



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

Highland Funds
PO Box 219424
Kansas City, MO 64121-9424

OVERNIGHT MAIL

Highland Funds
430 W 7th Street Suite 219424
Kansas City, MO 64105-1407

1. NAME AND ADDRESS OF DEPOSITOR

First and Last Name \_\_\_\_\_

Residential Address \_\_\_\_\_
Street City 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.

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### 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 tax is withheld. **Caution:** 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 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: \_\_\_\_\_%)



**6. Trusted Contact Person Information (optional)**

By choosing to provide information about a trusted contact person, you authorize us to contact the trusted contact person listed below and disclose information about your account to that person in the following circumstances: to address possible financial exploitation, to confirm the specifics of your current contact information, health status, or the identity of any legal guardian, executor, trustee or holder of a power of attorney, or as otherwise permitted by FINRA Rule 2165 (Financial Exploitation of Specified Adults).

Mr.   
 Mrs.   
 Ms.   
 Dr.   
**Suffix**   
 Sr.   
 Jr.

\_\_\_\_\_  
First Name                      Middle Name                      Last Name

\_\_\_\_\_  
Address                                              Apt/Suite No.

\_\_\_\_\_  
City                                      State                                      ZIP Code                                      Country

\_\_\_\_\_  
Work Phone                      Home Phone                      Mobile Phone                      Email Address

Relationship to Primary Applicant/Co-Applicant:

\_\_\_\_\_

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.

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**7. 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

**8. 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.

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**9. 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  
PO Box 219424  
Kansas City, MO 64121-9424

Overnight deliveries to: Highland Funds  
430 W 7th Street Suite 219424  
Kansas City, MO 64105-1407

**For Bank Use Only**

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Authorized Custodial Signature Date