

[CLEAR FORM >>](#)

Use this **IRA TRANSFER REQUEST FORM** to facilitate the transfer of assets between two IRAs.

This form may be used to transfer Traditional, Roth, SEP, or SIMPLE IRA assets from one IRA Trustee/Custodian/Issuer to another. This form should not be used to facilitate a rollover of assets from an employer-sponsored qualified plan or to convert Traditional, SEP, or SIMPLE IRA assets to a Roth IRA. If you have any questions regarding this form, please call Shareholder Services at 1.888.345.1898.

NOTE: Please complete a **New Account Agreement** if you do not already have an account established.

PART I: IRA OWNER INFORMATION (RECEIVING IRA)

*Required Information

Owner's Name* (First, M.I., Last)

Date of Birth*

Social Security Number*

Street Address (Physical Address)*

Apt #

City*

State*

Zip Code*

Mailing Address (if different than above)

Apt #

City

State

Zip Code

Daytime Phone*

Evening Phone

PART II: CURRENT IRA TRUSTEE, CUSTODIAN OR ISSUER

Name of Current Trustee/Custodian/Issuer*

Current Account/Plan Number/Fund Name*

P.O. Box*

Suite #

City*

State*

Zip Code*

Mailing Address (if different than above)

Suite #

City

State

Zip Code

Name of Contact*

Contact's Phone Number*

► **NOTE:** If you wish to have paperwork sent overnight, please provide street address.

PART III: TRANSFER DESCRIPTION

► Please attach a recent statement.

Type of Transfer (Select One)

Traditional IRA-to-Traditional IRA

SIMPLE IRA-to-SIMPLE IRA

Roth IRA-to-Roth IRA

SEP IRA-to-SEP IRA

SIMPLE IRA-to-Traditional IRA**

SIMPLE IRA-to-SEP IRA**

** You may not transfer SIMPLE IRA assets to a Traditional IRA until at least two years have elapsed from the time of your initial participation in your employer-sponsored SIMPLE IRA plan.

PART IV: TRANSFER INSTRUCTIONS

- THIS IS A NEW ACCOUNT;** a completed New Account Agreement is attached.
- The proceeds of this transfer will purchase shares into my existing account as listed below.

Account Number: _____

TRANSFER ALLOCATION

List the percentage that will be transferred using whole percentages. The total must add up to 100%.

NAME OF INVESTMENT	INVESTMENT
Commonwealth Australia/New Zealand Fund	\$ _____ or _____ %
Africa Fund	\$ _____ or _____ %
Commonwealth Japan Fund	\$ _____ or _____ %
Commonwealth Global Fund	\$ _____ or _____ %
Commonwealth Real Estate Securities Fund	\$ _____ or _____ %
	TOTAL: \$ _____ or _____ %

PART V: LIQUIDATION/TRANSFER INSTRUCTIONS

I authorize and direct the current Trustee, Custodian or Issuer to liquidate/transfer assets as follows (select one):

- Immediately liquidate all assets and send the cash proceeds to the new IRA Trustee/Custodian identified below.
-
- Partially liquidate \$ _____ of the current IRA and send the proceeds to the new IRA Trustee/Custodian identified below.
(NOTE to IRA Responsible Individual: Attach additional written liquidation instructions, if necessary.)
-
- Transfer-in-kind
-
- Other (describe): _____
-

NOTE: If you are transferring a Certificate of Deposit (CD), mail this form at least 14 days, but not more than 21 days before the maturity date.

► Please send proceeds by check. Make checks payable as follows:

Commonwealth International Series Trust FBO: _____
(Investor's Name)

► Please mail check to:

REGULAR MAIL DELIVERY
Commonwealth International Series Trust
P.O. Box 46707
Cincinnati, OH 45246-0707

OVERNIGHT DELIVERY
Commonwealth International Series Trust
225 Pictoria Drive, Suite 450
Cincinnati, OH 45246

PART VI: INSTRUCTIONS REGARDING REQUIRED MINIMUM DISTRIBUTION (RMD)

► **NOTE:** Complete this section only if the current (i.e., distributing) IRA is subject to Required Minimum Distributions (RMDs).

- Keep my RMD in the existing IRA and transfer the balance as instructed. I have already satisfied my RMD for this year.
 Send me my RMD and transfer the remaining IRA balance as instructed above. Transfer my RMD to the new IRA Trustee/Custodian.

Special Instructions: _____

PART VII: ACKNOWLEDGMENT

By signing this IRA Transfer Request Form, I certify that the information I have provided is true and correct. I authorize the current IRA Trustee/Custodian to transfer the IRA assets as instructed above. I understand that I am responsible for ensuring I am eligible to authorize this transfer and I assume all responsibilities for any consequences as a result of my actions. I agree to indemnify and hold the IRA Trustee/Custodian harmless from any consequences related to executing my directions. I have been advised to seek competent legal and tax advice, and have not been provided any such advice from the IRA Trustee/Custodian. I also understand that if this transfer involves a SIMPLE IRA, or if I am subject to the required minimum distribution requirements, special rules apply; and I assume responsibility for my actions regarding those issues.

