

Please Print or Type

IMPORTANT INFORMATION:

Please check with your current custodian for their Transfer/Rollover Requirements.

Forward To: First Trust Retirement, c/o SS&C

Regular Mail
 PO Box 219554
 Kansas City, MO 64121-9554
 855-387-3847

Overnight Delivery
 Mail Stop: Pacific Office
 Properties
 430 West 7th Street
 Kansas City, MO 64105-1407

Step 1: IRA OWNER INFORMATION

IRA Owner Name _____ Social Security Number _____ Existing FTR Account Number (if applicable) _____

Address _____ City / State / Zip _____ Phone Number _____

Step 2: CURRENT CUSTODIAN NAME & ADDRESS

Funds are staying with First Trust Retirement as Custodian, changing investments only. (Please provide investment name & account number.)

Current Custodian Name _____ Current Custodian Phone Number _____ Current Investment Name/Fund Number _____

Current Custodian Address- *Physical Address Required for Overnight Delivery* _____ City / State / Zip _____

Fax Number _____ Transfer/Rollover Request Form is acceptable to fax to resigning custodian. Current Custodian Account Number to be transferred _____

Please include a copy of your current statement.

Step 3: TYPE OF TRANSFER/ROLLOVER

- Transfer from Traditional IRA
- Transfer from SEP IRA
- Transfer from Roth IRA
- Rollover from a Qualified Plan, SIMPLE IRA, 401(k), 403(b) or Profit Sharing Plan*
 *Your employer may require additional forms to process your request.

Are any of these funds/assets from an Inherited Account?

Yes No

Custodian specific form included. FTR will include with the Letter of Acceptance sent to resigning custodian. (This alerts FTR to include required additional documentation.)

Step 4: TRANSFER INSTRUCTIONS TO CURRENT CUSTODIAN (check all that apply)

If a check needs to be issued, please issue the check payable to First Trust Retirement.

Transfer of Assets

Select this option for a transfer of the assets and/or cash listed in Step 2, by moving assets out of the current investment and deliver them either to First Trust Retirement (FTR) as a new custodian OR staying with FTR and changing investments.

Amount to Liquidate: All Partial liquidation of \$ _____

Transfer in Kind

Select this option for a Transfer in Kind from the account listed in Step 2 that will change the custodian to FTR only, and leave the IRA assets within the current investment.

Amount to Transfer: All Partial transfer of _____ shares

Cash proceeds to liquidate* (if applicable) All Partial transfer of \$ _____

*Only select the cash proceeds option, if you wish the resigning custodian to liquidate additional cash, as well as honor the Transfer in Kind.

Existing FTR Undirected Cash Account

Select this option to transfer cash funds from the existing FTR Undirected Cash Account and deposit into a new investment remaining with FTR.

Amount to Liquidate: All Partial transfer of \$ _____

Step 5: SIGNATURE REQUIRED

Medallion Signature Guarantee Below*

*FTR cannot MSG without witnessing Investor's signature execution. Only obtain if required by Current Custodian Listed in Step 2.

IRA Owner Signature _____ Date _____

BELOW FOR INTERNAL USE ONLY

Acceptance of Rollover/Transfer/Conversion by First Trust Retirement:

By: 
 First Trust Retirement Authorized Signature

