

INSTRUCTIONS FOR TRANSFERRING AN EXISTING IRA OR INITIATING A DIRECT ROLLOVER TO YOUR TRUST MANAGEMENT IRA

Please refer to the TRANSFER REQUEST/DIRECT ROLLOVER LETTER on the reverse side of this page and follow the instructions below. Please complete a separate TRANSFER REQUEST/DIRECT ROLLOVER LETTER for each account you wish to transfer. You may photocopy this blank form (prior to completing it) if more than one form is needed.

1. Complete the date in the space provided.
2. Write the name, address, and telephone number of your current trustee, custodian, or plan administrator.
3. Then fill in the account number, name, and description of the account you are transferring to Trust Management.
4. Next, choose the appropriate type and form of transfer/direct rollover by completing Section 4. "Liquidate" means that the asset(s) will be sold and the proceeds sent to Trust Management. "Re-registered" means that the asset(s) will **not** be sold, but will simply be reregistered to your Trust Management IRA account. If re-registration is desired, please be sure to list all assets to be re-registered in the spaces provided. **A copy of a recent statement (dated within 6 months) from your current trustee, custodian, or plan administrator is required.**
5. Sign the transfer request in Section 5 and write your Social Security Number in the space provided. If your current trustee/custodian/plan administrator requires a signature guarantee, one should be obtained from an authorized member of the Securities Transfer Agents Medallion Program (STAMP). Check with your local bank or broker/dealer to see if they offer this service and are members of STAMP.
*Note: a notary public is **not** acceptable.*
6. Send the completed transfer request form along with a copy of your most recent statement to **Trust Management Inc.** If you do not have an IRA account already established with Trust Management, this form must be accompanied by a completed IRA Adoption Agreement (found on pages **3 and 4** of this booklet) and payment of *your fees*.

Trust Management will attach our signed letter of acceptance and mail the request to your current trustee/custodian/plan administrator. Please note that some transfers may take from two weeks to several months to complete. Trust Management will follow up with the request until the transfer has been completed.

If your current trustee/custodian/plan administrator sends any additional paperwork to you to complete, please do so promptly and return to them. In addition, please send a copy of this paperwork to Trust Management.



TRUST MANAGEMENT, INC.

Transfer Request/Direct Rollover Contribution Form

Name of Present Trustee, Custodian or Employer Plan

Address where this request should be mailed

City State Zip Phone

Account Number Name as it appears on current account Social Security Number

NOTE: A statement dated within 6 months must accompany this form. Your request will not be processed if the statement is not included

- Full Transfer of an Existing IRA
 - Liquidate/sell assets NOTE: To avoid delays, check with your current trustee to determine if all assets can be sold.
 - Re-register all assets
 - Other: Please see attached instructions

- Partial Transfer of an Existing IRA
 - Re-register the following asset(s):

- Liquidate/sell the following as indicated and transfer the proceeds

<hr/>	\$	<hr/>	or	<input type="checkbox"/> All
<hr/>	\$	<hr/>	or	<input type="checkbox"/> All
<hr/>	\$	<hr/>	or	<input type="checkbox"/> All
<hr/>	\$	<hr/>	or	<input type="checkbox"/> All

- Annuities
 - Change of ownership and beneficiary. Annuitant information should remain the same.
 - Surrender the entire annuity. The original policy or a statement is attached.
 - Partial surrender of \$_____

} Applicable surrender and/or penalty charges may be deducted and are authorized by my signature below.

- Direct Rollover from a Qualified Plan
 - 100% of my vested benefit
 - _____% of my vested benefit
 - the following amount \$_____

} Check with your plan administrator to see if additional forms are needed.

PLEASE RE-REGISTER ASSETS AND/OR MAKE ANY CHECKS PAYABLE AS FOLLOWS:

Trust Management, Inc., Custodian
FBO: _____ **IRA**
777 Main Street, Suite 3630 **(817) 335-2933**
Fort Worth, TX 76102

Signatures

This transfer of assets is to be executed from fiduciary to fiduciary in such a manner that will not place me in actual or constructive receipt of all or any part of my assets. If I have attained age 70 ½ during the year, I understand IRS regulations require that my current trustee distribute or withhold from this transfer any amount which may be required to be paid to me as a Required Minimum Distribution. I further assume that Trust Management, Inc. will assume that all required distributions are satisfied prior to the transfer

Signature Guarantee

Your resigning trustee/custodian may require your signature be guaranteed by a Medallion Program member.

Signature: _____ Date _____