

Qualified Retirement Plan to IRA Rollover Questionnaire

Client & Account Information:

Name: _____ Age: _____

Address: _____

IRA Receiving Rollover Account Number: _____

Household Value: _____ FA Name: _____

Transaction Overview:

Please provide a total estimated rollover amount for all accounts receiving the rollover: _____

Are the funds involved in this rollover coming from a plan where the client is still employed (which is referred to as an in-service distribution)? _____

Type of QRP? _____

Is the client invested in an annuity within the QRP? _____

QRP Due Diligence:

Does the client have the ability to remain in a QRP? _____

Does the client hold appreciate company stock in the QRP? _____

Are loans offered in the QRP? _____

Are there after-tax contributions, not from designated Roth account amounts, included in investor's QRP balance? _____

Are designated Roth account contributions included in the clients QRP balance and/or permissible in the existing QRP? _____

Does the client have access to investment advice in their existing plan? _____

Is a self-directed brokerage service option available? _____

Does the client's employer pay for some or all of the associated costs in the existing QRP?

Did the client provide a copy of the Participant Level Fee Disclosure (PLD) and QRP statements as requested for their existing plan? _____

Clients Existing Employer: _____

Approximate number of employees: _____

Is there another QRP that could receive this rollover? _____

Discussion Questions:

Have you discussed the alternatives to rollover? _____

Have you discussed the cost difference between a QRP and IRA? _____

Have you disclosed that IRA costs are typically higher than QRP? _____

Participant Preferences:

Typical IRA Features

Individualized, holistic advice: Client is willing to pay higher costs in exchange for this advice

Need for retirement income products

Use of funds for qualified higher education expenses and/or as a qualified first time home-buyer

Access to broader range of investment options

Consolidation of retirement assets

Typical QRP Features

In-service distributions (if available)

Comprehensive creditor protections

Client is leaving company and will turn 55 (or age 50 or older for certain public safety employees). QRP distributions from that plan avoid the IRS 10% penalty tax. Distributions from an IRA before 59 1/2 have a 10% penalty tax, unless an exception applies. (Rule of 55)

Deferring RMDs past the age of 70 1/2

Loan provision

Advisor Acknowledgement & Additional Information:

Will this rollover be paid over a period of time? _____

Financial Advisor (FA) Acknowledgement:

I recommend the client roll over assets from a QRP and believe the recommendation is in the client's best interest.

I did not provide any advice or make any recommendations to the client regarding their decisions towards roll over.

Explain the rationale for recommending the rollover and why it is in the best interest of the client:

Date of Client Conversation: _____

X

Financial Advisor Signature

Date

X

Authorized Manager Signature

Date