

IRA Transfer & Conversion Form

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, Year Roth was opened _____
- SEP IRA

3. Longleaf Account Information

- I have an **existing IRA** account with Longleaf Partners Funds. My account # is _____.
- 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 all assets and send a check.
- Liquidate \$ _____ only and send a check.
- 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. 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 _____%

7. Type of Request • Choose one

- Transfer from a Traditional IRA or Roth IRA
- Transfer from a SEP IRA _____
Name of Company or Employer
(Name of Company or Employer)
- Transfer from a SEP or SIMPLE IRA (after the 2-year required period) to a Traditional IRA
- Convert my Lingleaf Traditional IRA to a Lingleaf Roth IRA
- Direct Rollover QRP to Traditional IRA
- Direct Rollover (conversion) of an employers QRP to a Roth IRA
- Direct Rollover 403(b) or 457 Plan to a Traditional IRA
- Direct Rollover of an employers Designated Roth Contribution Account into a Roth IRA

8. The Assets are Being Transferred From

Name of Present Trustee or Custodian

Account Number Investment Name

Street Address or P.O. Box Number

City, State, Zip Code

(_____)
Phone Number

You may want to contact your plan administrator or custodian to ensure that you have completed any documents they may require in order to complete your request as well as establish the timing of the distribution.

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.

9. Signature

I authorize the transfer of assets or direct rollover as noted above to my Lingleaf Partners Funds® IRA and authorize Lingleaf 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.

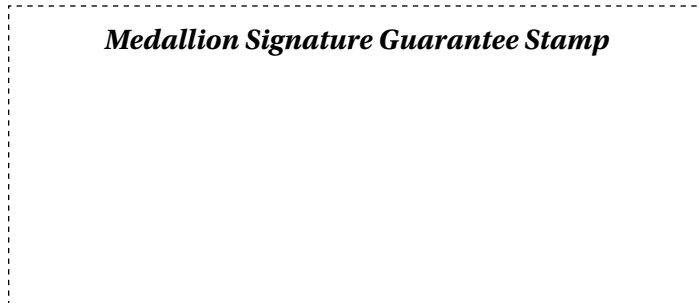
Lingleaf Partners Funds can only accept Direct Rollovers from a Qualified Plan to an IRA in the form of cash.

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

Owner's Signature Date

10. Medallion Signature Guarantee (if required)***

***Please check with your current trustee/custodian to determine if a medallion signature guarantee is required to process this transfer.



Name of Institution

Signature of Authorized Officer Date

To be completed by BNY Mellon to the above named trustee: BNY Mellon Investment Servicing Trust Company accepts its appointment as Custodian for the above account. Please forward a check or existing Lingleaf shares, as directed above, payable to:

BNY Mellon Investment Servicing Trust Company FBO

Reference Number (Include this number on your check)

Authorized Signature

Authorized Signature

Date

By regular mail:

Longleaf Partners Funds
c/o BNY Mellon
P.O. Box 9694
Providence, RI 02940-9694

By express mail or

overnight courier:
Longleaf Partners Funds
c/o BNY Mellon
4400 Computer Drive
Westborough, MA 01581
(800) 445-9469

Items delivered to the P.O. Box are not deemed "received" until they arrive at BNY Mellon for processing. Time critical items requiring proof of receipt should be sent to the Westborough, MA address.

For new IRA accounts, this form must be returned with a Retirement Account Application.