

### INSTRUCTIONS

#### When should I use this form?

Any time funds are sent to Madison Trust Company on your behalf you should submit a Deposit Information form with or prior to sending the check or the transmission of the wire.

#### Why is this form necessary?

To identify which account incoming funds should be credited to and the purpose of the funds (direct rollover, contribution, direct transfer, etc.). Without the form, funds would be left without a clear indication of which account they should be credited to and how the funds should be classified.

#### Who should my check be made payable to?

Checks should be made out as follows:

Madison Trust Company FBO (YOUR FIRST/LAST NAME) (YOUR MTC Account #)

FBO = "For the Benefit Of"

MTC Account # = Your Madison Trust Account #

#### Which type of deposit should I choose?

- Direct Transfer: Choose this option if your funds are coming from an existing IRA
- Direct Rollover: Choose this option if your funds are coming directly from a Qualified Retirement Plan (401K, 403B, TSP, DB Plan etc.
- Indirect Rollover: Choose this option if you are transferring IRA / Qualified Retirement Plan assets that are **presently held in your possession** to Madison Trust. Note the transfer must take place within 60 days of the date of distribution from your former custodian.
- Annual Contribution: Choose this option if your funds should be credited as an IRA contribution. Make sure to indicate the relevant tax year that the contribution should be associated with.
- Cash from Investment: Choose this option if your funds were generated by an investment held in your IRA.
- Payment of Fees: Choose this option if your funds are being sent to cover either Quarterly Fees, Maintenance Fees, Minimum Balance or other relevant Madison Trust service fees.

### Deposit Instructions

- If you are sending us a check, please make it payable to "Madison Trust Company Custodian FBO [Accountholder's name] [MTC Account #]" and reference the account number on the memo line. If it is a rollover check and the check is made out to your name, please deposit it into your bank account and write a check payable to "Madison Trust Company Custodian FBO [Client Name]" drawn against your bank account.
- If you are wiring funds, please wire them to:
 

<b>Institution Name:</b> Capital One Bank <b>Address:</b> 46 E Rte 59, Nanuet, NY 10954 <b>For Further Credit:</b> [Accountholder's name] [MTC Account #]	<b>Beneficiary Account Name:</b> Madison Trust Company <b>Routing Transit # (ABA):</b> 065000090 <b>Beneficiary Account #:</b> 7527846263
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- In both cases, please submit this document to Madison Trust:  
**Secure Upload:** www.madisontrust.com/uploads    **Fax:** (845) 947-1212    **Mail:** Madison Administration Company, 21 Robert Pitt Dr., Suite 201, Monsey, NY 10952

## A. ACCOUNTHOLDER IDENTIFICATION

Full name \_\_\_\_\_

Madison Account number \_\_\_\_\_

## B. WHAT TYPE OF DEPOSIT ARE YOU MAKING?

- Direct transfer of cash/assets from another IRA** – A direct transfer occurs when the retirement funds/assets you wish to transfer are currently being held in another IRA and you have them transferred directly to Madison Trust – If you select this option, please submit a **Transfer Authorization** form.
- Direct rollover of cash/assets from an existing Qualified Retirement Plan (e.g. 401k, 403b)** – A direct rollover occurs when you instruct the administrator of your current Qualified Retirement Plan to send your retirement funds/assets directly to Madison Trust – If you select this option, please contact your plan administrator and ask him/her to initiate the rollover.

Existing plan name \_\_\_\_\_

Account number \_\_\_\_\_

- Cash. How are the funds being sent to us?     Check     Wire  
 Assets. Please attach a List of Assets Being Transferred form.

Approximate amount \_\_\_\_\_

- Indirect rollover/transfer of cash/assets from a previous IRA or Qualified Retirement Plan** – An indirect rollover occurs when you receive a distribution of cash/assets from your current IRA/Qualified Retirement Plan and then forward those funds/assets into another retirement account within 60 days from the distribution date – If you select this option, please include a check or wire us the funds.

Amount \_\_\_\_\_

Please select one of the following:

- This is a rollover from an IRA/Qualified Plan (other than a Roth) into a Madison Trust Traditional or SEP IRA  
 This is a rollover from a Roth IRA/Qualified Plan into a Madison Trust Roth IRA

This rollover will be:

- Cash, and I will be sending you the funds by:     Check (enclosed)     Wire  
 Assets. Please attach a List of Assets Being Transferred form.

**Note: Please issue all checks to "Madison Trust Company, Custodian FBO [Accountholder's Name] [MTC Account #]"**

(continued)

**Annual Contribution**

Type of IRA:  Traditional  Roth  SEP/SIMPLE (Employer)

20\_\_\_\_ How are you sending the funds?  Check (enclosed)  Wire  
 Contribution for tax year Amount of contribution

**Non-IRA Funds Deposit**

Payment of Fees: \$\_\_\_\_\_

Minimum Cash Balance: \$\_\_\_\_\_

I'd like to:

- Pay via check (Make check payable to: Madison Trust Company Custodian FBO Your First Name/Last Name & MTC Acct#)
- Pay via credit card: Please attach a Credit Card Form located on our website under "All Forms"

**Cash from your IRA LLC**

LLC Name: \_\_\_\_\_ \$: \_\_\_\_\_

**Cash from an Investment**

Asset name	Amount
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Please choose one:

Dividend  Rent  Principal/Interest \$\_\_\_\_\_(P) \$\_\_\_\_\_(I)

Other investment proceeds: \_\_\_\_\_

### C. MONEY CLEARING TIMES

Your deposit is posted to your account the next business day following receipt.

**Deposit Hold Policy:**

Non-bank checks (e.g. personal and business checks) will be held for 7 business days.

Bank and other financial institution checks will be held for 5 business days.

Incoming wires are available the next business day (\$25 fee applies).

If you are in a rush for funds, please send a wire. (Note: There is a \$25 fee for all incoming wires.)

### D. AGREEMENT & SIGNATURE

By signing this Deposit Information form, I hereby acknowledge that the deposit information is correct and that Madison Trust may rely on my characterization of the deposits. I also acknowledge, understand, and accept the deposit hold policy stated above.

\_\_\_\_\_  
 Accountholder signature

\_\_\_\_\_  
 Date (mm/dd/yy)