part of my present retirement account with your organization in the manner indicated below.**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>CHECK:</b> <ul style="list-style-type: none"> <li>• Please make a check payable as follows:<br/><b>MWIRA Trust FBO (client name) IRA</b></li> <li>• Please mail to:<br/><b>Mountain West IRA, Inc.<br/>13905 W. Wainwright Dr.<br/>Boise, ID 83713</b></li> <li>• Please allow 5 business days for check to clear</li> </ul> | <input type="checkbox"/> <b>WIRE:</b> <ul style="list-style-type: none"> <li>• If wire is requested, delivery instructions are attached (\$25 Incoming wire fee applies)</li> </ul> |
|--|---|

### 2. Current Custodian/Trustee

(Where your funds are currently held)

Name of Custodian/Trustee: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_

### 3. Type of account to be transferred/eligibility (Must transfer to the same type of account at Mountain West IRA, Inc.)

I am transferring FROM the following type of plan: (Select one)

- Traditional  Roth  Beneficiary IRA  SEP  SIMPLE  
 Other (401(k), PS, DB, 403(b), 457): \_\_\_\_\_

I am transferring TO the following type of plan: (Select one)

- Traditional  Roth  Beneficiary IRA  SEP  SIMPLE  
 Other (401(k), PS, DB, 403(b), 457): \_\_\_\_\_

I am an eligible person to perform this transaction: (Select one)  Responsible Individual  Account Holder  Beneficiary of Account

### 4. Type of asset to be transferred (Indicate whether this is A. COMPLETE Transfer OR B. PARTIAL Transfer)

**A. COMPLETE TRANSFER to my self-directed account.** Please indicate what you would like to transfer by selecting 1) Cash AND/OR 2) In-Kind Transfer. **IMPORTANT:** If you need to liquidate investments, please contact the resigning Custodian and inquire about their liquidation/transfer process prior to submitting this completed form. Mountain West IRA, Inc. is not authorized to liquidate assets or investments with the resigning Custodian. (Attach your most recent statements from your prior trustee or custodian and a clear copy of a photo ID).

- a. **CASH\*:** Send cash to **MWIRA TRUST FBO (my name)**  
 b. **IN-KIND TRANSFER:** Transfer assets IN-KIND described below (Private Stock, Real Estate, LLCs, Notes, etc.) to:  
**Mountain West IRA, Inc. FBO (my name) IRA.** The term "in-kind" refers to the re-registration of an investment, etc.

**B. PARTIAL TRANSFER to my self-directed account.** Please indicate what you would like transferred by selecting 1) Cash, AND/OR 2) In-Kind Transfer. **IMPORTANT:** If you need to liquidate investments, please contact the resigning Custodian and inquire about their liquidation/transfer process prior to submitting this completed form Mountain West IRA, Inc. is not authorized to liquidate assets or investments with the resigning Custodian. (Attach your most recent statements from your prior trustee or custodian and a clear copy of a photo ID).

- a. **CASH\*:** Send \$ \_\_\_\_\_ in cash to **MWIRA TRUST FBO (my name)**  
 b. **IN-KIND TRANSFER:** Transfer assets IN-KIND described below (Private Stock, Real Estate, LLCs, Notes, etc.) to:  
**Mountain West IRA, Inc. FBO (my name) IRA.** The term "in-kind" refers to the re-registration of an investment, etc.

(NOTE: A SIMPLE IRA may only be transferred to another SIMPLE IRA. After you have participated in your employer's SIMPLE plan for 2 years, you may transfer from a SIMPLE IRA to any IRA other than a Roth IRA or may convert it to a Roth IRA.)

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### 5. Description of assets to be transferred (OTHER THAN CASH):

Asset Description: (DO NOT ADD CASH AMOUNT)	Amount: (DO NOT USE PERCENTAGES)

### 6. Delivery Instructions

**a. How would you like us to send this transfer request to your current resigning Custodian?**

VIA:  Mail  Express Delivery (\$40 fee)  Fax Number: \_\_\_\_\_  
(Please contact your current Custodian/Trustee to verify fax number)

**b. If you have selected express services above, how would you like to pay for those services?**

VIA:  Check  Credit Card  From Account

### 7. Signature and Acknowledgement

Signature and Acknowledgement (This does not constitute a direct rollover.)

1. I hereby agree to the terms and conditions set forth in the Account Asset Transfer Authorization and acknowledge having established a self-directed account through the execution of the \_\_\_\_\_ (type of plan) account application.
2. I understand the rules and conditions applicable to an Account Transfer.
3. I qualify for the account transfer of assets listed in the Asset Liquidation above and authorize such transactions.
4. I understand that no one at Mountain West IRA, Inc. has authority to agree to anything different than my foregoing understandings of Mountain West IRA, Inc. policy.

Participant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Medallion Signature Guarantee Stamp)

- **A Medallion Signature Guarantee can be obtained from your bank**
- **A notary public CANNOT provide a Medallion Signature Guarantee**
- **If your current custodian does not require a Medallion Signature Guarantee, you can simply sign and date this form**

#### **Acceptance of Receiving Custodian**

Pursuant to a limited written delegation, Mainstar Trust, as Custodian ("Custodian"), has authorized Mountain West IRA, Inc. to sign this form on the Custodian's behalf to verify the Custodian's acceptance of the transfer, rollover or direct rollover described above and agreement to apply the proceeds upon their receipt to the Account established by Mountain West IRA, Inc., on your behalf. Mainstar Trust ASSUMES NO TRUST OR FIDUCIARY OBLIGATIONS TO YOU AS IT HAS NO INVESTMENT CONTROL OVER YOUR FUNDS AND ACTS ONLY AS A CUSTODIAN OF YOUR FUNDS.

Mountain West IRA, Inc. on behalf of Custodian, Mainstar Trust.

By: \_\_\_\_\_  
Lisa Galane, President, Authorized Signer

Date: \_\_\_\_\_

Account #: \_\_\_\_\_

