



How to Liquidate Asset(s) and Close Account

1

Liquidate your asset or reach out to your investment contact to facilitate the transfer of funds back to MTC.

2

Provide Documents to retire asset, you may submit a \$0 Asset Valuation signed by a CPA, Attorney, IRS Enrolled agent or CBA. Some asset types have alternative documentation which may be submitted to meet this requirement – [Click here to view our guide](#).

3

Once the documentation has been approved and funds received, you may move forward with moving the funds to your desired destination. For example, Distribute funds to yourself personally, Roll funds over to another Qualified Retirement Plan, Transfers funds out to another IRA account.

Requesting Outgoing Funds:

Distribute funds to yourself personally – Please complete and submit our [Distribution Request Form](#) selecting your applicable distribution type and full account distribution.

Roll funds over to another Qualified Retirement Plan - Please complete and submit our [Distribution Request Form](#) selecting Rollover to Another Qualified Plan. Please note we will need a Letter of Acceptance from the Qualified Plan.

Transfers funds out to another IRA account – Please contact your receiving custodian to initiate the Transfer Process. Your new custodian should submit the completed transfer paperwork to us by fax or mail. Please see our [Delivery Instructions](#).

Please note the Transactional Fees associated with closing an account:

Account Termination \$150.00
Cash Disbursement \$30.00 (If applicable)
Re-Registration of Asset \$50.00 (If applicable)
Wire Fee \$25.00 (If applicable)