



Dear FOLIOfn Member,

Thank you for your interest in transferring a brokerage account to FOLIOfn. We value you as a customer and look forward to servicing your account.

Please take a few minutes to review the next few pages. The instructions walk you step-by-step through the process of completing the *Account Transfer Form*, while the “Frequently Asked Questions” will address more specific questions you may have. We know it can be confusing to move your investments to a new brokerage firm, and we’ve tried to make the process as easy and straightforward as possible.

FOLIOfn is launching a revolution in personal investing. We are the first and only brokerage to provide individual investors with a simple, affordable way to combine the diversification benefits of mutual funds with the advantages of stock ownership. And we’re glad to have you on board!

If you have any questions, please do not hesitate to contact our customer service department at 1-888-973-7890. Again, thank you for deciding to transfer your investments to FOLIOfn. We appreciate your business and we promise to work hard to deliver outstanding service!

Best regards,

Steven M.H. Wallman  
Founder and CEO  
FOLIOfn Investments, Inc.  
Member SIPC and NASD



## Instructions

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Depending on the type of account you are transferring, you can transfer your account in 4 to 7 easy steps.

Step 1. Read these instructions and the frequently asked questions

Step 2. Complete and sign the *Account Transfer Form*

Step 3. Attach your most recent account statement

Step 4. If necessary, attach the *Additional Assets to Transfer Form*

Step 5. If you are transferring a business, investment club or trust account, attach authorizing documentation

Step 6. If you are transferring an employer-sponsored account, attach a distribution form

Step 7. Send your completed *Account Transfer Form* and attachments to FOLIOfn

### STEP 1. Read these instructions and the frequently asked questions

We encourage you to read over the next few pages before completing the *Account Transfer Form*.

You will find instructions on how to complete the

form as well as important information about how the firm currently holding your assets and FOLIOfn will complete the account transfer.

### STEP 2. Complete and sign the Account Transfer Form

Please follow these instructions to complete the form.

**NOTE: You must submit a separate *Account Transfer Form* for every account that you want to transfer.**

#### Section A – Information About Your FOLIOfn Account

- Please provide your 10-digit FOLIOfn account number and every account owner's name and social security number. You can find your account number on the "My Accounts" page of the FOLIOfn web site, where the account number appears next to the account name, or on your account statement.

#### Section B – Information About the Account You Are Transferring

- Please provide the name, address and telephone number of the firm currently holding your assets, your account number and the type of account you are transferring. Use the firm's

address that appears on your account statement.

If you are transferring a Roth IRA, you must also provide the account's 5 year aging year (the year when the IRA account has been open for 5 years). The firm currently holding your assets should be able to provide you with this information.

If you are transferring an employer-sponsored account, please attach a distribution form. The employer administering the plan should be able to provide you with the distribution form.

#### Section C – Account Transfer Instructions

##### • Transferring Stock

You must choose to either transfer the stock directly to your FOLIOfn account or instruct your firm to sell the stock and transfer the cash proceeds to your account. If you need additional room to specify stock to transfer, check the box located right below the Stock

table and then complete and attach the *Additional Assets to Transfer Form*.

- **Transferring Cash**  
You can choose to transfer your entire cash balance or only part of your cash holdings.
- **Transferring Certificates of Deposit (CDs)**  
You can instruct the firm currently holding your assets to redeem the CD and transfer the cash proceeds to your FOLIO*fn* account. However, you may incur penalties from early redemption if you select this option.

Alternatively, you can opt to wait until your CD reaches maturity. If you select this option, we will instruct the firm currently holding the CD to redeem it at maturity and transfer the cash proceeds to your FOLIO*fn* account.

- **Transferring Assets Other Than Stock or Certificates of Deposit**  
At this time FOLIO*fn* can only accept stock and cash. If you want to transfer assets such as mutual fund shares, bonds, unit investment trusts or limited partnerships, the firm currently holding these assets will need to sell them and then transfer the cash proceeds to your FOLIO*fn* account. Because selling these investments may impact your taxes, we urge you to consult with a tax professional before taking such action.

If you need additional room to specify assets, check the box located right below the Other Assets table and then complete and attach the *Additional Assets to Transfer Form*.

