

## Questions to ask to help your 1035 exchanges and transfers

### ●Is my paperwork complete?

- Confirm all policy/client/company information. The transfer company will reject the transfer if any information is incorrect.
- Make sure it is signed

### ●Am I using the correct form?

- Do NOT use 1035 exchange paperwork for an IRA trustee-to-trustee transfer

### ●Do I have all of the forms needed?

- Include Replacement Forms for 1035 exchanges. Many transfer companies will reject the transfer without a replacement notice.

**NOTE:** Some states require replacements regardless.

- Contact the transfer company with the client to make sure they do not require any additional forms

### ●Does the transfer company send a conservation letter?

- Inform your client that a letter will be coming and that it needs to be sent back to the transfer company right away. In addition, some companies will also call your client.

### ●Does the transfer company allow partial transfers?

### ●Does the new company accept partial transfers?

- Contact both companies to make sure

### ●Do I need a signature guarantee?

- Many mutual fund companies require a signature guarantee.
- A lot of insurance companies require signature guarantees when the transfer/exchange amount is over a certain amount (\$50k or \$100k).

### ●Does my client have to call to liquidate the funds?

- The transfer company can tell you this.

### ●What is the time frame for the release of funds?

The transfer company decides how long they will take to send the funds. The time span can range from 3 to 60 business days. The company requesting the funds schedules follow-up regularly. Some transfer companies will now only speak to the client.

When sending a copy of your application and transfer paperwork via fax to Imeriti, Inc, we will follow up on your transfer/exchange and provide status on a weekly basis. We obtain this status from the company requesting the funds. In most cases, Imeriti cannot contact the transfer company.

Please let Imeriti know if you have any questions or concerns regarding your 1035 exchanges and transfers.



Imeriti, Inc.