

# IRA DIRECT ROLLOVER REQUEST FORM



The **IRA Direct Rollover Request Form** is used to facilitate the direct rollover of assets between a tax-qualified plan and a Traditional or Roth IRA. This form should not be used to facilitate a rollover or direct transfer of assets between IRAs. You will need to complete a New Account Agreement if you do not already have an account established. If you have any questions regarding this form, please call Shareholder Services at 1-877-764-3863.

## PART I: IRA OWNER INFORMATION (RECEIVING IRA) (\*DENOTES REQUIRED INFORMATION)

_____ Owner's Name* (First, M.I., Last)		_____ Date of Birth*	_____ Social Security Number*	
_____ Street Address (Physical Address)*		_____ City*	_____ State*	_____ Zip Code*
_____ Mailing Address (if different from above)		_____ City	_____ State	_____ Zip Code
_____ Daytime Phone*		_____ Evening Phone		

## PART II: DISTRIBUTING PLAN INFORMATION (PLEASE ATTACH A RECENT STATEMENT)

_____ Name of Plan Participant*		_____ Plan Name/Number*		
_____ Name of Plan Sponsor/Employer*		_____ Plan Sponsor/Employer's Phone Number*		
_____ P. O. Box*		_____ City*	_____ State*	_____ Zip Code*

\*Note: If you wish to have paperwork sent overnight, please provide the physical street address.

**PART III: ROLLOVER DESCRIPTION (PLEASE ATTACH A STATEMENT)**

- Distributing Plan Type (Select One):
- Qualified Plan under IRC Sec. 401(a) (including 401(k) plans)
  - 457(b) Deferred Compensation Arrangement
  - 403(b) Tax Sheltered Annuity (including 403(b)(7) Custodial Accounts)
  - Designated Roth account under a 401(k) or 403(b) plan (Note: Select this option only if you are rolling over assets to a Roth IRA.)
  - Other\*: \_\_\_\_\_

\* Note: Only qualifying distributions from eligible retirement plans defined in IRC Sec. 402(c)(8)(B) are eligible to be rolled over to an IRA.

**PART IV: DIRECT ROLLOVER INSTRUCTIONS**

- This is a new account; a completed New Account Agreement is attached.
- The proceeds of this rollover will purchase shares into my existing account as listed below.

Account Number \_\_\_\_\_

**Rollover Allocation**

List the percentage that will be transferred using whole percentages, the total must add up to 100%.

Name of Investment	Percentage
1. Sound Mind Investing Fund	%
2. Sound Mind Investing Managed Volatility Fund	%

**PART V: LIQUIDATION INSTRUCTIONS**

I authorize and direct the current plan trustee/custodian to liquidate assets as follows (select one).

- Immediately rollover entire balance and send the cash proceeds to the IRA Trustee/Custodian identified below.

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- Partially rollover \$ \_\_\_\_\_ of the current plan balance and send the proceeds to the IRA Trustee/Custodian identified below.  
(Note to IRA Owner: Attach additional written liquidation instructions, if necessary.)

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- Other (describe): \_\_\_\_\_

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\*Note: If you are transferring a Certificate of Deposit (CD), mail this form at least 14 days, but not more than 21 days before the maturity date.

Please send proceeds by check:

Make check payable as follows: Sound Mind Investing Funds: FBO \_\_\_\_\_  
(Investor's Name)

Please mail check to:

**Regular Mail Delivery**  
 Sound Mind Investing Funds  
 P.O. Box 6110  
 Indianapolis, IN 46206-6110

**Overnight Delivery**  
 Sound Mind Investing Funds  
 2960 N. Meridian Street Suite 300  
 Indianapolis, IN 46208

**PART VI: ACKNOWLEDGEMENT**

By signing this *IRA Direct Rollover Request Form*, I certify that the information I have provided is true and correct. I understand that I am responsible for ensuring I am eligible to authorize this rollover and I assume all responsibilities for any consequences that arise as a result of my actions. I have been advised to seek competent legal and tax advice, and have not been provided any such advice from the Trustee/Custodian. I also understand that if I am subject to the required minimum distribution requirements, special rules apply; and I assume responsibility for my actions regarding those issues. I elect to irrevocably designate this deposit as a rollover contribution. I will indemnify and hold the Trustee/Custodian harmless from any consequences related to executing my directions. I authorize the plan administrator to directly roll over the plan assets as indicated above and certify the plan is qualified under the appropriate section of the Internal Revenue Code.

Signature of IRA Owner: X \_\_\_\_\_ Date: \_\_\_\_\_

**PART VII: NEW TECHNOLOGY MEDALLION SIGNATURE GUARANTEE STAMP**

A New Technology Medallion Signature Guarantee Stamp is designed to protect the account from fraud. \*\*Please contact your present custodian to see if a signature guarantee is required for rollover. This will ensure that your transfer will be processed in a timely manner.

The following institutions are acceptable signature guarantors:

- Participants in good standing of the Securities Transfer Agents Medallion Program (“STAMP”)
- Commercial banks which are members of the Federal Deposit Insurance Corporation (“FDIC”)
- Trust Companies
- Firms which are members of a domestic stock exchange
- Eligible guarantor institutions qualifying under Rule 17Ad-15 of the Securities Exchange Act of 1934, as amended, that are authorized by charger to provide new technology medallion signature guarantee stamps (e.g., credit unions, securities dealers and brokers, clearing agencies and national securities exchanges)
- Foreign branches of any of the above

**Note:** The Transfer Agent cannot honor guarantees from notaries public, savings and loan associations, or saving banks.



**PART VIII: LETTER OF ACCEPTANCE (TO BE COMPLETED BY NEW CUSTODIAN)**

By signing below, the IRA Trustee/Custodian agrees to accept this direct rollover as instructed above.

Signature of IRA Trustee/Custodian Representative: X *M. Gallagher* \_\_\_\_\_ Date: \_\_\_\_\_

**MAILING INSTRUCTIONS**

Please send completed form to:

**Regular Mail Delivery**  
Sound Mind Investing Funds  
P.O. Box 6110  
Indianapolis, IN 46206-6110

**Overnight Delivery**  
Sound Mind Investing Funds  
2960 N. Meridian Street Suite 300  
Indianapolis, IN 46208