



# Transfer of Assets Instructions

Complete this form to authorize the transfer of assets currently at another firm to your brokerage account. If you are transferring more than one account, complete one form per account. You may submit a photocopy of the transfer form; however we need an original signature on each form.

## Important Instructions – Please read carefully before filling out the Transfer of Assets Form.

- Please attach a recent statement (within 90 days) for the account or asset(s) to be transferred.
- All account owners/trustees must sign the Transfer of Assets Form (“TOA Form”).
- If the account registrations do not match exactly, additional documentation may be required. Please see the Additional Information section below or ask your investment advisor for more information.
- Additional documentation is required when an attorney-in-fact signs, or when the registration is a corporation, partnership, or other entity. Please see the Additional Information section below or ask your investment advisor for more information.

## 1 Receiving Account Information

The type of account you are transferring must match the type of account you maintain or are opening at FBS. If you are transferring an account with a different registration than the one you maintain at FBS, the appropriate new account paperwork must be attached to this form.

## 2 Delivering Account Information

Include a copy of your most recent account statement from your current firm. If you are transferring margin and/or options positions, you must have an approved margin and/or options application(s) on file with FBS. **If you are transferring mutual funds directly from the fund company you must provide all fund/account numbers.**

### Registration Specific Information

#### Non-Prototype Retirement Accounts

- (1) Provide a copy of your Fidelity Trustee Certification of Investment Powers.
- (2) Notify your advisor if the trustees of the delivering and receiving accounts are not the same people.

#### Trust Accounts

- (1) Provide a copy of your Fidelity Trustee Certification of Investment Powers.
- (2) Notify your advisor if the trustees of the delivering and receiving accounts are not the same people.

#### Corporate Accounts

Provide a copy of a corporate resolution authorizing the signature(s) on the Transfer of Assets Form. The corporate resolution must bear the corporate seal. If no corporate seal is available, please submit a copy of the Articles of Incorporation.

#### Partnerships

Provide a copy of your Fidelity Partnership Agreement. All General Partners must sign the Transfer Form.

#### Power of Attorney

Before submitting a Transfer Form signed by an attorney-in-fact, please make sure the Power of Attorney has been added to your Fidelity account. Provide a copy of the durable POA document and the Fidelity POA Affidavit & Indemnification.

#### Custodial Accounts (UTMA/UGMA)

If the minor is now of age and you are transferring to an individual account, the custodian must still sign the Transfer Form. Please provide a copy of the minor's birth certificate or other legal proof of age, as the delivering custodian may require proof of age.

#### Individual Account to a Joint Account or Joint Account to an Individual Account

Please provide an original Letter of Instruction signed by the delivering account owner(s) authorizing the change in ownership.

## 3 Transfer Instructions

Assets are either transferred in-kind or liquidated and transferred as cash. All cash assets are deposited to your core account.

Some types of transfers require special arrangements or fees.

- If you hold proprietary mutual funds at your current firm, generally you will need to liquidate them. Like money market mutual funds, most proprietary mutual funds can only be held by the issuer and cannot be transferred. Certain non-proprietary funds may not be eligible for an in-kind transfer. Check with the firm holding your funds to determine eligibility to transfer in-kind.
- A bank CD generally requires four weeks to transfer. If you do not designate whether the proceeds of your CD are to be transferred at maturity (by providing the maturity date) or immediately (by checking the box for immediate liquidation), the proceeds of your CD will be transferred at maturity. Be advised that if your CD has a maturity date beyond 60 days, we cannot accept your form.
- If you hold an annuity and transfer the proceeds, you may incur surrender charges or other charges and penalties. NFS does not hold annuities in brokerage accounts.

You may be responsible for liquidation or termination fees when you transfer your assets. Check with the firm holding your assets for information regarding these fees.

### Additional Information about Retirement Account Transfers

If you combine certain rollover contributions with other contributions in the same IRA the assets will be commingled and you may forfeit the right to roll over any of the assets into another employer-sponsored plan.

By completing this Customer Account Transfer Form and sending it to your Investment Advisor, you are requesting that FBS transfer your retirement assets currently at another firm to your Premiere Select IRA (including the Premiere Select Traditional IRA, Roth IRA, Rollover IRA, SEP-IRA, IRA-BDA and Roth IRA-BDA) or the Fidelity Retirement Plan, as applicable. The transfer is not a taxable event and will not be reported to the IRS. Certain securities cannot be held in Premiere Select IRAs or the Fidelity Retirement Plan. Refer to the appropriate Premiere Select IRA Custodial Agreement or Fidelity Retirement Plan document for more information.

If you are transferring the assets from your qualified retirement plan(s) to the Fidelity Retirement Plan, contact your tax advisor to determine if it is necessary to file Form 5310-A prior to the transfer.

### Additional Information

**Possible Fees** – You may be responsible for liquidation, termination, and penalty fees when you transfer assets. Check with the firm holding your assets for information regarding these fees.

**Margin/Options** – If transferring margin and/or option positions, you must have an approved Margin and/or Options application(s) on file with Fidelity.

**Roth Conversions** – This form may not be used to convert an IRA to a Roth IRA nor to deconvert an existing Roth IRA.

**Direct Rollovers** – This form may not be used to roll over directly an employer-sponsored retirement plan, such as a 401(k) or 403(b). See your employer's human resources or pension administration office.

**SIMPLE IRAs** – There is a 25% IRS penalty for owners under age 59½ who transfer out of a SIMPLE IRA during the 2-year period beginning on the date when the first contribution was deposited.

**Proprietary Mutual Funds** – Certain proprietary mutual funds may not be eligible for an in-kind transfer. Check with the firm holding your funds to determine their eligibility to transfer in kind.

**Annuities** – Since Fidelity brokerage accounts do not hold annuities, “transfer in kind” is not an option.

**Limited Partnerships** – Master limited partnerships can be held in any type of Fidelity account. Master LPs have symbols, trade on an exchange, and are priced on statements. “Public” limited partnerships, which don't have symbols and don't trade on an exchange, may only be held in Fidelity non-prototype retirement accounts.

## 4 Owner Authorization and Signature

The account information provided in Section 1 of this form must match the name listed on the registration of the account at the delivering firm and the name on the account statement being provided. If the assets you are transferring are qualified plan assets, the signature of the plan administrator(s) or trustee(s) must be included on this form.



