

Internal Account Transfer Form

Use this form to transfer cash and/or securities between existing Folio Institutional accounts.

Instructions

1. Review the guidelines and additional information provided at the end of this form.
2. Complete all applicable parts of this form, obtain all necessary signatures and send us this form and any necessary supporting documents per the instructions below.

Scan and Email

support@folioinstitutional.com

Fax

703-649-6288

U.S. Mail

Folio Institutional

8180 Greensboro Drive, 8th Floor

McLean, VA 22102

Important Information

- This form can only be used to transfer cash and/or securities between existing Folio accounts.
- Read the guidelines at the end of this form concerning account to account transfers carefully, as transfers between accounts that are not of the same type or the same registration may have significant tax consequences, may require special compliance review and approval or may even be prohibited.
- Pending trades or other activity in your account will delay a transfer until all such actions have settled.
- If you want to transfer between more than two accounts, complete this form for each transaction.
- All transfers of cash and securities will be placed into the Non-Folio Holdings folder in the receiving account. You may then move these holdings into folios that you create in the new account.

If you need assistance, call us at **1-888-485-3456**.

PART 1: Account Owner Information

| | | | |
|---|-------------------------------|--------------------------------------|-----------------------------------|
| Account Owner/ Trustee/Authorized Representative | Name | | Date of Birth / / |
| | Social Security Number - - | Date of Death (if applicable) / / | Daytime Telephone Number () - |
| Account Co-Owner/ Co-Trustee | Name | | Date of Birth / / |
| | Social Security Number - - | Date of Death (if applicable) / / | Daytime Telephone Number () - |

PART 2: Account Transfer Information

| | | |
|---------------------------|----------------|--------------|
| Delivering Account | Account Number | Account Type |
| Receiving Account | Account Number | Account Type |

ASSETS TO TRANSFER

Full Transfer of All Cash and Securities

Close delivering account

Partial Transfer

Transfer all securities Transfer all cash Transfer only the following cash amount \$ _____

Transfer only the securities listed below

| Name of Security | Security Symbol | Number of Shares or "All" | Name of Security | Security Symbol | Number of Shares or "All" |
|------------------|-----------------|---------------------------|------------------|-----------------|---------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

* If you have additional securities you would like to transfer, attach a separate page that lists each security name, symbol, and quantity.

PART 3: Transfer Type

Specify the internal account transfer type that you would like to perform.

TAXABLE ACCOUNT TRANSFERS

Taxable Account to Taxable Account Internal Transfer

IRA ACCOUNT TRANSFERS

Important Information

- Use this form to transfer cash and securities from an IRA account to another IRA account if the account types, names, and social security numbers (SSNs) are the same on both accounts.
- Use an **IRA Distribution Form** to transfer cash and securities from an IRA to a taxable account. **Do not use this form.**
- Use an **IRA Distribution Form** to move cash and securities from one IRA account to another IRA account of a different type with the same name and SSN, if the transfer is allowed under the guidelines at the end of this form. **Do not use this form.**

Internal Transfer from Taxable Account to IRA Account

| Contribution | Contribution Year | Amount (Cash Only) |
|--------------|-------------------|--------------------|
| | | |

- For IRA account holders age 70½ and older, annual contributions are not allowed to Traditional, SIMPLE and IRA Rollover account types.
- Annual contributions are not allowed to Beneficiary IRAs.
- If a tax year is not specified, the contribution will be reported as a current year contribution.
- Securities cannot be contributed to an IRA.

Internal Transfer Between IRA Accounts

- Cash and securities for accounts of the same type for the same client

Internal Rollover from Qualified Plan to IRA Account

- Include form signed by plan administrator verifying rollover

| Receiving Account | IRA Account Name |
|-------------------|------------------|
| | |

Internal Transfer from 401(k) to IRA Account

- For 3rd Party Administrator use only (requires Third Party Administrator signature)

Qualified Domestic Relations Order (QDRO) or Divorce Transfer

INTERNAL TRANSFER DUE TO DEATH OF ORIGINAL ACCOUNT OWNER

(Moving inherited funds from decedent to beneficiary's account)

Decedent Account to Inherited Account

- Include a copy of court-issued Letters of Testamentary and the Death Certificate for the deceased account owner. Letters of Testamentary are not required if the Decedent Account had prior Transfer On Death (TOD) instructions on file with us, or it is a Joint Account with Right of Survivorship. The TOD or surviving owner of the joint account is permitted to provide a Letter Of Instruction to distribute funds or move the assets to a new account.

Decedent Folio Taxable Account to Inherited Taxable Account

- If the Decedent Account is a Trust Account, include a copy of the Death Certificate for the deceased Grantor of a Trust, and have the Authorized Representative on file with us on the Trust complete and sign this form. If the Authorized Representative is not on file with us, complete the Add/Change/Delete Trustee Form and then complete and submit this form.

| | | | | |
|-------------------|----------------|-------------------|---------|------|
| Cost Basis | Valuation Date | | Step Up | |
| | Date of Death | Alternative Date: | Half | Full |

Decedent IRA to Beneficiary IRA for the Benefit of Spouse, Non-Spouse, or Trust

- If the decedent's Required Minimum Distribution (RMD) has not been satisfied for the current year, and the date of death is in the current year, the spouse, non-spouse or trust must satisfy the decedent's RMD after funds are moved to the Beneficiary IRA.
- Spouse and Non-Spouse Beneficiary IRA account owners must first open a Roth or Rollover IRA on our website and then complete and submit a Beneficiary IRA Amendment Form to re-register the account as a Beneficiary IRA.
- For a Beneficiary IRA for the Benefit of a Trust, the Trustee must first open a new customer account and open a Roth or Rollover IRA account in their name and SSN. The Trustee must then complete and submit a Beneficiary IRA Amendment Form to re-register the account as a Beneficiary IRA. The account owner name and SSN will be updated to the trust name and TIN when we process this form. To avoid adverse tax consequences, do not log into an existing Folio account to add this account.
- Beneficiary IRAs must be opened before transfers from decedent IRAs can be processed.

