

This form is used only if you are transferring funds from an existing IRA. If you are rolling funds over from a 401(k), 457, 403(b), or a similar plan, contact your current administrator to initiate the rollover.

Please complete and submit this form via one of the following methods:

Mail: Madison Administration Company, 21 Robert Pitt Drive, Suite 201, Monsey, NY 10952 **Fax:** (845) 947-1212 **Secure Upload:** www.madisontrust.com/uploads

If your current IRA Custodian requires an original ink signed Transfer Authorization form, we will notify you of their requirement within 48 hours of receiving your form.

A. ACCOUNTHOLDER IDENTIFICATION

Full name _____ MTC Account number _____ Madison account type:
 Traditional IRA Roth IRA SEP IRA SIMPLE IRA
 Inherited Traditional IRA Inherited Roth IRA

Client date of birth _____ Client Social Security Number _____

B. IRA TO BE TRANSFERRED

Please select one: Traditional IRA Roth IRA SEP IRA SIMPLE IRA Inherited Traditional IRA Inherited Roth IRA

If you don't know what type of IRA you currently hold, please contact your current IRA custodian.

Custodian name _____ Account number (Please limit to one account per form) _____
 Custodian address _____ Contact person (if applicable) _____
 City, State, ZIP _____ Custodian phone number _____

C. CASH/ASSETS TO BE TRANSFERRED

Cash – Please contact your current financial institution to ensure that sufficient cash is available, if there isn't, please ask them to liquidate your assets and turn them into cash.

- Transfer all available cash
- Liquidate all assets, then transfer all cash **Please note that this option is only offered by some IRA Custodians. Please check with your current Custodian to verify whether they accept liquidation instructions from receiving institutions.**
- Transfer some cash in the amount of \$ _____

Assets – **Madison cannot accept publicly traded securities.** Use this section for transferring "alternative assets." **Some asset transfers require additional documentation, please see the appropriate flowchart on our website under the Forms/Fees tab.**

- Transfer the following assets:

Asset name	Asset type	Approximate asset value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: If you are transferring more than 4 assets, please attach a List of Assets Being Transferred form.

D. FULL/PARTIAL TRANSFER ****This field is required****

Please select one:

- Partial Transfer Complete Transfer (Please note: This will close your account. Contact your current custodian for their closing requirements.)

E. TRANSFER INSTRUCTIONS

Please choose how you would like the custodian of your current IRA to transfer your cash/assets to Madison Trust.

Check **ONCE DEPOSITED, A BANK/INSTITUTION/CERTIFIED CHECK TAKES 5 BUSINESSES DAYS TO CLEAR**

Make checks payable to: Madison Trust Company Custodian FBO [client's name and Madison account number] and forward to Madison Administration Company, 21 Robert Pitt Dr. Suite 201, Monsey, NY 10952

Wire **UPON RECEIPT A WIRE TAKES 1 BUSINESS DAY TO CLEAR**

Institution Name: Capital One Bank, N.A. Acct. Name: Madison Trust Company

Routing Transit No.: 065000090 Acct. No.: 7527846263

For Further Credit: FBO [Accountholder's name] [MTC Account #]

(Wire transfers are subject to a \$25 Wire Fee.)

Please assign all asset transfers to Madison Trust Company, Custodian FBO [client's name and Madison account number] and forward to Madison Administration Company, 21 Robert Pitt Dr. Suite 201, Monsey, NY 10952

F. EXPEDITED SERVICE/OVERNIGHT DELIVERY

**Please note: Any forms submitted after 1PM EST will be considered received on the following business day (applies to both standard and expedited processing).

Processing Times:

Standard Processing: Transfer request will be sent in 3-4 business days. (default)

Expedited Processing: Transfer request will be sent in 1-2 business days. (\$50)

Delivery Methods:

Standard Delivery (default) Overnight Delivery (\$50 fee applies)

Turnaround time for funds to be sent back to MTC is strictly subject to your external custodian's processing times

G. ACCOUNTHOLDER AUTHORIZATION


Although MTC does not require a Medallion Signature Guarantee for transfers, your current custodian may have this requirement. Please verify with your custodian if they require a Medallion. NOTE: **A medallion can be provided by ANY financial institution with whom you have a relationship** and need not be from the transferring institution.

With my signature I acknowledge that the appointment of Madison Trust as Custodian will become effective upon receipt of the assets from the prior custodian/trustee. I further acknowledge that Madison Trust assumes no liability for the action or inaction of the prior custodian/trustee as to the proper and timely transfer of funds.

Accountholder signature

Medallion Signature Guarantee (if required)

Date (mm/dd/yy)

 **IMPORTANT!** Please attach a copy of your most recent account statement from the financial institution from which you are transferring.

For Madison Trust. Please do not fill in.

Letter of Acceptance

Please be advised that Madison Trust Company, as Custodian, is qualified to accept the requested transfer, and will hold the asset(s) in an IRA for the benefit of our mutual client named above. The undersigned as an authorized signatory for Madison Trust Company, Inc. hereby accepts the transfer of the above mentioned retirement asset(s).

Authorized Madison Trust signature

Date (mm/dd/yy)