



# IRA TRANSFER FORM

**Overnight Delivery:**  
Metzler/Payden Funds  
803 W. Michigan St., Suite A  
Milwaukee, WI 53233-2301

**Regular Mail:**  
Metzler/Payden Funds  
P.O. Box 1611  
Milwaukee, WI 53201-1611

**Instructions:** Use this form when redeeming and transferring funds from an existing IRA to a Metzler Payden Funds IRA. **If you are establishing a new account, you must also fill out a Metzler Payden Funds IRA Application.** Include a copy of your most recent account statement from the current Trustee or Custodian.

## TRANSFER COMING FROM

Name of Trustee/Custodian (Bank, Mutual Fund Company, etc.)

Address

City / State / Zip

----- FOLD HERE -----

Please check with your current trustee/custodian to determine if a Medallion signature guarantee is required to process this transfer. Upon receipt of the completed form(s) from you, we will contact your current trustee/custodian and process this transfer for you. We will notify you when the transfer has been completed and your funds have been invested in Metzler Payden Funds.

*Note for investors 70 1/2 or older:* you may take your required minimum distribution from any one or all of your IRA accounts. If you have not satisfied the minimum distribution requirements you may be required to take a minimum distribution from your present IRA before rolling over your retirement assets to a Metzler Payden IRA. Consult your tax adviser regarding your distribution requirements.

## 1. INVESTOR NAME

Name (first, middle, last) Social Security Number Date of Birth

Permanent Address (no P.O. boxes) City State Zip

Daytime Phone Number Evening Phone Number E-mail Address

## 2. PLEASE TRANSFER MY IRA FROM

Name of Current Trustee/Custodian (Bank, Mutual Fund Company, etc.)

Telephone Number

Transfer  immediately  at maturity

Account Number or Certificate of Deposit (CD)\*

Approximate Value Maturity Date (if applicable)

\*Penalties may be assessed by your current trustee/custodian for early withdrawal.

### Mutual Fund IRA Transfer

In order to expedite your transfer, please provide the CUSIP/Symbol of your current Mutual Fund IRA Investment. If you do not know the CUSIP/Symbol, please contact your current provider/Custodian.

CUSIP/Symbol CUSIP/Symbol

### Type of plan you now have:

- Rollover IRA
- Traditional IRA
- Roth IRA
- SEP-IRA
- Other Employer Sponsored Plan (Plan Type) \_\_\_\_\_
- Other Roth Employer Sponsored Plan (Plan Type) \_\_\_\_\_

### Type of plan you are transferring to:

- Rollover IRA
- Traditional IRA
- Roth IRA
- SEP-IRA

Are these assets inherited coming from a deceased participant account or beneficiary IRA?

- Yes
- No

**Note:** If these are inherited assets coming from an employer plan and you are a nonspouse beneficiary, please complete a **Nonspouse Beneficiary Direct Rollover from an Employer's Plan Form**. Call Shareholder Services at 800.572.9336 to receive the form.

### 3. YOUR INVESTMENT INSTRUCTIONS

Invest in my existing Metzler/Payden Funds IRA, account number \_\_\_\_\_.

Open a new\*  IRA  SEP-IRA  Roth IRA  Education Savings Account in:

	If amount is unknown, state percentage		
	Amount	or	%
<input type="checkbox"/> European Emerging Markets Fund (#615)*	\$		
Total	\$	or	100%

If you are opening a new account, you will need to accompany this form with a completed IRA Application.

\*Subject to a 2% redemption fee if redeemed within 30 Days or less of purchase date.

### 4. WITHHOLDING ELECTION (SUBSTITUTE W-4P)

Only complete if this is a conversion from a Traditional IRA to a Roth IRA.

IRA regulations require that your current Custodian withhold Federal income taxes at the rate of 10% from the converted IRA amount unless you elect not to have withholding apply. If you do not elect to have Federal income tax withheld, you are liable for payment of Federal income tax on the taxable portion of distributions. You may also be subject to tax penalties under the estimated tax payment rules if your payments of estimated tax and withholding, if any, are not adequate. Please select from the following options:

- I do not want federal income tax withheld on distributions from this account.
- I want federal income tax withheld in the amount of 10% from distributions from this account.
- I want federal income tax of \_\_\_\_\_% (must be greater than 10%) withheld from distributions from this account.

Consult your tax adviser regarding the tax consequences for withholding amounts from your distribution for Federal tax payment. Amount withheld may only be refunded by the Internal Revenue Service. The amount withheld may be subject to income tax and a 10% penalty.

### 5. SIGNATURE

I understand that conversions from a Traditional IRA to a Roth IRA will be treated as a distribution and may be considered ordinary income for tax purposes. I have been advised to consult a tax professional and assume full responsibility for this conversion transaction and will not hold the Metzler Payden Funds, and their agents (including, but not limited to, the Metzler Payden Funds Custodian) liable for any adverse consequences that may result.

I understand that the resigning custodian will remit any income tax which has been withheld to the Internal Revenue Service on my behalf. I also understand that if I recharacterize, amounts previously withheld may only be refunded by the Internal Revenue Service. Amounts withheld may be subject to a 10% early withdrawal penalty in addition to income tax.

**To current trustee/custodian:**

Please consider this your authority to sell

\$ \_\_\_\_\_ or \_\_\_\_\_%

of my assets in the account identified in Section 2 and prepare a check payable to:

**Metzler Payden Funds:**

FBO \_\_\_\_\_

PO Box 1611

Milwaukee, WI 53201-1611

If you prefer to wire funds directly, please call 800.572.9336 for further instruction.

It is my intention to transfer these assets to an IRA account with the above named Fund(s) for which UMB Bank, n.a. acts as Custodian. I certify that I have received and read the Prospectus(es) for the Fund(s) into which I am transferring my IRA.

\_\_\_\_\_  
IRA Owner Signature \*

\_\_\_\_\_  
Date

\* If the owner of the IRA account is a minor, the responsible person designated on the current IRA account

needs to sign this form.

Medallion Signature Guarantee (if required)\*\*

\*\*Please check with your current trustee/custodian to determine if a Medallion signature guarantee is required to process this transfer.

A Medallion signature guarantee may be obtained from any eligible guarantor institution. These institutions include U.S. banks, savings associations, credit unions and brokerage firms participating in the Securities Transfer Association Medallion Program. Approved programs currently include STAMP, SEMP and MSP. [A notary public stamp or seal is not acceptable.]

## 8. ACCEPTANCE

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This portion to be completed by UMB Bank, n.a., Trustee for Metzler/Payden Funds IRA.

**For use by successor custodian only**

Please be advised that UMB Bank, n.a. has been appointed to serve as successor trustee of this IRA. Please send the check representing the liquidation of the investments indicated in Section 2 along with a copy of this form to identify the check as a transfer of assets to: Metzler/Payden Funds, P.O. Box 1611, Milwaukee, WI 53201-1611.

Please remit payment by check payable to:

Metzler/Payden Funds

\_\_\_\_\_  
FBO

\_\_\_\_\_  
Account #

P.O. Box 1611  
Milwaukee, WI 53201-1611

\_\_\_\_\_  
Successor Custodian Signature

\_\_\_\_\_  
Date