#### **Section D – Authorization and Signature**

- Please read the authorization statement and sign the *Account Transfer Form*. **All account owners must sign the form.**

#### **Step 3. Attach your most recent account statement**

Please attach a copy of your current account statement for the account you are transferring.

**You must provide a statement—we cannot process your transfer request without one.**

#### **Step 4. If necessary, attach the Additional Assets to Transfer Form**

If you need to use the *Additional Assets to Transfer Form*, please make sure you have checked the appropriate box(es) in Section C of

the *Account Transfer Form* indicating that you are doing so. The boxes are located right below the Stock and Other Assets tables.

#### **Step 5. If you are transferring a business, investment club or trust account, attach authorizing documentation**

If you are transferring a business (Corporate, LLC, Limited Partnership or Sole Proprietorship), investment club or trust account, you must provide

documentation that gives you the power to transfer the account, such as a corporate resolution or certification of investment powers.

#### **Step 6. If you are transferring an employer sponsored account, attach a distribution form**

If you are transferring an employer sponsored account you must provide a completed distribution

form. The employer administering your account should be able to provide you with this form.

**Step 7. Send your completed Account Transfer Form and attachments to FOLIOfn**

Please check the list below to make sure you have included all the necessary documentation to transfer your account to FOLIOfn.

Required Documents:

- A completed *Account Transfer Form*, signed by all account owners
- A copy of the most current account statement for the account you are transferring

Additional Documents:

- If you needed extra space to specify additional assets to transfer, a completed *Additional Assets to Transfer Form*
- If you are transferring a business, investment club or trust account, documentation that authorizes you to transfer the account, such as a corporate resolution or certification of investment powers
- If you are transferring an employer sponsored account, a completed distribution form that you obtained from the employer who is administering the plan

Send all of these materials to:

FOLIOfn Investments, Inc.  
PO Box 3068  
Merrifield, VA 22116-3068  
Attn: ACATS

## Frequently Asked Questions

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- **How long will it take to transfer my account?**

Depending on how quickly the firm currently holding your assets acts, it may take approximately four to six weeks to complete the transfer.

- **Can I transfer only a part of my account?**

Yes, you can transfer a portion of your account. Just specify the investments you want to transfer to FOLIOfn. You can also ask the firm currently holding your assets to sell specific assets and then transfer the cash proceeds.

- **What types of accounts can I transfer?**

You can transfer the following account types:

Personal

Custodial  
Individual  
Joint

Retirement

IRA Rollover  
Roth IRA  
Traditional IRA

Employer Sponsored

401-k  
403-b  
Pension

Business

Corporate  
LLC  
Limited Partnership  
Sole Proprietorship

Other

Investment Club  
Trust

For employer-sponsored accounts, you will need to complete a distribution form that is available from the employer administering your account. Include a completed copy of this form with the materials you send to FOLIOfn.

Please contact our customer service department at 1-888-973-7890 if you would

like to transfer an account type that is not listed.

- **Are there any special instructions for transferring an IRA?**

Traditional, Roth and IRA Rollovers

*To transfer this*                      *Open this*

*Type of IRA:*                              *FOLIOfn account:*

Traditional IRA	Traditional IRA
Roth IRA	Roth IRA
IRA Rollover	IRA Rollover

Simplified Employee Pension (SEP) IRAs

If you want to transfer an existing SEP-IRA to FOLIOfn, you have the following options:

- Open a SEP-IRA with FOLIOfn. Your employer may still make contributions to your SEP-IRA once you transfer it to us.
- Open a traditional IRA with FOLIOfn. Your employer cannot make contributions to the Traditional IRA once you transfer the SEP-IRA to us. You may make contributions to the Traditional IRA. But, if you do not make contributions to the traditional IRA, you will be able to transfer the funds back to a SEP IRA in the future.

Changing a Traditional IRA to a Roth IRA

Please follow these instructions if you want to transfer a Traditional IRA to a FOLIOfn Roth IRA account:

1. Open a Traditional IRA account at FOLIOfn.
2. Transfer your existing Traditional IRA account to your FOLIOfn Traditional IRA.
3. Open a Roth IRA account at FOLIOfn.
4. Transfer your Traditional IRA account to the new Roth Account.

