



PENSCO TRUST COMPANY

Please return original to:

Regular Mail:
P.O. Box 26903
San Francisco, CA
94126-6903

Overnight Delivery Only:
450 Sansome Street, Fl. 14
San Francisco, CA
94111-3306

IRA In-Kind Direct Rollover

Non-IRA Qualified Plan ➔ IRA

IRA In-Kind Direct Rollover

A direct rollover is the direct movement of funds from an eligible plan (such as a 401(k) plan, profit sharing plan, etc.) into an IRA. Moving the funds directly from an eligible plan to an IRA will avoid present tax withholdings.

Please note: when rolling over assets in kind, PENSCO Trust requires additional documentation for each asset as indicated in our *In-Kind Transfer/Rollover Requirements Kit*.

Steps:

A) Mail the following to PENSCO Trust:

- 1. *IRA Application*
(if you are funding a new account)
- 2. This *IRA In-Kind Direct Rollover* form
- 3. Endorsed Rollover Check

Have Questions?

Call 866-818-4IRA (4472) for help completing these forms.
All forms are available at www.penscotrust.com.

B) Contact your current plan's administrator or trustee and make sure you have completed the paperwork necessary for a direct rollover to an IRA.

Please Note: When deciding on the dollar amount of your rollover or transfer, please consider the following:

- You may move all or part of an existing plan
- When moving part of a plan, make sure to move enough funds into your PENSCO Trust IRA to accommodate the following:
 - a) The dollar amount of your planned PENSCO Trust IRA investment (if you know)
 - b) Any transaction or maintenance fees that will be deducted from your PENSCO Trust IRA
 - c) PENSCO Trust's minimum cash balance requirement of \$100

1. Accountholder Information

I am opening a new IRA (*IRA Application* attached) **OR** I am funding my existing PENSCO Acct. #: _____
The Account I am funding is a(n) IRA Roth IRA SEP IRA ESA

Accountholder's First Name _____ Middle Last _____
Social Security #: _____ Primary Phone #: _____ Ext.: _____

2. Plan Information

Name of Your Plan's Administrator or Trustee (the one from which you are requesting a direct rollover) _____

Address _____ Primary Phone # _____
City _____ State _____ Zip Code _____ Fax # _____

Account Representative / Preferred Contact (if you have one) _____ Account # _____

3. Transfer Request Form Optional Expediting

If neither option is checked, PENSCO Trust will send this form to your current custodian via regular mail.

OVERNIGHT - Please overnight this *IRA In-Kind Direct Rollover* form.

Payment Method:

- Deduct overnight fees (\$18) from my PENSCO Trust account. (Overnight Carriers do not deliver to P.O. Boxes)
- I have enclosed a check (\$18 - Overnight) made payable to PENSCO Trust Company.
- I would like to use my overnight carrier.

Please circle your Overnight Carrier: Fed Ex UPS Airborne Carrier Acct. #: _____

PRIORITY MAIL - Please send this *IRA In-Kind Direct Rollover* form via priority mail.

Payment Method:

- Deduct Priority Mail fees (\$10) from my PENSCO Trust account (P.O Boxes are acceptable).
- I have enclosed a check (\$10 - Priority Mail) made payable to PENSCO Trust Company.

4. In-Kind Asset Liquidation and Transfer/Rollover Instructions

Only complete this page if you are transferring or rolling-over assets in kind and liquidating assets out of the same account. It is usually the responsibility of the current administrator/custodian to handle the reregistration of any assets they are holding in your account (i.e. IRA, 401k, Profit Sharing Plan, etc.) that you wish to move. Because there are sometimes several parties involved in the reregistration process, it is important to provide the requested information on this form in order to expedite this process. If you have more than four assets in this account, please photo copy this blank form and complete a section for each asset.

Please note:

You must also supply the required documentation for each asset as indicated in our *In Kind Transfer/Rollover Requirements Kit*.

A. Asset Type: (choose one)

- Real Estate
- Private Placement (e.g. LLC, LP)
- Mutual Fund
- Brokerage Account
- Deed of Trust/Note Secured by Real Estate
- Unsecured Note
- Other: _____

Transfer/Rollover Asset: Liquidate In Kind

Number of Shares: _____

Estimated Dollar Value: \$ _____

Asset Name: _____

Deed of Trust Loan Servicer Information SELF - Check here if self-serviced

Company Name: _____

Representative's Name: _____

Company Address: _____

Phone # _____ Fax # _____

B. Asset Type: (choose one)

- Real Estate
- Private Placement (e.g. LLC, LP)
- Mutual Fund
- Brokerage Account
- Deed of Trust/Note Secured by Real Estate
- Unsecured Note
- Other: _____

Transfer/Rollover Asset: Liquidate In Kind

Number of Shares: _____

Estimated Dollar Value: \$ _____

Asset Name: _____

Deed of Trust Loan Servicer Information SELF - Check here if self-serviced

Company Name: _____

Representative's Name: _____

Company Address: _____

Phone # _____ Fax # _____

C. Asset Type: (choose one)

- Real Estate
- Private Placement (e.g. LLC, LP)
- Mutual Fund
- Brokerage Account
- Deed of Trust/Note Secured by Real Estate
- Unsecured Note
- Other: _____

