

SIMPLE IRA Kit and Associated Forms

In the SIMPLE IRA Kit

Disclosure Statement - defines the rules of the IRA in layman's terms, it also includes the PNC Global Investment Servicing & PFPC Trust Company Privacy Policy.

Custodial Account Agreement - (based on IRS model documents 5304 - SIMPLE) defines the custodial responsibilities, terms and conditions.

SIMPLE IRA Application and Adoption Agreement ("the Application") - used to gather all of the pertinent IRA Participant demographic information, beneficiary election and investment allocation; signing the Application certifies that the IRA Participant has received the Disclosure Statement and Custodial Account Agreement.

Forms to Incorporate into an IRA Kit or Maintain as Independent Forms

SIMPLE IRA Transfer of Assets/Direct Rollover Form - used for transfer requests from one trustee/custodian organization to another:

SIMPLE IRA -> SIMPLE IRA

Rollover Certification Form - provides required certification from the IRA Participant that he or she is irrevocably electing to treat this transaction as a rollover contribution for Federal income tax purposes.

Roth IRA Conversion Form Internal - used to request an in-house SIMPLE IRA (after the required 2 year holding period) be converted into a Roth IRA account.

Roth IRA Conversion Form External - used to request a conversion distribution from a SIMPLE IRA (after the required 2 year holding period) held at another institution to a Roth IRA account at PFPC Trust Company.

SIMPLE IRA Distribution Request Form - used to request a distribution (not including required minimum distributions), recording the type of distribution and tax withholding election.

Required Minimum Distribution Election Form - Since the rules governing the required distributions at age 70½ are complex, it is beneficial to have a separate form to adequately cover the options available to a Participant.

IRA Beneficiary Designation Change Form - used to request a change of beneficiary(ies) after the original account is established.