

# IN-KIND TRANSFER PROCEDURES

Prior to initiating the transfer request, Quest Trust Company will review the investment documents to ensure the asset is compliant with our internal requirements and all applicable IRS regulations.

## DOCUMENTS TO START THE TRANSFER PROCESS:

- Quest Trust Company Transfer Form
- In-Kind Asset Questionnaire
- Current Account Statement from your Custodian
- Copies of the original investment documents (see questionnaire for more details)
- Draft of re-registration documents (see questionnaire for more details). If your custodian does not handle the re-registration of your asset, you will need to provide Quest with a draft of your re-registration document for review. Please do not sign or record the re-registration document before they have been reviewed by Quest.

Please be aware an asset is not formally accepted until Quest receives all completed re-registration documents.

**Note:** Quest Trust Company (QTC) is the legal entity in administration of the IRA and thus must sign on behalf of the IRA. QTC CANNOT sign anything without the client's written approval. Client must sign "**Read & Approved**" on each page that requires a signature or initial from Quest Trust Company. Once all the proper documents are signed, QTC will work with your current custodian to transfer over your asset.

## FORMS COMPLETED?

Submit your documents electronically through the secured document upload. Simply use the link below or scan the QR code!

[UPLOAD.QUESTTRUSTCOMPANY.COM](https://upload.questtrustcompany.com)



## INSTRUCTIONS

- This form should only be used if you are transferring funds from an existing IRA.
- If you have not established an account with Quest Trust Company, please contact our office.
- If you are transferring from a brokerage IRA, you will need to liquidate the appropriate assets prior to submitting this transfer request.
- A separate Transfer Form will need to be completed for each account being transferred to Quest Trust Company
- Contact your current custodian to confirm whether a Medallion Signature Guarantee is needed. If so, check with your local bank or broker/dealer to see if they offer this service.  
Note: Quest Trust Company cannot provide this stamp.
- Contact your current custodian to confirm if they will accept faxed copies of your transfer request.

## A ACCOUNT HOLDER PERSONAL INFORMATION

Account Holder's Name:	Quest Trust Company Account Number:
Social Security Number:	Date of Birth:

## B CURRENT CUSTODIAN PLAN INFORMATION

Name of Current Custodian:	Account Number (Please limit one account per form):
Address:	City, State, Zip Code:
Telephone Number:	Fax:

I have attached a copy of recent statement

## C TYPE OF ACCOUNT TO BE TRANSFERRED/ELIGIBILITY

1. I am transferring FROM the following type of plan: (check one box)

Traditional IRA  
  Roth IRA  
  SEP IRA  
  SIMPLE IRA  
  HSA  
  ESA  
  Beneficiary Trad IRA  
  Beneficiary Roth IRA

2. I am transferring TO the following type of plan: (check one box)

Traditional IRA  
  Roth IRA  
  SEP IRA  
  SIMPLE IRA  
  HSA  
  ESA  
  Beneficiary Trad IRA  
  Beneficiary Roth IRA

3. I am an eligible person to perform this transaction: (check one box)

Account Owner  
  Responsible Individual (ESA)  
  Death Beneficiary

## D TYPE OF TRANSFER

If you wish to transfer any cash as a part of your transfer to Quest Trust Company, ensure that the liquidation process is completed prior to submitting this form. Otherwise, the transfer of your funds may be delayed.

Please select either (1) a complete transfer or (2) a partial transfer: (check one box)

**COMPLETE TRANSFER**

A complete transfer will move all cash and assets to Quest Trust Company, and close your current account. Please attach a recent statement of the account you wish to move.

Please complete Section E below if you are transferring assets in-kind.

**PARTIAL TRANSFER**

CASH - Please send:

all available cash or

specific amount \$ \_\_\_\_\_

IN-KIND: Please see Section E below if you are transferring assets in-kind.

## E ASSET DESCRIPTION

Please complete this section if you are transferring assets in-kind. Transferring assets "in-kind" refers to the process of re-registering an asset with the proper vesting for your QTC account. If you are transferring more than four assets, please attach a separate list of assets being transferred.


## F PROCESSING INSTRUCTIONS

How would you like this form sent to your current custodian? *Contact your current custodian to confirm the address where paperwork should be sent and/or if faxed copies are acceptable. If this section is left blank, the default selection will be fax (if custodian accepts) or priority mail.*

- USPS Regular Mail (\$0)   
  USPS Trackable Mail (\$10)   
  Overnight Mail (\$35 fee\*)   
  Fax to number QTC has on file (if applicable)
- Fax to: \_\_\_\_\_

If you have selected overnight mail, how would you like to pay for the overnight fee? *Note, if payment method is not selected, any incurred fees will be deducted from the account.*

- My Account   
  Credit Card on file   
  Check Enclosed

## G DELIVERY INSTRUCTIONS

How would you like your current custodian to send the funds to Quest Trust Company? If left blank, the default selection will be regular mail/check.

Funds available within 24 hours of receipt.

