

# Highland Capital Management Fund Advisors, L.P. UMB Bank, n.a. Individual Retirement Custodial Account Universal IRA Transfer of Assets Form

Use this form to move Individual Retirement Account and Coverdell Education Savings Account assets now held at a different custodian to Highland Funds. If you are transferring assets to a new Highland Funds account, also complete and return an IRA account application. Please print neatly in blue or black ink. If you have a question about the Transfer Form, call us at 1-877-665-1287.

Return your completed Transfer Form to Highland Funds using the postage-paid envelope provided, or mail it to:

REGULAR MAIL	OVERNIGHT MAIL
Highland Funds	Highland Funds
c/o BFDS	c/o BFDS
P.O. Box 8656	30 Dan Road
Boston, MA 02266-8656	Canton, MA 02021-2809

# 1. NAME AND ADDRESS OF DEPOSITOR First and Last Name Residential Address City Street State Zip Day Telephone No. (\_\_\_) Social Security No. \_\_\_\_\_ 2. IDENTIFICATION OF RECEIVING ACCOUNT □ Traditional IRA Roth IRA Inherited Traditional IRA Inherited Roth IRA □ SIMPLE IRA (Can be transferred only to a Traditional IRA) SEP IRA Rollover IRA (Check this box to transfer assets previously rolled to an IRA from an employer-sponsored retirement plan. Do not use this form to initiate a direct rollover from a qualified plan.) Roth Conversion IRA (Check this box to transfer assets previously converted to a Roth IRA. Do not use this form to initiate a Roth conversion.) Education Savings Account

This is a transfer or rollover to a UMB Bank, n.a.

□ Traditional IRA\* □ SEP IRA\* □ Roth IRA\*\* □ SIMPLE IRA\*\*\*

- You may not transfer from a Roth IRA to a Traditional IRA or a simplified employee pension (SEP) IRA or SIMPLE IRA (unless this is a recharacterization transaction as permitted under IRS rules—consult the IRS or a tax professional for assistance, if needed). Transfers or direct rollovers to a Traditional IRA or SEP IRA may be made from another Traditional IRA or SEP IRA, qualified employer plan, 403(b) arrangement, eligible Section 457 plan or a SIMPLE IRA account (but not until at least 2 years after the first contribution to your SIMPLE IRA account).
- \*\* Transfers to a Roth IRA are possible from another Roth IRA. Also, transfers to a Roth IRA are possible from a Traditional IRA, from a SEP IRA, or from a SIMPLE IRA (but not until at least 2 years after the first contribution to the SIMPLE IRA account). A transfer to a Roth IRA from another IRA will trigger federal income tax on the taxable amount transferred from the other IRA and is subject to the rules for Roth conversions.

A participant in an employer retirement plan who is eligible to remove assets from the plan may make, a rollover to a Roth IRA, either taxably from a non-Roth account in the plan, or non-taxably from a designated Roth account in the plan. Similarly, a beneficiary inheriting non-Roth assets from an employer plan participant also may request a direct rollover; a spouse beneficiary may roll over to her or his own Traditional IRA non-taxably, or to her or his own Roth IRA taxably; a non-spouse beneficiary may roll over to an inherited Traditional IRA non-taxably, or to an inherited Roth IRA taxably. A beneficiary inheriting designate Roth account assets from an employer plan participant may request a non-taxable direct rollover to a Roth IRA, if a spouse beneficiary, or to an inherited Roth IRA if a non-spouse beneficiary.

\*\*\* Transfers to a SIMPLE IRA may be made only from another SIMPLE IRA. During the first two years after a SIMPLE IRA is established, transfers from the SIMPLE IRA may be made only to another SIMPLE IRA; after two years, transfers may be made from a SIMPLE IRA to a Traditional IRA or to a Roth IRA.

If you already have a UMB Bank, n.a. Traditional IRA, SEP IRA, SIMPLE IRA or Roth IRA, indicate the Account No.

