

# KEELEY FUNDS IRA TRANSFER REQUEST FORM

Use this for only when transferring your IRA directly from another institution. An IRA Application form must also be completed if a new account is being established. If you have questions about completing this form, call 800-422-3554.

**IF CONVERTING A TRADITIONAL IRA TO A ROTH IRA, USE THE KEELEY FUNDS ROTH IRA CONVERSION FORM.**

## 1. YOUR NAME (Please Print)

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

## 2. WHAT TYPE OF IRA IS IT CURRENTLY?

- Traditional IRA       Inherited IRA  
 Roth IRA              Decedent Date of Death: \_\_\_\_\_  
 SEP IRA                      \_\_\_\_\_

## 3. INFORMATION ABOUT YOUR PRESENT IRA

Name of Resigning Trustee, Custodian or Institution \_\_\_\_\_

Address of Resigning Trustee, Custodian or Institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone of Resigning Trustee, Custodian or Institution \_\_\_\_\_

Your Name, or Name on Individual Retirement Account \_\_\_\_\_

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

Name of Mutual Fund, Brokerage Firm or Bank, etc. \_\_\_\_\_

DATE ROTH IRA WAS ORIGINALLY OPENED \_\_\_\_\_

## 4. WHAT TYPE OF IRA IS IT CURRENTLY?

- Traditional IRA       Roth IRA  
 I am opening a new account and have attached an IRA Application

My transfer should be invested as follows:

KEELEY Fund Name      Account Number      % or Amount

KEELEY Fund Name      Account Number      % or Amount

KEELEY Fund Name      Account Number      % or Amount

\* Write "new" if opening a new IRA Account.

## 5. INSTRUCTIONS TO RESIGNING TRUSTEE

Please liquidate and forward to KEELEY Funds:

- All Assets    OR     \$ \_\_\_\_\_  
 Upon Maturity      OR     Immediately  
Date \_\_\_\_\_ I am aware of any penalty which may occur

**Note: If you are transferring a CD when it matures, please send us this form at least two weeks prior to maturity. Please make check payable to: The KEELEY Funds**

I understand that this transfer of assets is to be executed as a fiduciary to fiduciary transfer so as not to put me in actual or constructive receipt of all or any part of the transferred assets.

Your name, or name on the Individual Retirement Account \_\_\_\_\_

Present IRA Account Number \_\_\_\_\_

**Note:** To the resigning custodian or trustee: Please attach a copy of this authorization to your check when you send it to the address below.

## 6. SIGNATURE

X

Participant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**An Important Note: Your resigning trustee may require that your signature be guaranteed. Please contact them for their requirements.**

**MEDALLION GUARANTEED BY:**

UMB Bank N.A. will automatically send out letters to those former custodians/trustees if the transfer proceeds have not been received after 21 days.