



877.807.4122 | SMEADCAP.COM

## Form Instructions

Use this form when redeeming and transferring funds from an existing IRA. You must complete this form along with your IRA Application, if this is a new account. Include a copy of your most recent account statement from the current Trustee or Custodian. Please send completed form to:

### Regular Mail Delivery: Smead Funds

PO Box 2175  
Milwaukee WI 53201-2175

### Overnight Delivery: Smead Funds

C/O UMB Fund Services  
235 W Galena Street  
Milwaukee WI 53212-3948

There may be penalties for withdrawing certain investments before their maturity (i.e., certificates of deposit or annuities). Please contact your current custodian or plan administrator prior to submitting this form to determine the applicable time frames and penalties, if any, or if you need a signature guarantee in Section Six to order this transfer. UMB Fund Services, Inc on behalf of UMB Bank, n.a. will initiate your request upon receipt of this form.

### CURRENT TRUSTEE/CUSTODIAN INFORMATION:

TRUSTEE/CUSTODIAN NAME (BANK, MUTUAL FUND, ETC.)

TRUSTEE/CUSTODIAN CITY, STATE, AND ZIP CODE

TRUSTEE/CUSTODIAN STREET ADDRESS

## Section 1 | IRA OWNER INFORMATION

FIRST NAME

LAST NAME

TAXPAYER ID NUMBER

DATE OF BIRTH

PRIMARY PHONE

EMAIL ADDRESS

## Section 2 | TRANSACTION DESCRIPTION

### TYPE OF TRANSACTION (SELECT ONE):

#### TRANSFER (NONREPORTABLE, NONTAXABLE TRANSACTION)

- Traditional (or SEP) IRA to Traditional (or SEP) IRA  
 Roth IRA to Roth IRA  
 SIMPLE IRA to Traditional IRA (or SEP)\*

Receiving Account Number\*\*:

\*\*IF YOU ARE PURCHASING INTO A NEWLY ESTABLISHED IRA PLEASE ENCLOSE A COMPLETED APPLICATION.

#### CONVERSION (REPORTABLE, TAXABLE TRANSACTION)

- Traditional (or SEP) IRA to Roth IRA  
 SIMPLE IRA to Roth IRA\*

Receiving Account Number\*\*:

\*\*IF YOU ARE PURCHASING INTO A NEWLY ESTABLISHED IRA PLEASE ENCLOSE A COMPLETED APPLICATION.

\*At least two years must elapse from the time of your initial participation in your employer's SIMPLE IRA plan before you may transfer SIMPLE IRA assets to a Traditional (or SEP) IRA or convert SIMPLE IRA assets to a Roth IRA.



### Section 3 | LIQUIDATION INSTRUCTIONS

I authorize and direct the current IRA Trustee/Custodian to liquidate assets as follows and send all proceeds to the new IRA Custodian identified below (select one).

- Immediately liquidate all assets and send the cash proceeds to the new IRA Custodian.
- I wish to withdraw the requested amount on a pro rata basis across all investments.
- I wish to withdraw the requested amount from my investments as indicated in the chart below.

*(Indicate from which investments the withdrawal should be taken. Percentages must be in whole numbers, e.g., 33%, not 33 1/3%.)*

Investment Description	Share Class (if applicable)	Approximate Value	Withdrawal Amount or %	Liquidation or Distribute In-Kind
1.				<input type="checkbox"/> Liquidate Immediately and Distribute <input type="checkbox"/> Distribute In-kind
2.				<input type="checkbox"/> Liquidate Immediately and Distribute <input type="checkbox"/> Distribute In-kind
3.				<input type="checkbox"/> Liquidate Immediately and Distribute <input type="checkbox"/> Distribute In-kind
4.				<input type="checkbox"/> Liquidate Immediately and Distribute <input type="checkbox"/> Distribute In-kind
5.				<input type="checkbox"/> Liquidate Immediately and Distribute <input type="checkbox"/> Distribute In-kind
TOTAL				

Addendum attached for additional investments. If you need additional space to list investments, attach a separate sheet that includes all of the information requested above. Sign and date the sheet.

