

# Letter of Authorization -Internal Transfer

This form is used to transfer funds/securities internally from one brokerage account to another brokerage account at the same introducing broker dealer. This form is not intended for and will not be honored to make withdrawals from IRA accounts.

**STEP 1: ACCOUNT INFORMATION**

<b>Delivering (From) Account Number</b>
<b>Account Title</b>
<b>Account Title (cont'd.)</b>

<b>Receiving (To) Account Number</b>
<b>Account Title</b>
<b>Account Title (cont'd.)</b>

ACCOUNT ACTIVITY, SUCH AS RECENT DEPOSITS OR TRADING ACTIVITY, MAY DELAY THE TRANSFER PROCESS.

FOR ALL GIFT TRANSFERS, THE DATE OF GIFT IS THE DATE THE TRANSFER IS PROCESSED.

Date of Death is Required if this transfer involves a Step Up in Cost Basis:

COPY OF DEATH CERTIFICATE IS REQUIRED

**STEP 2: TRANSFER INSTRUCTIONS – PLEASE SELECT TOTAL OR PARTIAL TRANSFER**

- Total Transfer (All cash and securities)
  - I am requesting to have the delivering account closed after the internal transfer occurs.
- Partial Transfer

TOTAL TRANSFERS DO NOT NEED TO LIST THE SECURITIES BELOW. ALL CASH, SECURITIES AND OR DEBIT BALANCES WILL BE MOVED.

PARTIAL TRANSFERS MUST SPECIFY SECURITIES AND/OR CASH OR DEBIT BALANCE.

STANDING INSTRUCTIONS ARE VALID FOR ONE YEAR FROM SIGNATURE DATE BELOW. NOT AVAILABLE FOR IRA ACCOUNTS.

CONTRIBUTIONS TO AN IRA ACCOUNT MUST BE MADE IN CASH.

**Note: For third party transfers, contact Trading Direct prior to executing form. If request is approved, form must be notarized. Notary Public, certify below:**

<input type="radio"/> One time only (Default) <input type="radio"/> Standing Instructions	
<input type="radio"/> Cash – <input type="radio"/> All <input type="radio"/> Specify Amount \$ _____	IRA Contributions Only <input type="radio"/> Current Year <input type="radio"/> Prior Year
<input type="radio"/> Securities – as described below, attach a separate signed spreadsheet if more space is needed	
<b>Number of Shares</b>	<b>Description/Symbol</b>

<b>SIGNATURES – ALL ACCOUNT HOLDERS MUST SIGN BELOW</b>		
<i>By affixing my signature below, I represent to COR Clearing LLC and my brokerage firm that the information contained above is truthful and accurate, and represents my instruction.</i>		
Delivering Account Holder Signature <b>x</b>	Print Name	Date
Delivering Account Holder Signature <b>x</b>	Print Name	Date
Receiving Account Holder Signature <b>x</b>	Print Name	Date
Receiving Account Holder Signature <b>x</b>	Print Name	Date
<b>Mail completed form to: Trading Direct, 160 Broadway, East Bldg Floor 7, New York NY 10038</b>		
<b>SIGNATURE – GENERAL PRINCIPAL SIGNATURE</b>		
General Principal <b>x</b>	Print Name	Date

-ALL REGISTERED OWNERS ON YOUR BROKERAGE ACCOUNT ARE REQUIRED TO SIGN THE SAME FORM.  
-FOR BUSINESS AND TRUST ACCOUNTS, SEPARATE SUPPORTING DOCUMENTATION CONFIRMING THE SIGNATURE AUTHORITY FOR THE BROKERAGE ACCOUNT IS REQUIRED.  
- IF A DEBIT BALANCE IS BEING TRANSFERRED THE RECEIVING ACCOUNT OWNER(S) MUST ALSO SIGN.  
-CONTRIBUTIONS MADE TO AN IRA OR ROTH IRA MUST BE SIGNED BY THE IRA OR ROTH IRA ACCOUNT HOLDER.  
- ALL REQUESTS INVOLVING AN IRA ACCOUNT MUST BE SUBMITTED TO THE IRA DEPARTMENT FOR PROCESSING. ALL OTHER REQUESTS GO TO MARGINS.