

# TRANSFER/ROLLOVER GUIDE

## Documents needed for a transfer or rollover

1. A Government issued ID to establish an IRAR self-directed IRA
2. A current statement (dated within 6 months) for the account you are moving

## TRANSFERS

### Use To Move

- ▶ IRA at a bank or broker dealer (Fidelity, Schwab, TD, etc.)
- ▶ Self-directed IRA to IRAR

### Initiating the Transfer process

1. Complete an IRAR New Account Form and Transfer Form
2. IRAR will send the transfer request to your current provider.

### Types of Transfers

#### Options to transfer all or partial assets

**Full Transfer:** Move your entire account to IRAR in cash. If you hold assets that are not in cash, you will need to work with your current Custodian to liquidate the assets first.

**Full Transfer of Assets In-Kind:** Move all of the assets in your account "as is" from your current Custodian to IRAR. This could include cash and noncash assets, like real estate.

**Partial Transfer:** Move only certain asset(s) from your current Custodian to IRAR. You will need to indicate details for each asset you are moving.

### Transfers IRS Reporting

**Not applicable.**

## ROLLOVERS

### Use To Move

- ▶ A previous employer sponsored plan: 401(k), 403(b), 457, etc.

### Initiating the Rollover process

1. Complete an IRAR New Account Form and Rollover Certification Form
2. Contact your employer's plan administrator to move the account. You will need to complete their forms providing them with your IRAR new account number.

### Types of Rollovers

**Direct rollover**, also known as a trustee-to-trustee rollover, is where the funds are moved from a qualified retirement plan, like a 401(k) plan, into an IRA. These funds are rolled directly from one custodian to another. The check is made payable to your IRAR account.

**Indirect rollover**, also known as a 60-day rollover, is when you personally take possession of the funds before rolling them back into a retirement account within 60 days (hence the name). For example, you'd take a distribution check and deposit those funds into a personal bank account. Before the 60-day deadline is up, you'd write a check and deposit the funds into a new retirement account. If you don't, you will be taxed and penalized. The employer generally withholds 20% of the amount distributed for taxes.

#### Options to rollover all or partial assets

**All-Cash Rollovers:** This is when you currently hold assets in your account but want to rollover cash. You will need to liquidate those assets with your current custodian so that the rollover can be in cash.

**In-Kind Rollovers:** This is when you want to rollover the assets "as is" from your current custodian to IRAR. This could include cash and noncash assets, like real estate.

**Partial Rollover:** Move only certain asset(s) from your current Custodian to IRAR. You will need to indicate details for each asset you are moving.

### Rollover IRS Reporting

You'll receive a 1099-R from your old provider and IRAR will send you form 5498, to show the funds/assets were deposited to a retirement account. This information is also reported to the IRS.

# TIPS FOR A FAST TRANSACTION

## TRANSFERS

- ▶ Contact your current Custodian to inquire if a Medallion Signature Guarantee is required to transfer your assets. If required, 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. A Notary Public is not acceptable.
- ▶ Contact your current Custodian to inquire if they accept fax copies of your transfer request. Be sure to get the fax number. This will speed up transactions. If they don't accept fax requests, you will need to complete the IRAR transfer form and mail it to us. IRAR signs off on the form and sends this request to your current Custodian.
- ▶ If you are transferring an annuity, you may incur surrender/penalty charges. You will need to send IRAR documentation proving that it is an annuity in an IRA. This could be your statement or copy of the policy.
- ▶ If you are transferring a Brokerage IRA and wish to transfer as cash, you will need to liquidate the appropriate assets prior to making the transfer.
- ▶ Make sure to sign the Transfer form. This is your authorization to have the IRAR send the transfer request to your current Custodian.
- ▶ You can request to have your current Custodian send the cash portion of your transfer to IRAR via wire (funds are available next day) or by check (funds have a 5 business day hold.)
- ▶ Once IRAR has sent your transfer request to your current Custodian, follow up with them to make sure they are processing it. IRAR will not be given information about your account on your behalf.
- ▶ If you are transferring alternative assets such as private placements, LLC, etc. notify the investment provider that you are changing custodians and to expect reregistration documents from IRAR. Make sure that you have updated information for each provider.
- ▶ If you are transferring real estate assets you will need to re-register the deed to the property. Here are instructions on how to do this, the timing, and the process: <https://www.iraresources.com/blog/how-to-re-register-your-real-estate-ira-assets>

## ROLLOVERS

- ▶ If you are rolling over real estate assets in-kind (as is) you will need to reregister the deed to the property. Here are instructions on how to do this, the timing, and the process:  
<https://www.iraresources.com/blog/how-to-re-register-your-real-estate-ira-assets>
- ▶ If you are rolling over other alternative assets such as private equity, private placements, LLC, etc. notify the investment provider that you are changing custodians and to expect reregistration documents from IRAR. Make sure that you have updated information for each provider.
- ▶ The IRS only allows one rollover in a 12-month period. This applies to all of your IRAs.