There is no fee for opening the additional account or transferring funds between the two FOLIOfn IRA accounts.

- **Are there any special instructions for transferring 401-k or other qualified retirement plan?**

If you intend to transfer a 401-k or other qualified retirement plan to FOLIO*fn*, you should open an IRA Rollover account.

- If you do not make contributions to the account, you will be able to transfer the funds back to a qualified plan in the future.
- If you do make contributions, you will not be able to transfer the funds to a qualified plan. The qualified balance you transferred to FOLIO*fn* will co-mingle with the non-qualified contributions, making the entire balance non-qualified.

Qualified plans *can* include 401-k, 403-b, Defined Benefit, Employee Stock Ownership (ESOP), Keogh, Stock Bonus, and Thrift or Savings Plans. However, these accounts are not always qualified plans. Please contact your plan administrator to find out if your retirement account is a qualified plan and if all your assets can be transferred into an IRA Rollover account.

- **Can I transfer bulletin board stocks, also known as penny stocks, into my account?**

You cannot transfer these types of securities into your account.

- **Can I transfer my investments into a margin account?**

We plan to offer margin accounts in the future, but we currently do not offer them. However, you can transfer your margin account's assets and cash into another account type, such as an individual account. You may need to sell some of your assets, which may have tax implications. We recommend that you consult with a tax professional before selling your assets.

- **Can I transfer a joint account to an individual account, or an individual account into a joint account?**

Yes, you can complete these types of transfers by completing the *Account Transfer Form*. If you want to transfer one account type into a different account type, please contact our customer service department at 1-888-973-7890 before initiating the transfer.

- **I am over 70 1/2 years old and want to transfer an IRA account. Can I change my required minimum distribution if I transfer the account to FOLIO*fn*?**

Your distribution schedule cannot change. For example, if you have set up single life expectancy distribution with the firm currently holding your account, your FOLIO*fn* account must also have single life expectancy distribution.

- **Will I be charged a fee for transferring my account?**

We will not charge you a fee for transferring an account to FOLIO*fn*. The firm currently holding your assets may charge a fee to transfer and close your account. Please check with them for details.

- **Will my cash investments earn interest while the account transfer is processed?**

Yes, for the most part. Your cash investments will continue to earn interest during the transfer until the firm currently holding your account mails a check to FOLIO*fn*. Your investments will not earn interest while the check is in the mail to FOLIO*fn*, but they will begin earning interest again the first business day after we receive the check.

- **Where will my investments appear once they are transferred to FOLIO*fn*?**

Stocks will appear in Non-Folio Holdings, which is where all of your individual securities are held. We will automatically deposit cash in your cash fund the first business day after we receive the check so it will begin earning interest right away. Your cash fund appears as part of your Cash and Money Funds balance. You can view both your Non-Folio Holdings

and Cash and Money Funds balances on the “My Accounts” page.

Please remember that if you instruct the firm currently holding your assets to sell stock or redeem investments and then transfer the cash proceeds to FOLIO*fn*, the proceeds will appear in your Cash and Money Funds balance.

- **Before I transfer stocks, can I find out if I’ll be able to invest them in FOLIOs?**

Yes, you can put your stocks in FOLIOs if they are in our universe of window stocks.

You can view this list of stocks from the “My Accounts” page. Just click the “See Window Stocks” link that appears at the right-hand side of the page.

You can still make direct trades with stocks that are not in our universe of window stocks.

- **After the stocks transfer into my account, how can I invest them in FOLIOs?**

From the “My Accounts” page, select “Transfer Within Account” under Actions and click “Go.” The next pages will walk you through the process of transferring stocks from your Non-Folio Holdings into a FOLIO.

- **Can I view a record of the transfer?**

Yes, we will provide details of the transfer online in your transaction history and on your account statement.

**Account Transfer Form**

Please review the accompanying instructions for important information on completing this form. If you have any questions, please contact us at 1-888-973-7890.