- WIRE   
  ACH\* *(if custodian is unable to do, default will be wire)*

**Wire/ ACH to:**

Frost Bank  
San Antonio, TX  
Routing Number: 114000093

**For Credit to:**

Quest Trust Company  
17171 Park Row, Suite 100  
Houston, TX 77084  
Account Number: 560065765

**For Further Credit to:**

Account Holder Name  
Account Number

Funds available after 5 business day hold on checks.

- Regular Mail/Check  
  
 Overnight Mail/ Check\*  
*if custodian is unable to do, default will be regular mail/check*

**Make checks payable to:**

Quest Trust Company FBO [Account Holder's Name] [Account Number]

**Please mail to:**

Quest Trust Company, 17171 Park Row, Suite 100, Houston, TX 77084

## REQUIRED MINIMUM DISTRIBUTION (RMD) REMINDER

*(PLEASE NOTE IF TRANSFERRING FROM A TRADITIONAL, SEP, OR SIMPLE IRA)*

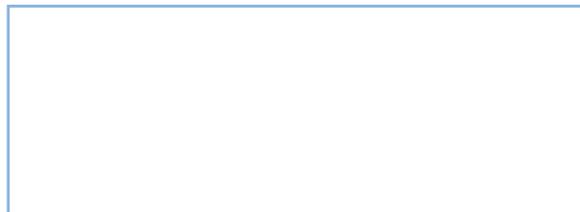
I understand that if this transfer is occurring during or after the calendar year during which I reach my Required Beginning Date ("RBD"), the required minimum amount determined under the IRA being transferred is still required to be distributed. I further understand that the current custodian is not responsible for making this distribution prior to the transfer. I accept full responsibility for satisfying the required minimum distribution applicable to the IRA being transferred by withdrawing sufficient amounts from my QTC or another IRA prior to the deadline for receiving minimum distributions for the calendar year of the transfer. I understand that if I was born before July 1, 1949, my RBD is the date I attain age 70 1/2, and if I was born on or after July 1, 1949, my RBD is the date I attain age 72.

If this transfer leaves my current custodian in one year, but does not reach QTC until the following year, I understand that this will be an "outstanding transfer" as of December 31st. I must "deem" that the transfer was received as of the prior December 31st for determining any required minimum distribution from the QTC for the year that the transfer was received. I will inform QTC of any such outstanding transfer.

## H ACCOUNT HOLDER SIGNATURE (ELECTRONIC SIGNATURE NOT ACCEPTED)

I hereby authorize this transfer and instruct my current custodian to transfer the assets in my account as indicated above.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Medallion Signature Guarantee**  
(if required by your current custodian)

## I LETTER OF ACCEPTANCE BY QUEST TRUST COMPANY (OFFICE USE ONLY)

Quest Trust Company agrees to serve as custodian for the account of the above named individual, and as custodian, QTC agrees to accept the assets of the account being transferred.

Quest Trust Company Acceptance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## INSTRUCTIONS

- This form should be used by all clients transferring or rolling over assets In-Kind to Quest Trust Company (QTC). Please complete one form for each incoming asset. This form is not required for transfers of cash.
- Additional documentation will be required prior to initiating this transfer request to ensure the investment is compliant with our internal guidelines and all applicable IRS regulations.
- Note: There will be a \$125 transaction fee for each asset being transferred. Our annual or quarterly fees will begin to be assessed after your assets have been transferred in.

## A ACCOUNT HOLDER PERSONAL INFORMATION

Account Holder's Name:

Quest Trust Company Account Number:

## B INVESTMENT DETAILS

Name of Investment:

Investment Description (Real Estate/Promissory Note/Private Entity):

Please complete this section if investment is private stock.

Will private entity issue stock certificate:  No  Yes (please specify type)      Type of Stock Certificate:  Physical  Book Shares  Digital Shares

## C STATUS OF IN-KIND ASSET

Check all that apply to in-kind asset:

- The company is in bankruptcy, is pending bankruptcy proceedings, or is no longer in business
- The company is under investigation by a government entity, such as the IRS, SEC, or FBI
- This note has defaulted or matured or I am not receiving payments on this note pursuant to the agreement
- None of these apply

## D REASON FOR ROLLOVER (COMPLETE IF ASSET WAS PREVIOUSLY DISTRIBUTED)

Check all that apply to in-kind asset:

- This investment was distributed from my previous custodian for non-payment of fees
- This asset was distributed from my previous custodian for failure to provide annual fair market valuations (FMVs)
- My previous custodian resigned from holding this investment
- Other: \_\_\_\_\_

## E DISQUALIFIED PERSONS (PARTIES IN INTEREST) STATEMENT

Please answer the following questions as it relates to these individuals: you, your spouse, your children or other direct descendants or their spouses, or your parents or other direct ascendants.