Transfer/Rollover Asset: Liquidate In Kind

Number of Shares: _____

Estimated Dollar Value: \$ _____

Asset Name: _____

Deed of Trust Loan Servicer Information SELF - Check here if self-serviced

Company Name: _____

Representative's Name: _____

Company Address: _____

Phone # _____ Fax # _____

D. Asset Type: (choose one)

- Real Estate
- Private Placement (e.g. LLC, LP)
- Mutual Fund
- Brokerage Account
- Deed of Trust/Note Secured by Real Estate
- Unsecured Note
- Other: _____

Transfer/Rollover Asset: Liquidate In Kind

Number of Shares: _____

Estimated Dollar Value: \$ _____

Asset Name: _____

Deed of Trust Loan Servicer Information SELF - Check here if self-serviced

Company Name: _____

Representative's Name: _____

Company Address: _____

Phone # _____ Fax # _____

5. Direct Rollover Election

When rolling funds from a qualified pension plan (such as a 401(k), Profit Sharing Plan, etc.), complete this section and follow these two steps:

A: Complete and mail the following to PENSCO Trust:

1. *IRA Application* (if you are funding a new account) and
2. This *IRA In-Kind Direct Rollover* form

B: Contact your current plan administrator and complete the necessary paperwork to effect a 'rollover' or 'distribution' to an IRA. Submit this paperwork to your current administrator and be sure to follow up. If they require a PENSCO Trust account number, you will receive it via email shortly after submitting your application to PENSCO Trust.

By checking this box I elect a Direct Rollover of my eligible retirement distribution to my IRA at PENSCO Trust. I hereby make an irrevocable election to designate this contribution to my IRA, with an estimated value of \$ _____, as a direct rollover contribution to my PENSCO Trust IRA Account. I assume full responsibility for this rollover transaction, and I hold PENSCO Trust Company harmless for any adverse consequences that may result from this transaction.

6. Accountholder Authorization

I have adopted an Individual Retirement Account with PENSCO Trust Company and I hereby instruct you to transfer my IRA assets as indicated above.



➔ _____
Accountholder Signature Date

Signature Guarantee (PENSCO Trust Medallion Stamp):

7. PENSCO Trust Company Acceptance

PENSCO Trust Company accepts appointment as Successor Custodian of the proceeds of the above referenced IRA(s)/Direct Rollover and has established an IRA that qualifies under Section 408 of the Internal Revenue Code for the above named individual. Please contact us immediately upon receipt if you have any questions regarding this *IRA In-Kind Direct Rollover* form.

Sincerely,

PENSCO Trust Authorized Signature

Date

DELIVERY INSTRUCTIONS

Please Note: Mail all checks to PENSCO Trust Company. Please see below for address and correct vesting.

INCOMING WIRE TRANSFER INSTRUCTIONS

All wires of funds to be deposited into a PENSCO Trust IRA must be sent to:
City National Bank, 2001 N. Main Street, Walnut Creek, CA 94596
ABA #: 122016066
Swift Code: CINAUS6L
Credit to the account of: PENSCO Trust Company, Account #: 450148067
The 'Additional Information' field of your wire must include:
"PENSCO Trust Company Custodian FBO 'Client Name,' IRA Account #"

MUTUAL FUND RE-REGISTRATION IS AS FOLLOWS:

"PENSCO Trust Company Custodian FBO 'Client Name,' IRA Account #"
c/o PENSCO, Inc.
P.O. Box 26903
San Francisco, CA 94126-6903
Tax ID: 02-0526633

CHECKS SHOULD BE DELIVERED TO:

Regular Mail: Overnight Delivery Only:
P.O. Box 26903 450 Sansome Street, Fl. 14
San Francisco, CA San Francisco, CA
94126-6903 94111-3306

GNMA

ABA# 011000028
STATE ST BOS/SPEC/BGEO
REF: City National Bank BGEO
CNB Account Number: 477877100
CNB Account Name: PENSCO Trust Company
"PENSCO Trust Company Custodian FBO 'Client Name,' IRA Account #"

INSTITUTIONAL DELIVERY CONFIRMATIONS

SELF-DIRECTED ID CONFIRM INSTRUCTIONS

DTC ID Instructions: Eligible Book Entry Securities,
Depository Trust Co. DTC Number: 2392
Agent Bank Name: City National Bank Agent Bank# 19355
Institution Name: City National Bank - Trust Dept.
Institution Number: 19355
ID Agent Account Number: CNB Account # 477877100
"PENSCO Trust Company Custodian FBO 'Client Name,' IRA Account #"

FEDERAL RESERVE BANK - BOOK ENTRY SECURITIES

ABA # 122016066
CY NATL BK LA/TRUST
REF: CNB Account Number: 477877100
CNB Account Name: PENSCO Trust Company
"PENSCO Trust Company Custodian FBO 'Client Name,' IRA Account #"