Decedent IRA to Spouse (Non-Beneficiary) IRA

- If the decedent's RMD has not been satisfied for the current year, and the date of death is in the current year, the spouse must satisfy the decedent's RMD before transferring assets. The spouse must either make a distribution from the decedent's IRA to the spouse's non-IRA or make a cash distribution to the spouse only, using the IRA Distribution Form signed by the spouse who must be the designated beneficiary. Once the distribution has been completed, complete and submit this form.

PART 4: Signature(s) and Certifications

CERTIFICATIONS

- I certify the accuracy of the account transfer instructions above and authorize this transaction, including potential broker assistance or other charges for special services. I understand that I am responsible for any consequences resulting from this transfer including potential taxes and penalties. I agree to indemnify and to hold Folio Institutional harmless for any tax, penalty, or other liability it may incur resulting from this transfer. I acknowledge that Folio Institutional does not provide tax or legal advice and I agree to consult with my own tax or legal professional if I need advice.
- I certify that I have the authority to initiate this transfer.
- If you have Power of Attorney (POA) over an account, you must attach the POA designation document to this form.

IRA CERTIFICATIONS

- I certify that the contribution or rollover described above is an eligible IRA contribution. I agree that I am solely responsible for all tax consequences resulting from this contribution. I also agree that neither the IRA custodian or Folio Institutional shall have any responsibility for any such tax consequences. I also understand that restrictions regarding subsequent contributions or rollovers may apply.
- I attest that the funds specified in the internal account to an IRA account transfer on this form do not contain any amounts from a Required Minimum Distribution, that IRA rollovers are being made into a qualifying account type, and that the election to rollover funds is irrevocable.

ADDITIONAL INSTRUCTIONS FOR GIFT TRANSFERS

If you are transferring cash or securities from your account to the account of another person, complete this section.

| | | |
|-------------|------------|---------------------|
| Gift Status | Not a gift | |
| | Gift | Date of Gift / / |

SIGNATURE(S)

| | Primary Signer | Co-Signer |
|-------------------------------|----------------|----------------|
| Account Owner | X | X |
| Trustee | X | X |
| Beneficiary IRA Account Owner | X | Not Applicable |
| Power of Attorney | X | Not Applicable |
| Authorized Representative | X | Not Applicable |

Guidelines for Transfers Between Accounts

Review these guidelines carefully, as transfers between accounts that are not of the same type or the same name and Social Security Number (SSN)/Tax Identification Number (TIN) may have significant tax consequences, may require special compliance review and approval, or may even be prohibited.

Transfers Between Taxable Individual and Joint Accounts

- You may transfer cash and securities between individual taxable accounts, if the accounts have the same name and SSN.
- You may transfer cash and securities between a joint account and an individual account for either of the joint account owners, if the individual account is in the same name and SSN as one of the joint account owners and either account owner signs this form.
- You may transfer cash and securities between joint accounts, if the accounts have the same names and SSNs.
- You may transfer cash and securities from your individual taxable account to your joint account on which your name and SSN appear.
- You may transfer cash and securities from an individual or joint taxable account to a custodial account.
- Any Trustee may transfer cash and securities from a Revocable Trust account on which the grantor's name and SSN appear to an individual account in the grantor's name with the same SSN. This may have tax consequences, refer to IRS publication 590.
- For irrevocable trusts, we require the signature of the trustee(s) as required by the trust.

Transfers Involving IRA Accounts

- You may transfer cash from an individual taxable account to an IRA account with the same name and SSN subject to the applicable IRA contribution rules which may limit or prohibit a contribution based on age, prior contributions for the same tax year and other factors. Refer to IRS publication 590.
- You may contribute cash from a joint account to an IRA with the same name and SSN. This is considered an IRA contribution and is subject to the applicable IRA contribution rules which may limit or prohibit a contribution based on your age, prior contributions for the same tax year and other factors. Refer to IRS publication 590.
- You may contribute cash and securities from an IRA account to another taxable account as a distribution by completing an IRA Distribution Form. You cannot use this form to make an IRA distribution.
- You may transfer cash and securities from an IRA account to another IRA account if the names and SSNs are the same on both accounts or if the IRA funds are being inherited and the transfer is allowed under the guidelines below. Transfers may be subject to tax reporting, withholding or assessment.

| Account Transferring From | Account Can Transfer To |
|---------------------------|--|
| Roth IRA | Roth IRA |
| Traditional IRA | Traditional IRA, SEP IRA, IRA Rollover |
| SIMPLE IRA | Traditional IRA**, SIMPLE IRA, SEP IRA**, IRA Rollover** |
| SEP IRA | Traditional IRA, SEP IRA, IRA Rollover |
| IRA Rollover | IRA Rollover, Traditional IRA, SEP IRA |
| Qualified Plan* | Roth IRA***, Traditional IRA, SEP IRA, Qualified Plan*, IRA Rollover |

* Requires Distribution Form from Plan Administrator.

** Transfers only allowed two years after the initial contribution of funds into Delivering Account

*** Qualified Plan must be a Roth qualified plan or client must notify plan administrator if this will be a Roth conversion.

Transfers Between Corporate Accounts

- You may transfer cash and securities from one Folio account to another Folio account if the entity name and Tax Identification Number (SSN, EIN, or TIN) match between the accounts.
- If you have a circumstance not described above, and you wish to initiate a transfer, contact us.