

IRA Rollover Instructions

Form Purpose	Use this form to certify the deposit of a direct or indirect (60-day) rollover of cash and/or assets to your Fortis Bank IRA account.
Assistance	Please email iraservices@fortisbankus.com . We are available 9:00 a.m. to 5:00 p.m. MT, Monday through Friday.
Instructions	<p>You Must Initiate a direct rollover of cash or alternative assets in-kind by contacting your current plan administrator or custodian. Fortis Bank cannot accept the rollover of publicly traded securities in-kind.</p> <p>A <i>Rollover Certification</i> form and a deposit of funds are required to record an IRA contribution.</p> <p>Funds may be deposited by check, ACH, or wire.</p> <p>Include the <i>Rollover Certification</i> with a mailed check.</p> <p>Send the <i>Rollover Certification</i> using the delivery instructions below if funds are deposited by ACH or wire.</p>
Fees	<p>The following fees may apply to this transaction:</p> <p>\$15.00 Inbound wire fee.</p> <p>Fees will be debited from the IRA.</p> <p>Please refer to the current Fortis Bank IRA Custodial Fee Schedule for details.</p>
Timelines	Funds are typically available within 1 business day of receipt of both cash and the <i>Rollover Certification</i> .
Important Notes	<p>A Direct Rollover is the movement of cash and/or assets from an employer plan, issued to Fortis Bank for the benefit of your IRA.</p> <p>An Indirect (60-Day) Rollover is the deposit within 60 days of cash and/or assets you had distributed in your name from an IRA or employer plan. IRS rules allow only one indirect rollover per taxpayer per 12-month period.</p> <p>Consult with a competent tax, legal, or investment advisor if you have questions about the eligibility of your intended rollover transaction.</p> <p>DO NOT USE this form to request a direct IRA-to-IRA transfer from another IRA custodian. Use a <i>Transfer Request</i> form for that process.</p> <p>For IRA LLC and IRA Trust plans offering checkbook control:</p> <p>Never make a rollover deposit directly to the LLC/Trust checking account. The rollover must occur through the IRA account.</p> <p>If your account has been established with auto-funding (default), Fortis Bank will automatically invest newly deposited cash into the LLC or Trust.</p> <p>If your account requires manual entity funding – such as if the IRA holds more than one LLC/Trust – you will need to submit a <i>Buy Direction</i> form instructing Fortis Bank to invest cash from the IRA to the entity.</p>

Delivery Instructions

Secure Upload:

<https://fortisbankus.com/secure-upload>

Regular Mail:

Fortis Bank
Attn: Funding
PO Box 217270
Salt Lake City, UT 84171

Overnight Mail:

Fortis Bank
Attn: Funding
6975 Union Park Ave.
Suite 180
Midvale, UT 84047

Fax:

720-616-4030

Helpful to Know. Use this form to certify the deposit of a direct or indirect (60-day) rollover of cash and/or assets to your Fortis Bank IRA account.

You Must Initiate a direct rollover of cash or alternative assets in-kind by contacting your current plan administrator or custodian. Fortis cannot accept the rollover of publicly traded securities in-kind.

A Direct Rollover is the movement of cash and/or assets from an employer plan, issued to Fortis Bank for the benefit of your IRA.

An Indirect (60-Day) Rollover is the deposit within 60 days of cash and/or assets you had distributed in your name from an IRA or employer plan. IRS rules allow only one indirect rollover per taxpayer per 12-month period.

Consult with a competent tax, legal, or investment advisor if you have questions about the eligibility of your intended rollover transaction.

DO NOT USE this form to request a direct IRA-to-IRA transfer from another custodian. Use a *Transfer Request* form for that process.

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1: Account Owner	Full Name				
	Email Address			Daytime Phone	
	Fortis Account Number			Social Security Number (last 4)	
2: Current Plan Verification The account cash and/or assets are being rolled from.	Custodian/Administrator Name			Account Number	
	IRA/Plan Type (check one)				
	Employer Plan	Traditional IRA	Roth IRA	SEP IRA	SIMPLE IRA
	Inherited account?		If yes, deceased account holder full name		
Yes					
3: Rollover Details Liquidation request must be initiated with your current administrator or custodian.	Asset Description (cash, LLC, real estate, etc.)			Amount (All, # of shares, or value)	
	Cash				
4: Verification of Eligibility	I am an eligible person to perform this transaction (check one)				
	Plan Participant	Spouse Beneficiary	Non-Spouse Beneficiary	Ex-Spouse Due to Divorce or Legal Separation	Responsible Individual
5: Delivery Method Indicate how the funds will arrive at Fortis.	Wire to:			Check payable to:	
	Bank: Fortis Bank Address: 6975 Union Park Avenue Suite 180 Midvale, UT 84047 Routing/ABA: 107006428 Credit Account: 1010054813 Account Name: Fortis Bank Further Credit/Memo: FBO {Client Name &Account #}			Fortis Bank FBO {Account Owner} {IRA Type} i.e. Fortis Bank FBO John Public Roth IRA Put Account# in memo field. Send to regular mail or overnight address listed below. Direct Rollovers must be made payable as above.	




6: Signature

By signing below, I certify that the information on this form is true and correct to the best of my knowledge, and that Fortis Bank and the releasing custodian or administrator may rely on the information provided. I acknowledge that I am solely responsible for ensuring this is an eligible rollover per IRS rules. I understand that, as a passive custodian, Fortis Bank does not provide tax, legal, or investment advice, and that I should seek guidance from a competent advisor regarding such matters. I agree to indemnify and hold harmless Fortis Bank from any consequences related to this rollover.

If this is an indirect rollover of funds originally distributed to me, I certify that I am completing the rollover within 60 calendar days following the day the assets were distributed. I further certify that I have not performed an indirect rollover within the last 12 months, and this rollover does not contain my Required Minimum Distribution.

If I am a non-spouse beneficiary, I certify this is a direct rollover from an employer plan and the rollover does not contain my Required Minimum Distribution.

Signature	Date
	

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