INSTRUCTIONS FOR COMPLETING THE ATTACHED TRUSTEE TRANSFER LETTER

Use this form to complete the movement of assets directly between IRA Trustees/Custodians without distribution to the Participant. This is a Trustee-to-Trustee transfer and must be between like plans, such as Traditional IRA to Traditional IRA or Roth IRA to Roth IRA. This transaction will result in no tax forms being generated by either the current/resigning Trustee/Custodian or the accepting Trustee/Custodian, and should not result in a taxable event occurring.

Do not use this form to complete a 60-day rollover, direct rollover, conversion, re-conversion, or re-characterization.

INSTRUCTIONS FOR COMPLETING THE TRANSFER LETTER

Step 1 – Current (Resigning) Trustee/Custodian information

- Provide the name, address and phone number of the current (resigning) Trustee/Custodian. (This is the financial institution that currently holds the funds.)

Step 2 – Participant information

- Provide the name and social security number of the Participant.

Step 3 – Current Plan Information

- Indicate the type of IRA being transferred;
- Provide the account number(s) of the IRA being transferred.

Step 4 – Transfer Instructions – what is being transferred and when

- Indicate whether this is a transfer of the entire IRA, or a transfer of only a portion of the current IRA;
- Indicate when the transfer is to take place; when the investments (within the IRA) reach maturity or immediately.

Step 5 – Transfer instructions – what IRA the funds are being transferred to

- Indicate if the funds are being transferred into an existing IRA or if a new IRA is being opened to accept the transfer; (An Adoption Agreement must be completed and signed prior to opening a new IRA.)
- Indicate what type of IRA the funds are being transferred into. (This must be the same type of IRA the funds are coming out of.)

Step 6 – Transfer instructions – where the funds should be sent to

- Provide the name, address and to whose attention the funds should be mailed to. (This is the financial institution who is accepting the funds.)

The check is being made out in the name of the Trustee (LT Trust Company [LT Trust]), but the funds should be mailed to, and deposited into the IRA, at the financial institution listed in this section.

Step 7 – Signatures

- Have the Participant sign and date the form;
- Have the representative completing the transfer on behalf of the financial institution accepting the funds sign and date the form.
- Mail a completed copy to LT Trust.

Clear Form

TRUSTEE-TO-TRUSTEE TRANSFER LETTER

Name of Current Custodian/Trustee | Attention

Street Address | City/State/Zip

Name of Participant | Social Security Number

CURRENT PLAN INFORMATION

Select plan type: ❑ Traditional IRA ❑ SEP IRA ❑ Roth IRA ❑ Rollover IRA ❑ Inherited IRA

Account Number(s)

*******NOTICE TO CURRENT TRUSTEE/CUSTODIAN*******

You are directed to convert into cash the assets identified herein that you hold for the Participant and transfer these funds to the Successor Trustee in the manner described below under "Transfer Instructions". If funds are not currently held in the type of plan indicated above, or if you require additional information in order to honor this request, please notify the financial institution indicated below **immediately.**

PLEASE TRANSFER THE FOLLOWING: *(Attach list of assets to be liquidated, if applicable.)*

❑ All plan assets

❑ Partial assets from the above account: $

❑ Other *(list here)*

Transfer Timing: ❑ At Maturity (Date) / / ❑ Immediately (Participant acknowledges potential early withdrawal penalty)

❑ Other (list here)

INCOMING FUNDS TO BE DEPOSITED AS FOLLOWS:

Check one of the options: ❑ New IRA ❑ Existing IRA

Type of IRA funds being moved to: *(check one of the options)*

❑ Traditional/SEP IRA ❑ Rollover IRA ❑ Roth IRA ❑ Inherited IRA

TRANSFER INSTRUCTIONS TO CURRENT TRUSTEE/CUSTODIAN

Make the check payable as follows:
LT Trust Company Trustee FBO ____ *(insert Participant's name)*

THE CHECK IS MADE PAYABLE IN THE NAME OF THE TRUSTEE (LT TRUST), BUT THE FUNDS MUST BE MAILED TO THE CUSTODIAN AT THE ADDRESS BELOW.

Mail the Check to:

Financial Institution Name

Attention

Street Address | City/State/ZIP

SIGNATURES

Participant Signature ✕ | Date

Financial Institution Representative Signature ✕ | Date

Letter of Acceptance – To the prior custodian/trustee of the account designated for transfer:

Please be advised that LT Trust Company does hereby accept appointment as the successor trustee when this form has been accurately completed in full and signed by the participant and by the custodian of funds.