

# ENCOMPASS FUND

Opportunities. Not Boundaries.

**IRA Transfer:** Use this form **and** the Encompass Fund *IRA Account Application* if you are transferring your existing IRA assets from another custodian directly to a **new Encompass Fund IRA**. Use this form **only** if you are transferring IRA assets from another custodian to an **existing Encompass Fund IRA**.

**Direct Rollover:** Use this form **and** the Encompass Fund *IRA Account Application* if you are directly rolling over your existing employer - sponsored retirement plan assets to a **new Encompass Fund IRA**. Use this form **only** if you are directly rolling over to an **existing Encompass Fund IRA**.

## IRA Transfer / Direct Rollover Request Form

To obtain a copy of the *IRA Account Application*, please visit [www.encompassfunds.com](http://www.encompassfunds.com) or call toll-free 1-888-463-3957. For any assistance, please call the number listed above.

Please mail (or send overnight) the completed form to:  
**Encompass Fund**  
c/o Mutual Shareholder Services, LLC  
8000 Town Centre Drive, Suite 400  
Broadview Heights, Ohio 44147

### 1. Social Security Number

\_\_\_\_\_  
Social Security Number

### 2. Investor Information (Please Print or Type)

\_\_\_\_\_  
Name (First, Middle, Last)

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip code

( )

( )

\_\_\_\_\_  
Daytime Telephone

\_\_\_\_\_  
Evening Telephone

### 3. Transfer/Direct Rollover Assets From This Account

\_\_\_\_\_  
Name of Current Trustee, Custodian or Plan Employer

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

( )

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Account Number

• Please attach a copy of a recent account statement to help us locate your current account.

### 4. Instructions to Current IRA Custodian/Plan Employer

I have established an IRA with Encompass Fund. Please transfer (or direct rollover) assets, in **cash**, from the above account identified in Section 3 according to the instructions (a), (b), and (c).

(a) • **IRA Transfer From:** (check one if IRA Transfer)

- Traditional IRA     Rollover IRA     Roth IRA  
 Roth Conversion IRA     SEP-IRA     SIMPLE IRA

• **Direct Rollover From:** (check one if Direct Rollover)

- Employer - Sponsored Plan\*     Other\*

\*You are required to contact your plan administrator for additional transfer forms to complete an Employer Sponsored Plan rollover.

(b) **Payment Information:**

- Immediately liquidate all assets and send the cash proceeds.  
 Partial Liquidation. \$ \_\_\_\_\_ or \_\_\_\_\_ % and retain balance.  
 Send cash proceeds of all investments at maturity.  
 Send the assets at maturity for the investments listed below.

Investment  \_\_\_\_\_ Maturity Date \_\_\_\_\_

- Other. Please attach additional transfer / direct rollover instructions.

**Note.** There may be a penalty for early liquidation.

(c) Please make check payable to Encompass Fund and send it, along with a copy of this form to the above address.

If you prefer to wire funds, please call 1-888-463-3957 for instructions.

**Suggestion:** Contact your current custodian (or plan employer) to determine that they have completed all necessary paperwork to ensure the timely transfer of assets.

### 5. Instructions to Encompass Fund (Please check one)

- New IRA Account:** Open a new Encompass Fund IRA account in accordance with the instructions in the attached *IRA Account Application*, and invest the transferred proceeds in this account.  
 **Existing IRA Account:** Invest the transferred proceeds in my existing Encompass Fund account.

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Encompass Fund Account Number

### 6. Signature of Investor (required)

I acknowledge that I have sole responsibility for my investment choices and that I have received a current prospectus which I have been advised to read carefully before investing.

I understand that the requirements for a valid transfer to a Traditional IRA, SEP IRA, or Roth IRA are complex and that I have the responsibility for complying with all requirements and for the tax results of any such transfer.

I certify to the current IRA custodian, trustee or plan employer that I have established a successor Individual Retirement Custodial Account with the Encompass Fund for which Huntington National Bank acts as its custodian, and to which assets will be transferred (or directly rolled over).

**X**

Signature of Investor (required)

\_\_\_\_\_  
Date

**Signature Guarantee:** Please check with your current Trustee/Custodian / Plan Employer to determine if a signature guarantee is required to process this transfer.

A signature guarantee may be obtained from any eligible guarantor institution. These institutions include banks, savings associations, credit unions and brokerage firms. **A Notary Public cannot provide a Signature Guarantee.**

\_\_\_\_\_  
Name of Guarantor Institution / Guarantee Stamp

Authorized Signature  \_\_\_\_\_ Title \_\_\_\_\_

**For Office Use Only. To be completed by Huntington National Bank, Custodian for Encompass Fund.**

Huntington National Bank agrees to accept custodianship and the transfer / direct rollover described above for the Encompass Fund IRA established on behalf of the above named individual. Huntington National Bank accepts its appointment as successor custodian for the above IRA.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date