*Note:* If you are establishing an inherited IRA (an IRA that will hold assets that you are receiving as the beneficiary of a deceased IRA owner or plan participant) please be sure to complete the necessary information in the Adoption Agreement.

# 3. TAX WITHHOLDING ELECTION (COMPLETE ONLY FOR TRANSFER FROM ANOTHER TYPE OF IRA TO A ROTH IRA)

Under IRS 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 amount transferred 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 taxes from another source) may adversely impact the expected financial benefits of transferring from another IRA to a Roth IRA (consult your financial adviser 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 below.* 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.

□ Withhold 10% for federal income taxes (if you want a greater percentage, put it here: \_\_\_\_\_%

#### 4. INSTRUCTIONS TO CURRENT IRA CUSTODIAN OR TRUSTEE (Completed by Depositor)

Nam	ne of Current Custodian/Trustee				
Attn	: Mr./Ms				
Add	ress				
	Street	(	City	St	tate Zip
Ider	ntification of Sending Account (including Acco	ount No.	)		
	se transfer assets from the above account to owing instructions:	) UMB Ba	ank, n.a.	Transfer should be	in cash according to the
	Transfer the total amount in my Account	or		Transfer \$ balance.	and retain the
Mak	e check payable to:				

#### 5. INVESTMENT INSTRUCTIONS TO UMB BANK, N.A.

Tell us how the amount you are transferring should be allocated by fund. If transferring to a new account, write "NEW" under the heading Account Number and return your Transfer Form with a completed account application.

#### **Fund Name**

#### **Investment Allocation**

Account Number:

	Select Share Class (Circle)		
	Class A	Class C	Class Y/Z
Energy MLP Fund	4717	4718	4720
Fixed Income Fund	4721	4723	4725
Global Allocation Fund	4708	4710	4712
Long/Short Equity Fund	4743	4744	4745
Long/Short Healthcare Fund	4746	4747	4748
Opportunistic Credit Fund	4789	4790	4791
Premier Growth Equity Fund	4761	4763	4765
Small Cap Equity Fund	4771	4773	4775
Tax Exempt Fund	4776	4778	4779
Total Return Fund	4780	4782	4784
Merger Arbitrage Fund	4950	4951	4952

\$:	or	%
\$:	or	%
\$:		%
\$:	or	%

#### Total.....or 100%

I acknowledge that I have sole responsibility for my investment choices and that I have received a current prospectus for each Fund I select. Please read the prospectus(es) of the Fund(s) you select before investing. I understand that the requirements for a valid transfer to a Traditional IRA, SEP IRA, Roth IRA or SIMPLE 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.

#### 6. SIGNATURE OF DEPOSITOR

I authorize the transfer of assets to a Highland Funds IRA or Education Savings Account and authorize Highland Funds and UMB Bank, n.a. to process this request on my behalf. **Please check with your current custodian to see if a signature guarantee is required. If so, see section 7.** 

> X \_\_\_\_\_

Signature of Account Owner

Date

## 7. MEDALLION STAMP SIGNATURE GUARANTEE

Medallion Stamp Signature Guarantees are required for some types of financial transactions. We do not require a signature guarantee if transferring assets *to* Highland Funds; however, the releasing custodian may. This stamp can be obtained from any eligible guarantor, including banks, broker/dealers and credit unions.

Financial Institution: Affix stamp here.

## 8. INSTRUCTIONS FOR RESIGNING CUSTODIAN

Highland Funds custodian will complete this acceptance agreement. As custodian for Highland Funds IRA and Education Savings Account, UMB Bank, n.a. accepts the transfer requested above. Please prepare a check, made payable to UMB Bank, n.a., FBO (shareholder's name, specifying either an IRA or Education Savings Account and account number) for the liquidation amount requested. Please mail a copy of this Transfer Form with the check.

Send to:	Highland Funds c/o BFDS P.O. Box 8656 Boston MA 02266-8656	c/o BFDS 30 Dan Road
	Boston, MA 02266-8656	Canton, MA 02021-2809

For Bank Use Only

Authorized Custodial Signature

Date