



Please submit this document to Madison Trust:

Mail: Madison Administration Company, One Paragon Drive Suite 275, Montvale, NJ 07645 • **Fax:** (845) 947-1212 • **Secure Upload:** www.madisontrust.com/uploads

WIRING AND ACH INSTRUCTIONS

To wire funds to Madison Trust, please use the following information:

Institution Name: Capital One Bank
Institution Address: 46 E Rte 59, Nanuet, NY 10954
Routing Transit Number (ABA): 065000090
Beneficiary Account Number: 7527846263
Beneficiary Account Name: Madison Trust Company Inc.
For Further Credit: FBO: [Accountholder's name] [MTC Account #]

*Incoming Wire Fee applies: \$25 per wire

CHECK INSTRUCTIONS

Please issue all checks to “Madison Trust Company, Custodian FBO [Accountholder’s Name] [MTC Account #]”

Please mail to:

Madison Administration Company
One Paragon Drive, Suite 275
Montvale, NJ 07645

PROCESSING & HOLD TIMES

Processing Times:

Our standard processing time for all forms and requests is 4 business days.

Our expedited service is 2 business days (\$50 fee applies).

Forms received after 1 PM EST will be considered received on the following business day (applies to both standard and expedited processing).

For time sensitive transactions, you have access to the following services:

- Expedited Processing (\$50)
- Overnight Mail (\$50)
- Wire Transfer (\$25)

Check Hold Policy:

Non-Bank checks (e.g. personal and business checks) and ACHs 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 incoming wire fee applies).



Please submit this document to Madison Trust:

Mail: Madison Administration Company, One Paragon Drive Suite 275, Montvale, NJ 07645 · Fax: (845) 947-1212 · Secure Upload: www.madisontrust.com/uploads

A. ACCOUNTHOLDER IDENTIFICATION

First name _____ Last name _____ Madison account number _____

B. AMOUNT AND DELIVERY METHOD

\$ _____ How are the funds being sent to us? Check Wire ACH
Deposit amount

C. DEPOSIT TYPE

Direct rollover of cash 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 directly to Madison Trust.

_____ Existing plan name and plan account number

Indirect rollover from a previous IRA or Qualified retirement Plan – An indirect rollover occurs when you receive a distribution of cash from your previous IRA/Qualified Retirement Plan and then forward those funds into another retirement account within 60 days from the distribution date.

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

Annual Contribution

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

_____ Contribution year

Recurring Contribution: I will make this contribution on a (choose one) monthly quarterly other _____ basis for the contribution year indicated above.

Non-IRA Funds Deposit

Deposit from your IRA LLC

Deposit from an Investment

_____ If applicable:
Asset name Principal/Interest \$ (P) \$ _____ (I) _____

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) _____