

IRA TO IRA TRANSFER

Click the following link
for the online form:
[Incoming IRA Transfer
Request Form](#)

WHAT IS AN IRA-TO-IRA TRANSFER?

An IRA-to-IRA transfer is a non-reportable transaction directly done between IRA custodians. According to IRS regulations, IRA transfers are permitted only between IRA account with the same tax status – for example, Traditional IRA to Traditional IRA or Roth IRA to Roth IRA.

STEP BY STEP INSTRUCTIONS TO REQUEST AN IRA TRANSFER

- 1** First, you will need to fill out the Solera National Bank Incoming IRA Transfer Request form and submit to our IRA Team for processing. Our IRA Team will request the assets be transferred from the Releasing IRA Custodian to Solera National Bank. The form must be completed accurately and in full, ensuring all provided information is correct. We recommend you check with the Releasing IRA Custodian for any specific requirements to the release of assets. Such as a wet signature, notary, medallion signature guarantee stamp, etc. Solera National Bank does not have any specific requirements to complete the transfer.
- 2** Once your request is submitted to our IRA team in good order, it will take 1-3 business days (may vary). If any issues are found, you will be contacted as soon as possible. Our team will complete the transfer packet and send to the Releasing IRA Custodian to request the assets be transferred.
- 3** At this point, our team will be waiting for the assets to be received from the Releasing IRA Custodian. It is best if you reach out to them to inquire about when your assets will be sent to Solera National Bank or if anything is needed from you. We *typically* see wires be received in a week, checks in 7-10 business days, and in-kind assets in 3-4 weeks.
- 4** When the wire or check is received, it will be deposited same or next business day (may vary) if received in good order. We may delay your ability to withdraw funds beyond the first day after the day of deposit. If any issues are found, you will be contacted as soon as possible. If you requested in-kind assets to be transferred, we will need the Change of Ownership paperwork from the Releasing IRA Custodian.

IRA ROLLOVER

Click the following link
for the online form:
[IRA Rollover
Certification Form](#)

WHAT IS AN IRA ROLLOVER?

An IRA Rollover is a reportable transaction and possibly taxable, involving funds transferred from a retirement plan or IRA. This transfer can occur directly or within 60-days. We recommend speaking with your tax professional before initiating an IRA Rollover.

STEP BY STEP INSTRUCTIONS FOR AN IRA ROLLOVER

- 1** First, you will need to reach out to the plan administrator of your current retirement plan (IRA, 401(k) 403(b), Pension, etc.). Your plan administrator may require you to fill out documentation to release the assets and will require delivery instructions to send the assets. You can provide them with our [IRA Delivery Instructions](#) that includes information to send a wire or check. Solera National Bank does not request the assets.

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- 2** Next, you fill out the IRA Rollover Certification form and submit to our IRA team. This is not a request form. Solera National Bank will not be requesting the funds from the current institution. The form will be kept in your file for when the funds are received. The form must be completed accurately and in full, ensuring all provided information is correct.
- 3** When the wire or check is received, it will be deposited same or next business day (may vary) if received in good order. We may delay your ability to withdraw funds beyond the first day after the day of deposit. If any issues are found, you will be contacted as soon as possible.

IRA CONTRIBUTION

Click the following link for the online form:
[IRA Contribution Form](#)

WHAT IS AN IRA CONTRIBUTION?

An IRA Contribution is made from personal funds to your IRA which may offer tax deductions or tax-free withdrawals in retirement. The IRS has set contribution limits based on several factors. We recommend you speak with your tax professional before contributing. Solera National Bank will adhere to the IRS IRA contribution limits based on age.

STEP BY STEP INSTRUCTIONS FOR AN IRA CONTRIBUTION

- 1** First, please fill out the IRA Contribution form and submit to our IRA Team for processing. The form will be kept in your file for when the funds are received. The form must be completed accurately and in full, ensuring all provided information is correct. If any issues are found, you will be contacted as soon as possible.
- 2** Next, you will use our [IRA Delivery Instructions](#) and reach out to the financial institution where you have your personal account to send Solera National Bank either a wire or check. Please be sure to follow our [IRA Delivery Instructions](#) to ensure it is applied to your IRA when received.
- 3** When the wire or check is received, it will be deposited same or next business day (may vary) if received in good order. We may delay your ability to withdraw funds beyond the first day after the day of deposit. If any issues are found, you will be contacted as soon as possible.

ENROLL IN ONLINE BANKING

We highly recommend you take the time to enroll in online banking and download our mobile app. By utilizing the online portal and app, you can have more control and visibility of your IRA-owned checking account. You can use your portal to view your balance at any time, see past transactions, send funds to an investment, access statements, and more.

You can get started by visiting our website at www.solerabank.com. If you need assistance, feel free to give us a call or email our online banking team at selfdirected@solerabank.com.

ADDITIONAL QUESTIONS?

Visit our General IRA Resource Page, where you will find answers to frequently asked questions and guidance on using your Self-Directed Checkbook Control accounts.

If you have additional questions or need assistance from a team member, please don't hesitate to reach out. You can contact our IRA Team at iratransfers@solerabank.com. Please keep in mind, Solera National Bank is unable to provide legal or tax advice. We may recommend you work with a qualified tax or legal advisor.