- Are any of the above mentioned individuals an officer, director, or employee of the investment entity or any affiliate of the investment entity?  
 Yes  No
- Do any of the above mentioned individuals currently own any percentage of the investment or any affiliate of the investment entity?  
 Yes  No
- Will any of the above mentioned individuals or entities under their control collectively own a majority or controlling interest in this asset?  
 Yes  No
- Have any of the above mentioned individuals received, or will receive, a personal gain or benefit as a result of this asset?  
 Yes  No

If yes to any of the questions above, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## F FAIR MARKET VALUATIONS (FMV)

Updated Annual Valuation: The Internal Revenue Service (IRS) requires that the value of all assets in my account must be updated annually at the end of each calendar year, including this asset I intend to roll or transfer in. To satisfy this requirement, please review the following options available:

- I will obtain an independent qualified valuation and provide it to Quest Trust Company (QTC) when requested. \*
- I authorize Quest Trust Company to obtain a qualified valuation as outlined above. I understand and agree that the charge for this service will be the cost of the valuation plus \$75. \*\*

\*By making this election, I agree to provide the prior year-end value of this investment by no later than January 15th of each year on a form provided by the Custodian, with substantiation attached to support the value provided.

\*\*Please note that QTC will, to the best of our abilities, attempt to obtain the annual valuation for this asset by utilizing the information you have provided on this form. However, if QTC is unable to collect the information, we will notify you and a fee will not be assessed. In addition, this authorization only covers annual fair market valuations. You are responsible for providing the valuation related to any taxable events (e.g. in-kind distribution or Roth conversion). Please provide the contact information for the person who can best provide valuation information for this asset below.

Third Party Contact Name:	Contact Role:
Mailing Address:	Phone Number:
Contact E-mail Address:	Date Investment/Entity was Established (mm/dd/yyyy):

## G EXECUTED DOCUMENTS ACKNOWLEDGEMENT

Quest Trust Company requires fully executed documents to hold any asset in your account. Fully executed documents are documents that have been signed by all parties. The reason we require these documents is because they prove, legally, that your IRA owns the aforementioned investment. If we do not receive these documents within 30 days of transferring in your investment, we may, at any time, distribute the asset out of your IRA and back to you, personally, at full face value.

**I acknowledge and ensure that QTC will receive fully executed documents within 30 days of the transfer of this investment. I agree and understand that failure to submit these documents may lead to distribution of the asset at full face value.**

## H ACCOUNT HOLDER SIGNATURE

I understand that Quest Trust company will fully rely on my representations above. I reaffirm my understanding that the terms of the IRA Custodial Account Agreement, Article IX, apply to assets being transferred or rollover over in-kind from a previous custodian.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ASSET BEING TRANSFERRED

<b>Private Entity Investments:</b>	
Limited Liability Company (LLC)	<ul style="list-style-type: none"> <li>• Operating Agreement</li> <li>• Private Placement Memorandum (if applicable)</li> <li>• Subscription agreement with investors questionnaire from initial purchase</li> <li>• Contact information for managing member (name required at least)</li> <li>• Private Placement Instruction Letter (QTC Form)</li> <li>• Re-registration Letter</li> </ul>
Limited Partnership	<ul style="list-style-type: none"> <li>• Limited Partnership Agreement signed by account holder</li> <li>• Private Placement Memorandum (if applicable)</li> <li>• Contact information for managing member</li> <li>• Private Placement Instruction Letter (QTC Form)</li> <li>• Re-registration Letter</li> </ul>
Trust	<ul style="list-style-type: none"> <li>• Trust Agreement</li> <li>• Assignment of Beneficial Interest</li> <li>• Private Placement Instruction Letter (QTC Form)</li> </ul>
Joint Venture	<ul style="list-style-type: none"> <li>• Joint Venture Agreement</li> <li>• Re-registration letter</li> <li>• Private Placement Instruction letter (QTC Form)</li> </ul>
Private Stock	<ul style="list-style-type: none"> <li>• Stock Purchase Agreement or Stock Certificate</li> <li>• Stock Power (if there is a stock certificate)</li> <li>• Registration Letter (if no stock certificate)</li> <li>• Contact information for managing member</li> <li>• Private Placement Instruction Letter (QTC Form)</li> </ul>
<b>Promissory Notes:</b>	
Secured Note	<ul style="list-style-type: none"> <li>• Copy of the original note and any modifications and extensions.</li> <li>• Deed of Trust/Mortgage</li> <li>• Amortization Schedule (if applicable)</li> <li>• Assignment of the Note and Transfer of Lien (if secured by real estate)</li> <li>• Assignment of the Note and Assignment of Security/Agreement (for all other collaterals)</li> </ul>
Unsecured Note	<ul style="list-style-type: none"> <li>• Copy of the original note and any modifications and extensions</li> <li>• Amortization Schedule (if applicable)</li> <li>• Assignment of the Note</li> </ul>
<b>Real Estate:</b>	
Real Estate	<ul style="list-style-type: none"> <li>• Current warranty deed</li> <li>• New deed that will transfer ownership of property</li> <li>• Nonrecourse loan documents (if applicable)</li> <li>• Note and Deed of Trust</li> <li>• Transfer of Lien for the nonrecourse loan</li> </ul>
Tax Liens	<ul style="list-style-type: none"> <li>• Evidence of ownership from the county</li> <li>• Assignment of Tax Lien</li> </ul>

Important Information:

In order to have an asset accepted, all investment documents must be titled in the following format:

**Quest Trust Company FBO [Account Holder's Name] [IRA or HSA or CESA] #[Account Number]**