

# IRA Transfer & Conversion/Rollover Form

Use this form to request an IRA transfer of assets or a direct rollover from an existing retirement plan account to your IRA at Longleaf Partners Funds. Based on your instructions, BNY Mellon Investment Servicing Trust Company will initiate the transfer or rollover for you. If you reached or passed the age Required Minimum Distributions begin (age 70½ if you were born on or prior to June 30, 1949 and age 72 if you were born on or after July 1, 1949), you are responsible for distributing any required minimum distribution amounts from your current retirement plan account (excluding Roth IRAs) in advance of the transfer or rollover. Incomplete information will result in delays in processing your request. If you need assistance completing this form, please contact Shareholder Services at 1-800-445-9469.

## DIRECT ROLLOVER NOTICE

If this contribution is a direct rollover from a qualified plan, 403(b), or 457 plan, I understand that by signing page 2 of this form, I am acknowledging that the direct rollover contribution is an irrevocable election and is no longer eligible for special tax treatment which may be accorded to distributions from a qualified plan, 403(b), or 457 plan.

You should contact your current plan administrator or custodian prior to completing this form to ensure that you have received and completed any in-house forms that they may require. Direct rollovers from a qualified plan to an IRA can only be in the form of cash.

### 1. Account Owner

Owner's Name (First, Initial, Last)

Owner's U.S. Social Security Number

( )

Daytime Phone

Street or P.O. Box

City, State, Zip

### 2. Type of Account

- Traditional IRA
- Rollover IRA
- Roth IRA
- SEP IRA

### 3. Longleaf Account Information

- Deposit the proceeds into my **existing IRA** with Longleaf Partners Funds.  
Account number \_\_\_\_\_.
- I am establishing a **new IRA** account with Longleaf Partner Funds. (Application attached)

### 4. Investment of Assets - \$10,000 minimum per Fund account

Partners Fund (#133)	\$ _____
Small-Cap Fund (#134)	\$ _____
International Fund (#136)	\$ _____
Global Fund (#137)	\$ _____
Total Investment	\$ _____

### 5. Distribute the Assets Indicated Below

- Liquidate Entire Account
- Liquidate Partial Dollar Amount \$ \_\_\_\_\_ or  
Number of Shares \_\_\_\_\_
- Transfer existing Longleaf shares in-kind:

Partners Fund (#133)	_____
Small-Cap Fund (#134)	_____
International Fund (#136)	_____
Global Fund (#137)	_____
Total Investment	_____

- Transfer a Certificate of Deposit:
  - At Maturity date of: \_\_\_\_\_
  - Immediately. (I am aware of any penalties)

**6. Type of Request ▪ Choose one**

- IRA Transfer of Assets (like accounts)\*
- Direct Rollover from a Qualified Plan to an IRA
- Direct Rollover from a 403(b) or 457 to an IRA

\* SEP IRAs can be transferred into a Traditional IRA.  
 \* SIMPLE IRAs (after the required two year holding period) can be transferred into a Traditional IRA.

**7. Current Account Information ▪ Choose one**

Type of account you are transferring/rolling over from (check one):

- Traditional IRA/Rollover IRA
- Roth IRA
- SEP-IRA
- SIMPLE IRA (after the 2-year required period) to a Traditional IRA
- Qualified Plan\*
- Convert my Longleaf Traditional IRA to a Longleaf Roth IRA
- 403(b)
- 457 Plan
- QRP to a Roth (Conversion)

\*If you are rolling over a qualified plan, please contact your current plan administrator for distribution/rollover in-house form requirements.

**8. Current Custodian**

\_\_\_\_\_  
Name of Present Trustee or Custodian

\_\_\_\_\_  
Account Number Investment Name

\_\_\_\_\_  
Street Address or P.O. Box Number

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

(        )  
Phone Number

Please attach a copy of your most recent statement.

**9. Tax Withholding Election ▪ (for Roth Conversions only)**

IRS regulations require the custodian or trustee of your IRA to withhold federal income taxes from the conversion distribution at a rate of 10% unless you elect not to have withholding apply. Withholding will apply to the entire amount of the conversion distribution, including the amount of any nondeductible contributions that may have been made to the IRA. You may not convert any portion of Required Minimum Distributions (RMDs).

Please select one of the following:

- I select to **NOT** have federal Income tax withheld. (This option is only available for accounts registered with an address in the United States.)

- Withhold 10% federal income tax
- Withhold \_\_\_\_\_ % federal income tax (must be 10% or more)

**B. State Withholding ▪** Your state of residence will determine your state income tax withholding requirements, if any. Those states with mandatory withholding may require state income tax to be withheld from payments if federal income taxes are withheld or may mandate a fixed amount regardless of your federal tax election. Voluntary states let individuals determine whether they want state taxes withheld. Some states have no income tax on retirement payments. Please consult with a tax advisor or your state's tax authority for additional information on your state requirements.

- I elect **NOT** to have state income tax withheld from my retirement account distributions (**For Mandatory States Only**).
- I elect **TO** have the following dollar amount or percentage from my retirement account distribution withheld for state income taxes (**For Voluntary States Only**). \$ \_\_\_\_\_ or \_\_\_\_\_%

Approximate value of the IRA you are transferring: \$ \_\_\_\_\_  
 (Must be at least \$10,000 initially for each Fund or you must include a check to bring the total to \$10,000. There is no minimum required for subsequent investments. The funds do not accept third-party checks or checks drawn on foreign banks.)

**PLEASE INCLUDE A COPY OF YOUR ACCOUNT STATEMENT FOR THE IRA YOU ARE TRANSFERRING.**

**10. Signature**

I authorize the transfer of assets or direct rollover as noted above to my Longleaf Partners Funds® IRA and authorize Longleaf Partners Funds and BNY Mellon Investment Servicing Trust Company to process this request on my behalf. I understand it is my responsibility to assure the prompt transfer of assets by the current custodian. I have read and understand all information in the instructions and hereby provide the applicable direct rollover certification.

If this contribution is a Direct Rollover or Direct Rollover (conversion) from a Qualified Plan, I understand that by signing this form I am acknowledging that the contribution is an irrevocable election and is no longer eligible for special tax treatment which may be accorded to distributions from Qualified Plans.

Longleaf Partners Funds can only accept Direct Rollovers from a Qualified Plan to an IRA in the form of cash.

I understand the conversion is irrevocable. I agree I am solely responsible for all tax consequences of this conversion.

\_\_\_\_\_  
Owner's Signature Date