**A. Information About Your FOLIOfn Account**

Account Number:

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Primary Account Owner Name Social Security Number or Tax Identification Number

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Joint Account Owner Name Social Security Number or Tax Identification Number

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Joint Account Owner Name Social Security Number or Tax Identification Number

**B. Information About the Account You Are Transferring**

**Before you transfer this account, you should wait for any checks that you have written against the account to clear. You should also discontinue any electronic funds transfer (EFT) instructions that you have set up for the account, including recurring investments and distributions.**

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Firm, Fund or Distributing Employer Name Your Account Number

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Firm, Fund or Distributing Employer Address Telephone Number

Account Type:

<u>Personal</u>	<u>Retirement</u>	<u>Employer Sponsored*</u>	<u>Business**</u>	<u>Other**</u>
<input type="checkbox"/> Individual	<input type="checkbox"/> IRA Rollover	<input type="checkbox"/> 401-k	<input type="checkbox"/> Corporate	<input type="checkbox"/> Investment Club
<input type="checkbox"/> Joint	<input type="checkbox"/> Traditional IRA	<input type="checkbox"/> 403-b	<input type="checkbox"/> LLC	<input type="checkbox"/> Trust
<input type="checkbox"/> Custodial	<input type="checkbox"/> Roth IRA	<input type="checkbox"/> Pension	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Other: _____
	For a Roth IRA, please provide the 5 year aging year: _____		<input type="checkbox"/> Sole Proprietorship	
	<input type="checkbox"/> SEP IRA			

\*Please attach a distribution form when transferring employer-sponsored accounts. The employer administering the plan should be able to provide you with the distribution form.

\*\*Please attach documentation that authorizes you to transfer the account, such as a corporate resolution or certification of investment powers.



**C. Account Transfer Instructions**

The firm currently holding your assets will transfer stock and cash using the following rules.

**Cash**

Cash will transfer to your FOLIO*fn* account.

**Stock**

Whole shares will transfer to your FOLIO*fn* account.  
 Fractional shares will be sold and the cash proceeds will transfer to your FOLIO*fn* account. **(You cannot transfer bulletin board stocks, also known as penny stocks, to your FOLIO*fn* account.)**

**Certificates of Deposit**

You will need to specify when the cash proceeds of your CD will transfer to your FOLIO*fn* account.

**Other Assets**

The firm currently holding your assets will sell other assets and transfer the cash proceeds to your FOLIO*fn* account.

**Transfer the Following Assets to the FOLIO*fn* Account Described in Section A:**

**Transfer My Entire Account**

**Stock**

Number of Shares or "All"	Description of Stock (including Stock Symbol)	Sell and Transfer Cash Proceeds to my FOLIO <i>fn</i> Account	Transfer Shares to my FOLIO <i>fn</i> Account
		<input type="checkbox"/> OR <input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> OR <input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> OR <input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> OR <input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> OR <input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> OR <input type="checkbox"/>	<input type="checkbox"/>

I have listed additional stock on the attached *Additional Assets to Transfer Form*.

**Cash**

- Full Transfer. Transfer my entire cash balance.
- Partial Transfer. Transfer the following amount: \$ \_\_\_\_\_

**Certificate of Deposit**

- Redeem my CD immediately. Transfer the cash proceeds to my FOLIO*fn* account. I am aware of and acknowledge any penalty I may incur from an early redemption.
- Redeem my CD at maturity. Then transfer the cash proceeds to my FOLIO*fn* account.

Maturity Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (MM/DD/YYYY)

**Other Assets (Not Including CDs and Stock)**

Number of Shares or "All"	Description of Asset	Sell and Transfer Cash Proceeds to my FOLIO <i>fn</i> Account
		<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>

I have listed additional assets on the attached *Additional Assets to Transfer Form*.

**D. Authorization and Signature**

**To the financial institution named in Section B: I authorize you to liquidate any non-transferable proprietary money market fund assets that are part of my account and transfer the resulting credit balance.** I authorize you to deduct any outstanding fees due you from the credit balance in my account. If my account does not contain a credit balance, or if the credit balance in the account is insufficient to satisfy any outstanding fees due you, I authorized you to liquidate the assets in my account to the extent necessary to satisfy that obligation. If certificates or other instruments in my account are in your physical possession, I instruct you to transfer them in good deliverable form, including affixing any necessary tax waivers, to enable the successor custodian to transfer them in its name for the purpose of sale, when and as directed by me. I understand that upon receiving a copy of these transfer instructions, you will cancel all open orders for my account on your books. I affirm that I have destroyed or returned to you credit/debit cards and/or unused checks issued to me in connection with my securities account. I understand that you will contact me with respect to the disposition of any assets in my securities account that are non-transferable.

