Standard Life – Funds Transfer Guidelines

(To be used with 'Authorization to Transfer Funds To' Form SL2011)

Following these basic rules will assist in a faster transfer of funds:

1035 Exchange from an insurance company:

1. Complete the transfer form using:
   Annuity Contract - Boxes 4, 5a, 8, 9, 10
   Life Policy - Boxes 4, 7a, 8, 9, 10
2. If you are able to obtain the original policy, do so and omit signing at Box 8.
3. Have the Client sign the necessary replacement forms. If you do not have the correct forms, **CONTACT US** and we will fax the forms to you. WE CANNOT COMPLETE PROCESSING UNTIL ALL REQUIRED FORMS ARE RECEIVED!
4. If you know the company needs a W-9, obtain one.
5. Make sure the Owners are the same on the replacing policy as they are on the Standard Life application.

Direct Transfer from an insurance company:

1. Make sure the Owners are the same on the replacing policy as they are on the Standard Life application.
2. Complete the transfer form using boxes 5b, 8, and 10.
3. If you are able to obtain the original policy, do so and omit signing at Box 8.
4. If you know the company needs a W-9, obtain one.
5. Have the Client sign the necessary replacement forms.

Non-Qualified Bank transfer using CDs:

1. If you have access to the original CDs please include them with the transfer paperwork.
2. Have the individual sign off on the CDs.
3. Check the mature date and verify if there are any penalties due on the CDs.
4. Complete the Transfer form using boxes 2a for requesting the penalty be taken out or 2b for liquidating on Mature Date only. If only a portion of the CD is to be transferred, please indicate the amount using box 2c. Have client sign at box 10.

Qualified (IRA) Bank transfer:

1. If you have a copy of the latest statement, please include it with the transfer paperwork.
2. Complete the transfer form using box 6a and 10. If the entire amount is not to be transferred then mark box 6b and specify amount to be transferred.

Non-Qualified Mutual Funds:

1. If you have a copy of the latest statement, please include it with the transfer paperwork.
2. Complete the transfer form using boxes 3 and 10. If only a portion of the Mutual Fund is to be transferred, please indicate the amount using box 3b. It is highly recommended that any Mutual Fund transfer be <u>Signature Guaranteed</u>. This is done in box 10. The majority of companies will require this.
3. Check to see if the account is JOINTLY HELD or individually held. If the account is jointly held, you need to obtain ALL THE SIGNATURES.

Qualified Mutual Funds:

1. If you have a copy of the latest account statement, please include it with the transfer paperwork.
2. Complete the transfer form using boxes 3 or 6. If only a portion of the Mutual Fund is to be transferred, please indicate the amount on box 3b or 6b. It is highly recommended that any Mutual Fund transfer be <u>Signature Guaranteed</u>. This is done in box 10. The majority of companies will require this.
3. Check to see if the account is JOINTLY HELD or individually held. If the account is jointly held, you need to obtain ALL THE SIGNATURES.

401K Funds Transfer:

The Authorization To Transfer Funds form - SL 2011 <u>cannot be used</u> to transfer funds from a 401K fund. It will not provide the necessary documentation to transfer the funds from the Employer to Standard Life. The client must go to the Benefits Department at their employer and obtain the necessary forms. The Transfer form will only delay the transfer of funds.

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