



AN
EQUITY TRUST
COMPANY

MIDLAND TRUST ROLLOVER INSTRUCTION GUIDE

Below are the instructions for the rollover process of moving funds into Midland from one type of retirement account to another type, such as 401k to IRA. These instructions are for your typical situation and can vary depending on the process of your current plan administrator. If you have any questions in regards to the process, feel free to call our office at (239) 333-1032.

IMPORTANT: Midland Trust does not have the authorization nor ability to request funds be moved out of a non-IRA account. This request must come from you as the plan participant.

STEP 1: Please inform your retirement plan administrator that you would like to perform a *Direct Rollover* to your IRA account held with Midland Trust. You will need to follow the administrator's instructions on the process to withdraw the funds. This will be the time to provide the administrator with your necessary information (account number, check delivery instructions).

CHECK DELIVERY INSTRUCTIONS	
Payable To:	
Midland Trust Company FBO (Client Name) Account # (Midland Account)	
Mail To: Midland IRA, Inc. PO Box 07520 Fort Myers, FL 33919	Overnight: Midland IRA, Inc. 15671 San Carlos Blvd #101 Fort Myers, FL 33908

STEP 2: Once your retirement plan administrator has received your withdrawal request, they will begin the process of moving funds over to Midland Trust. The timeline for completion will vary between each plan administrator.

STEP 3: When funds are received by Midland Trust, you will receive email notification of deposit into your Midland Trust account.

TAX IMPLICATIONS: A rollover from a retirement account is considered a reportable, taxable event by the IRS. The plan administrator will send you IRS Form 1099-R, showing that the funds were distributed out of your retirement account. As the receiving custodian, Midland Trust will send you a IRS Form 5498, telling the IRS that the retirement funds were accepted into a qualified IRA account. The 5498 will effectively offset the 1099-R, so that you will not owe any taxes on the distribution.