Signature of IRA Owner (or other Authorized Person):

X _____ Date: _____

PART VIII: NEW TECHNOLOGY MEDALLION SIGNATURE GUARANTEE STAMP

A New Technology Medallion Signature Guarantee Stamp is designed to protect the account from fraud.

The following instructions are acceptable signature guarantors:

- Participants in good standing of the Securities Transfer Agents Medallion Program ("STAMP")
- Commercial banks which are members of the Federal Deposit Insurance Corporation ("FDIC")
- Trust companies
- Firms which are members of a domestic stock exchange
- Eligible guarantor institutions qualifying under Rule 17 Ad-15 of the Securities Exchange Act of 1934, as amended, that are authorized by charger to provide new technology medallion signature guarantee stamps (e.g., credit unions, securities dealers and brokers, clearing agencies and nation securities exchanges)
- Foreign branches of any of the above

► **NOTE:** The Transfer Agent cannot honor guarantees from notaries public, savings and loan associates, or saving banks.

NEW TECHNOLOGY MEDALLION
SIGNATURE GUARANTEE STAMP

PART IX: LETTER OF ACCEPTANCE (To be completed by new custodian)

By signing below, the Trustee/Custodian of the receiving IRA agrees to accept this transfer as instructed above.

Signature of Receiving IRA Trustee/Custodian Representative:

X _____ Date: _____

PART X: MAILING INSTRUCTIONS

Please send completed form to:

REGULAR MAIL DELIVERY

Commonwealth International Series Trust
P.O. Box 46707
Cincinnati, OH 45246-0707

OVERNIGHT DELIVERY

Commonwealth International Series Trust
225 Pictoria Drive, Suite 450
Cincinnati, OH 45246

PRIVACY NOTICE		
FACTS	WHAT DOES COMMONWEALTH INTERNATIONAL SERIES TRUST DO WITH YOUR PERSONAL INFORMATION?	
Why?	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.	
What?	<p>The types of personal information we collect and share depend on the product or service you have with us. This information can include:</p> <ul style="list-style-type: none"> ▪ Social Security number ▪ Assets ▪ Retirement Assets ▪ Transaction History ▪ Checking Account Information ▪ Purchase History ▪ Account Balances ▪ Account Transactions ▪ Wire Transfer Instructions <p>When you are <i>no longer</i> our customer, we continue to share your information as described in this notice.</p>	
How?	All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons chosen to share; and whether you can limit this sharing.	
	Does Commonwealth International Series Trust share?	Can you limit this sharing?
Reasons we can share your personal information		
For our everyday business purposes – such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes – to offer our products and services to you	No	We don't share
For joint marketing with other financial companies	No	We don't share
For our affiliates' everyday business purposes – information about your transactions and experiences	No	We don't share
For our affiliates' everyday business purposes – information about your creditworthiness	No	We don't share
For non-affiliates to market to you	No	We don't share
Questions?	Call 1-888-345-1898	

Who we are	
Who is providing this notice?	Commonwealth International Series Trust on behalf of the Funds
What we do	
How does Commonwealth International Series Trust protect my personal information?	<p>To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.</p> <p>Our service providers are held accountable for adhering to strict policies and procedures to prevent any misuse of your nonpublic personal information.</p>
How does Commonwealth International Series Trust collect my personal information?	<p>We collect your personal information, for example, when you</p> <ul style="list-style-type: none"> ▪ Open an account ▪ Provide account information ▪ Give us your contact information ▪ Make deposits or withdrawals from your account ▪ Make a wire transfer ▪ Tell us where to send the money ▪ Tells us who receives the money ▪ Show your government-issued ID ▪ Show your driver's license <p>We also collect your personal information from other companies.</p>
Why can't I limit all sharing?	<p>Federal law gives you the right to limit only</p> <ul style="list-style-type: none"> ▪ Sharing for affiliates' everyday business purposes – information about your creditworthiness ▪ Affiliates from using your information to market to you ▪ Sharing for non-affiliates to market to you <p>State laws and individual companies may give you additional rights to limit sharing.</p>
Definitions	
Affiliates	<p>Companies related by common ownership or control. They can be financial and nonfinancial companies.</p> <ul style="list-style-type: none"> ▪ <i>Commonwealth International Series Trust does not share with its affiliates.</i>
Non-affiliates	<p>Companies not related by common ownership or control. They can be financial and nonfinancial companies</p> <ul style="list-style-type: none"> ▪ <i>Commonwealth International Series Trust does not share with non-affiliates so they can market to you.</i>
Joint marketing	<p>A formal agreement between nonaffiliated financial companies that together market financial products or services to you.</p> <ul style="list-style-type: none"> ▪ <i>Commonwealth International Series Trust does not jointly market.</i>