I am aware that if I sell any investments in the account specified in Section B and Section C that the cash proceeds will not accrue interest while the sale is being processed.

**Letter of Authorization (LOA) for Joint Account Transfers**

We are aware of and acknowledge that the account described in Section B will be transferred into the FOLIO*fn* account described in Section A as specified in this document.

**Age 70 1/2 Restrictions – The following restrictions apply to a retirement account transfer:**

If I am over 70 1/2, I attest that the securities and funds transferring to FOLIO*fn* **does not include** the required minimum distribution for the current year pursuant to Section 401(a) (9) of the Internal Revenue Code.

**Agree to Arbitration to Resolve Disputes**

**I agree to resolve all controversies and disputes through arbitration and not the courts as required on the last page of FOLIO*fn*'s customer agreement. I agree that FOLIO*fn* does not recommend any securities or investments to me.**

**YOU MUST ATTACH A COPY OF YOUR MOST RECENT STATEMENT FOR THE ACCOUNT YOU ARE TRANSFERRING**

**BUSINESS, INVESTMENT CLUB AND TRUST ACCOUNTS MUST ATTACH AUTHORIZING DOCUMENTATION**

**EMPLOYER SPONSORED ACCOUNTS MUST ATTACH A DISTRIBUTION FORM**

\_\_\_\_\_  
Primary Account Owner Signature Date (MM/DD/YYYY)

\_\_\_\_\_  
Joint Account Owner Signature Date (MM/DD/YYYY)

\_\_\_\_\_  
Joint Account Owner Signature Date (MM/DD/YYYY)

**FIRM USE ONLY**

**RECEIVING FIRM: FOLIO*fn***  
**CLEARING NO.: 0728**

**CUSTODIAL ACCEPTANCE**  
PLEASE BE ADVISED THAT FIRSTAR BANK, NA ACCEPTS APPOINTMENT AS SUCCESSOR CUSTODIAN

SUCCESSOR CUSTODIAN SIGNATURE

DATE

MEDALLION SIGNATURE GUARANTEE PROGRAM

Sign this form, attach the most recent account statement for the account you are transferring and any other required documentation (an *Additional Assets to Transfer Form*, authorizing documentation or a distribution form) and mail to:

FOLIO*fn* Investments, Inc.  
PO Box 3068  
Merrifield, VA 22116-3068  
Attn: ACATS



**Additional Assets to Transfer**

You can use this page to specify additional assets to transfer to your FOLIOfn account if the space provided on the *Account Transfer Form* is not sufficient. If you are going to attach this page, please make sure you have checked the appropriate box(es) in Section C of the *Account Transfer Form* indicating that you are doing so.

The boxes are located right below the Stock and Other Assets to Transfer tables.

You can make copies of this page you need additional space to specify assets to transfer.

FOLIOfn Account Number: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Primary Account Owner Name _____

**Additional Stock**

Number of Shares or "All"	Description of Stock (including Stock Symbol)	Sell and Transfer Cash Proceeds to my FOLIOfn Account	Transfer Shares to my FOLIOfn Account
		<input type="checkbox"/> OR <input type="checkbox"/>	
		<input type="checkbox"/> OR <input type="checkbox"/>	
		<input type="checkbox"/> OR <input type="checkbox"/>	
		<input type="checkbox"/> OR <input type="checkbox"/>	
		<input type="checkbox"/> OR <input type="checkbox"/>	
		<input type="checkbox"/> OR <input type="checkbox"/>	
		<input type="checkbox"/> OR <input type="checkbox"/>	
		<input type="checkbox"/> OR <input type="checkbox"/>	

**Additional Assets (Not Including Stock)**

Number of Shares or "All"	Description of Asset	Sell and Transfer Cash Proceeds to my FOLIOfn Account

