401(k) Transfer Guide

How to Transfer Funds from a 401(k) or other Tax Qualified Retirement Account to your new Self Directed IRA

If you have any questions regarding the below information, please call us at 888-795-7950.

Generally, an IRA Trustee will accept the Transfer Instructions from another IRA Trustee. However, 401(k) 403 and 503 Plan and TSP Trustees will accept instructions only from the account owner (that's you, if you are no longer employed by the original employer).

Steps:

1. Call the H.R. Department of your former employer. Ask them:
   - To send you a 401(k) Distribution Form
   - If there is any other information you need to supply to complete a transfer to an IRA
   - If your balance is over $250,000, ask if the old custodian will require a "medallion signature"
   - Complete the form (obtain a medallion stamp from your bank if one is required)

2. **Pause**. Do not actually request the transfer of funds until your new account is open. We want to be able to deposit your funds directly to your new account and not hold them in limbo. You can find your new account number in your Welcome Email, or simply call us for it.

3. Proceed once your new Self Directed IRA account is open.

4. The 401(k) Transfer request form will usually ask where you want the funds sent. A Trustee to Trustee transfer is not a taxable event. To avoid the 20% withholding requirement on 401(k) distributions, we suggest that you have the funds transferred directly to your new IRA account. The title of your new account will be:

   The IRA Club F/B/O [client name], IRA [account #]

5. The mailing address of your account is:

   IRA Club
   PO Box A3535
   Chicago, IL 60690

6. If time is of essence, funds may be wired to your new account. (Sometimes the former Trustee may charge a fee for the wire.) The wire instructions are:

Bank Name:	**MeridianBank**
Wire Funds to:	**9 Old Lincoln Highway**
	Malvern, PA 19355
SWIFT Code	
ABA Routing #	**031918828**
Beneficiary Acct Number	**4024840**
Beneficiary Acct Name	**The IRA Club**
For Further Credit	**F/B/O [client name], IRA**

7. Please also complete a Deposit Form. If you were not given one, simply call us and we will email you a copy.