NORTH SQUARE
INVESTMENTS

Individual Retirement Transfer of Assets Form

Please complete this form only if you are transferring assets directly to a new or existing North Square Funds IRA, converting from a Traditional IRA to a Roth IRA, transferring from an existing Roth IRA, rolling over a Roth IRA, or you are requesting a direct rollover from an employer sponsored plan. Please complete a separate form for each IRA you wish to transfer or for each qualified plan you are directly rolling over. If you are establishing a new North Square Funds IRA, this form must be preceded or accompanied by a completed Individual Retirement Custodial Account Adoption Agreement. Transfers may take 3 to 5 weeks to complete after your paperwork is received in good order.

For Additional Copies or Assistance

If you need additional copies of this form, or would like assistance completing it, please call the North Square Funds at **1-855-551-5521**.

Instructions

- If you are establishing a new North Square Funds IRA, this form must be preceded or accompanied by a completed Individual Retirement Custodial Account Adoption Agreement.
- Mail this Transfer Form to:
  North Square Funds
  PO Box 46707
  Cincinnati, OH 45246

  Overnight Delivery:
  North Square Funds
  225 Pictoria Dr, Suite 450
  Cincinnati, OH 45246
- Retain a copy for your records.

1. ACCOUNT REGISTRATION

Please provide your primary legal address, in addition to any mailing address (if different).

Owner's Name (First, Middle, Last)

Street Address

Date of Birth

City, State, Zip

Cell Phone Number

Email Address

Alternate Telephone

○ This is a new IRA account with the North Square Funds. I have completed and enclosed an Individual Retirement Custodial Account Adoption Agreement with this transfer form.

○ This is an existing IRA. Please apply transfer proceeds to my account number:

2. CURRENT IRA CUSTODIAN/TRUSTEE INFORMATION

Name of Current Custodian or Trustee

Account Name

Street Address

Account Number

City, State, Zip

Telephone Number of Current Custodian

Please attach a copy of the most recent statement for this account.

3. TRANSFER INFORMATION

Transfer should be according to the following instructions:

This transfer is a: (check one)

- ○ Full Transfer. Please liquidate all assets in my account.
- ○ Partial Transfer:

  Liquidate $ _____ from my account.

- ○ Transfer in kind. Please transfer:
  - ○ Full Transfer. Please transfer all assets in my account.
  - ○ Partial Transfer of my account.

    _____ shares of _____
    (Fund Name)

The type of account I am transferring from is a: (check one)

- ○ Traditional IRA
- ○ Rollover IRA
- ○ SEP IRA
- ○ Roth IRA
- ○ Roth Conversion IRA
- ○ SIMPLE IRA
- ○ Qualified Retirement Plan
- ○ 403(B) Plan/Tax Shelter Annuity
- ○ Coverdell ESA
- ○ Inherited Traditional IRA
- ○ Inherited ROTH IRA

This transfer should be made: (check one)

- ○ Immediately
- ○ Upon maturity (if applicable).

  Maturity date is: _____

  (Please return this form 2 weeks prior to maturity)

The type of account I am transferring to is a: (check one)

- ○ Traditional IRA
- ○ Rollover IRA
- ○ SEP IRA
- ○ Roth IRA
- ○ Roth Conversion IRA
- ○ SIMPLE IRA
- ○ Qualified Retirement Plan
- ○ 403(B) Plan/Tax Shelter Annuity
- ○ Coverdell ESA
- ○ Inherited Traditional IRA
- ○ Inherited ROTH IRA

I understand that the requirements for a valid transfer to a Traditional IRA or Roth IRA are complex and I acknowledge that I have the responsibility for complying with all requirements and for the tax results of any such transfer.

4. TAX WITHHOLDING ELECTION

Please complete this section only if you are transferring from another type of IRA to a Roth IRA.

Under IRA rules, a transfer of a Traditional IRA, SEP IRA or SIMPLE IRA to a Roth IRA is treated for income tax purposes as a distribution of taxable amounts in the other IRA. IRS rules also require the custodian to withhold 10% of the conversion amount for federal income taxes unless no withholding has been elected. See IRS Publication 505, “Tax Withholding and Estimated Tax” for more information. State tax withholding may also apply if federal income tax is withheld.

○ No income tax withholding ○ Withhold 10% for income tax ○ Withhold for income tax: _____

Important: Withholding income taxes from the amount transferred (instead of paying applicable income taxes from another source) may adversely impact the expected financial benefits of transferring from another IRA to a Roth IRA (consult your financial advisor if you have a question). Because of this impact, by electing to convert a Traditional IRA to a Roth IRA, you are deemed to elect no withholding unless you check the box above. In so doing, by signing this form, you acknowledge that you may be required to pay estimated tax and that insufficient payments of estimated tax may result in penalties.

5. CERTIFICATIONS AND SIGNATURES

I certify to the current IRA custodian or trustee that I have established a successor Individual Retirement Custodial Account meeting the requirements of the Internal revenue Code to which assets will be transferred, and I certify to North Square Funds that the account from which assets are being transferred meets the requirements of the Internal Revenue Code and that the transfer satisfies the requirements for nontaxable transaction. **The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.**

IRA account Owner's Signature

Date

Medallion Signature Guarantee* (if required):

Some Custodians/Trustees require a signature guarantee to transfer assets. Please check with your Custodian/Trustee to see if they require a medallion signature guarantee. Failure to obtain a required signature guarantee may result in a delay in the transfer of assets.

* A signature guarantee can be obtained from a bank, broker-dealer, a credit union, a national securities exchange, savings association or other financial intermediaries that are members of an Approved Medallion Guarantee Program. A signature by a Notary Public is not acceptable as a signature guarantee.

6. CUSTODIAN ACCEPTANCE

North Square Funds agrees to accept the transfer of the above amount for deposit in Individual Retirement Custodial Account for the individual set forth in Section 1 of this form and requests the transfer of assets as indicated above.

Accepted by: Date:

7. TRANSFER INSTRUCTIONS

Make check payable to:

North Square Funds

FBO:

Account Number:

Mail to:

North Square Funds
PO Box 46707
Cincinnati, OH 45246

or

Via Overnight Delivery
225 Pictoria Dr, Suite 450
Cincinnati, OH 45246

TO CONTACT US:

By Telephone
Toll-free: **1-855-551-5521**
Fax: **877-513-0756**

Internet
www.northsquareinvest.com

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