

### **Direct Rollover/Transfer/Distribution Instructions**

Once your Rollover IRA account has been opened at TD Ameritrade, please request your current 401K plan trustee/custodian to initiate a "Direct Transfer/Distribution" (the client will likely have to fill a one/two page form from the current 401k plan trustee) with the following details:

Your Rollover IRA A/c No at TD Ameritrade= 240xxxxxx  
A/c Name= "Your account" Rollover IRA  
Trustee/Custodian= TD Ameritrade Inc  
Address= TD Ameritrade Institutional,  
P.O.Box 2237, Omaha, NE 68103

If the 401k plan trustee has any questions, they may contact: 1-888-376 4112 > Client Service.  
Please do make sure that they do not issue the distribution in your name but to "TD Ameritrade Inc".

### **Other Direct Rollover Check Instructions:**

If the current 401K trustee ends up sending you the Direct Rollover check rather than send it to the TD Ameritrade address shown above, please follow the steps outlined below:

#### a) If the check has been made payable to "TD Ameritrade Inc"

- Fill in the IRA Deposit Slip
  - Use current year as "Tax Year"
  - Make sure to check "Direct Rollover" on the form
  - Fill in your Rollover IRA A/c number, sign, etc...
- Make sure on the check memo section you write your FBO A/c = Your Rollover IRA A/c Number
- Send the form and check to:

TD Ameritrade Institutional, PO Box 2237, Omaha, NE 68103-2237

Please do not send it to the address within the IRA Deposit Form (this address has not been updated)

#### b) If the check has been made payable to "Your Name"

- Fill in the IRA Deposit Slip
  - Use current year as "Tax Year"
  - Make sure to check "Direct Rollover" on the form
  - Fill in your Rollover IRA A/c number, sign, etc...
- Make sure on the check memo section you write your FBO A/c = Your Rollover IRA A/c Number
- Endorse the back of the check as follows:
  - Write "Make payable to Ameritrade Inc."
  - Write "FBO= Your Rollover IRA A/c Number"
  - Sign
- Send the form and check to:

TD Ameritrade Institutional, PO Box 2237, Omaha, NE 68103-2237

Please do not send it to the address within the IRA Deposit Form (this address has not been updated)

-In this case, you might also want to get in touch with your current 401k trustee and make sure that they have not withheld any taxes or any other amounts.