### Section 4 | TRANSFER/CONVERSION INSTRUCTIONS

#### INSTRUCTIONS FOR DELIVERY

- Wire** - For wire instructions call 877.807.4122.
- Check** - Make check payable as follows: Smead Funds as Custodian

FBO

Please mail check to: **Regular Mail Delivery: Smead Funds**  
 PO Box 2175  
 Milwaukee WI 53201-2175

**Overnight Delivery: Smead Funds**  
 C/O UMB Fund Services  
 235 W Galena Street  
 Milwaukee WI 53212-3948



### Section 5 | INSTRUCTIONS REGARDING REQUIRED MINIMUM DISTRIBUTION (RMD)

NOTE: COMPLETE THIS SECTION ONLY IF THE CURRENT (I.E., DISTRIBUTING) IRA IS SUBJECT TO REQUIRED MINIMUM DISTRIBUTIONS (RMDs).

- I have already satisfied my RMD for the year.
- Send me my RMD then transfer/convert the remaining IRA balance as instructed above.
- Keep my RMD in the existing IRA and transfer the balance as instructed. (This option is NOT available for Conversions to Roth IRAs).
- Transfer my RMD to the new IRA Custodian. (This option is NOT available for Conversions to Roth IRAs).

Special Instructions:

### Section 6 | INVESTMENT SELECTION (RECEIVING IRA)

<input type="checkbox"/> Smead Value Fund Investor Shares 601	INVESTMENT AMOUNT \$500 MINIMUM <input style="width: 100%; height: 15px;" type="text"/>
<input type="checkbox"/> Smead Value Fund I1 Shares 602	INVESTMENT AMOUNT \$1,000,000 MINIMUM <input style="width: 100%; height: 15px;" type="text"/>
<input type="checkbox"/> Smead Value Fund Y Shares 604	INVESTMENT AMOUNT \$10,000,000 MINIMUM <input style="width: 100%; height: 15px;" type="text"/>

### Section 7 | WITHHOLDING NOTICE AND ELECTION FORM (FORM W4P/OMB NO. 1545-0074) DEPARTMENT OF TREASURY, INTERNAL REVENUE SERVICE

Complete only if you are converting a Traditional, SEP, or SIMPLE IRA to a Roth IRA.

NOTICE: The distributions you receive from your IRA are subject to Federal income tax withholding unless you waive withholding. You may waive withholding on your IRA distribution by returning a signed and dated IRS Form W-4P, *Withholding Certificate for Pension or Annuity Payments*, or substitute Form W-4P to the Custodian. Withholding will apply to the total amount of the distribution, whether taxable or not. If you waive withholding on your IRA distribution, or if you do not have enough Federal income tax withheld from your IRA distribution, you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient. You are responsible for determining and paying all Federal, and if applicable, state and local taxes on distributions from all IRAs you own. If you do not waive withholding or elect an alternative withholding amount, ten percent will be withheld from your nonperiodic IRA distribution. Your election is valid until you revoke it. You may change your withholding election by completing another Form W-4P or substitute. If you are a non-resident alien you may not use Form W-4P to withhold income tax or to waive withholding.

Election: Unless you indicate a different withholding amount below or you waive withholding by indicating your election below, ten percent will be withheld from your IRA distribution.

- I do not want federal income tax withheld from my distribution from this account.
- I want federal income tax of 10% withheld from my distribution from this account.
- I want federal income tax of \_\_\_\_\_% (greater than 10%) withheld from my distribution from this account.



## Section 8 | ACKNOWLEDGEMENTS

By signing this *IRA Transfer/Conversion Request Form*, I certify that the information I have provided is true and correct. I authorize the current IRA Trustee/Custodian to transfer/convert the IRA assets as instructed above. I understand that I am responsible for ensuring I am eligible to authorize this transfer/conversion and I assume all responsibilities for any consequences that arise as a result of my actions. I agree to indemnify and hold the IRA Trustee/Custodian harmless from any consequences related to executing my directions. I have been advised to seek competent legal and tax advice, and have not been provided any such advice from the IRA Trustee/Custodian.

Signature of IRA Owner (or other authorized person):

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.*

### ACCEPTANCE:

By signing below, UMB Bank, n.a, agrees to accept this transfer/conversion as instructed above.

Signature of Receiving IRA Custodian Representative:

Date:

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.**