

IRA TO IRA TRANSFER DOCUMENTATION

GENERAL INFORMATION

Use this form to have BPAS request the transfer of your existing IRA, directly from the current custodian.

(Do not use this form for a conversion to a Roth IRA)

Participant: _____ SSN: _____ Account No: _____

Residence Address: _____ Phone: _____

Present Custodian or Trustee: _____
(Name & Address)

TRANSFER INSTRUCTIONS

Directly transfer all or part of my present IRA with your organization (**Statement Enclosed**) in the manner indicated below.

1. Please make a check payable as follows:

Hand Benefits and Trust Company, 6 Rhoads Drive, Suite 7, Utica, NY 13502, as the Custodian

Name of Accepting Organization

for _____ (Traditional / Roth) IRA.

Participant's Name and Social Security Number

2. Please liquidate and transfer the holdings in my Account as follows:

All holdings and close my account

Only those holdings per the attached schedule

I am aware that penalties may be incurred if time deposits are liquidated prior to their maturity date.

3. Delivery instructions - Mail check to:

Hand Benefits and Trust Co.

6 Rhoads Dr., Suite 7

Utica, NY 13502

5. Type of IRA being transferred:

Traditional IRA

ROTH IRA

SEP-IRA

SIMPLE IRA - Date Employee First Participated _____.

(To be completed by present Custodian/Trustee)

4. Wire Instructions -

ABA#: 021307559

Short Title: COMMUNITY BK SYR

Address: DE WITT, NEW YORK 13214

Special Instructions: ATTN: TRUST DEPT, UTICA

Account #:0511113656

Account Name: Clients of BPAS

FBO: Name of IRA Account Holder

SSN of IRA Account Holder

(NOTE: A SIMPLE IRA may only be transferred to another SIMPLE IRA in the first two years of participation. After you have participated in your employer's SIMPLE plan for 2 years, you may transfer from a SIMPLE IRA to any IRA other than a Roth IRA or you may convert it to a Roth IRA.)

AGE 70 1/2 REMINDER

I understand that if this transfer is occurring during or after the calendar year during which I attain the age of 70 1/2, the required minimum amount determined under this IRA is still required to be distributed.

I further understand that the current Trustee/Custodian is not responsible for making this distribution prior to the transfer. I accept full responsibility for satisfying the required minimum distribution applicable to this IRA by withdrawing sufficient amounts from another IRA prior to the deadline for receiving minimum distributions for the calendar year of the transfer.

If this transfer leaves the transferor IRA in one year but does not reach the transferee IRA until the following year, I understand that this will be an "outstanding transfer" as of December 31st. The new IRA must "deem" that the transfer was received as of the prior December 31st for determining any required minimum distribution from the transferee IRA for the year that the transfer was received. I will inform the transferee IRA Trustee/Custodian of any such outstanding transfer.

SIGNATURES

Participant's Signature: _____ Date: _____

Medallion Signature Guarantee (only if required by current custodian or trustee)*

*You can obtain a medallion signature guarantee from most banks, savings institutions, broker-dealers etc. Signature guarantees from financial institutions which do not participate in a Medallion program may not be accepted. A notary public is **not** an acceptable guarantor.

Accepting Organization - Our organization agrees to serve as the new Custodian or Trustee for the IRA account of the above-named individual, and as Custodian or Trustee, we agree to accept the assets being transferred.

New Custodian or Trustee: Hand Benefits and Trust Company EIN #: 74-1977743

Address: 6 Rhoads Drive, Suite 7, Utica, NY 13502

Authorized Signature for Accepting Organization: _____ Date: _____

