



NOTIFICATION OF DIVORCE AND TRANSFER INSTRUCTIONS

WHEN TO USE THIS FORM

Use this form to facilitate the division of a self-directed IRA account as a result of divorce proceedings. This form is required along with a copy of the filed court order (i.e., filed divorce decree, QDRO) and must be signed by the Account Holder and the former spouse. Additional forms are also needed as indicated based on transfer instructions. Submit all necessary documentation to Equity Institutional, a division of Equity Trust Company.

SUBMISSION OPTIONS

OVERNIGHT:

Equity Trust Company
Attn: Institutional Accounts
1 Equity Way
Westlake, OH 44145

REGULAR MAIL:

Equity Trust Company
Attn: Institutional Accounts
P. O. Box 451159
Westlake, OH 44145

FAX:

(440) 365-1444

BY E-MAIL:

IRAServices@EquityInstitutional.com

CONTACT INFORMATION

PHYSICAL ADDRESS:

Equity Trust Company
Attn: Institutional Accounts
1 Equity Way
Westlake, OH 44145

WEBSITE:

www.EquityInstitutional.com

For assistance, please contact a Client Service Representative at:

PHONE:

800-955-3434 (option 2)

Or e-mail questions to:

E-MAIL:

IRAServices@EquityInstitutional.com

DO NOT FAX OR MAIL THIS COVER PAGE

INVESTMENT PRODUCTS: NOT FDIC INSURED - NO BANK GUARANTEE - MAY LOSE VALUE

1 ACCOUNT HOLDER INFORMATION

ACCOUNT HOLDER NAME	ACCOUNT NUMBER
EMAIL ADDRESS	

2 FORMER SPOUSE INFORMATION (ALL INFORMATION IN THIS SECTION IS REQUIRED)

NAME OF FORMER SPOUSE		SOCIAL SECURITY NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER (please include area code)	DATE OF BIRTH	EMAIL ADDRESS	

3 TRANSFER INSTRUCTIONS

FULL OR Partial transfer to Equity Institutional IRA account # _____. If a new account will be established, please attach the *Equity Institutional Application - Traditional, Roth and SEP IRA*. This form can be found on our website, www.EquityInstitutional.com

FULL OR Partial transfer to existing IRA with another firm. Attach completed IRA Transfer Form which may be obtained from the receiving custodian.

FULL OR Partial distribution to former spouse. An Equity Institutional *Distribution Request Form* must be submitted along with this request. This form can be found on our website, www.EquityInstitutional.com

Asset Description	\$ Amount or # of Shares	Sell	In-Kind
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Please Note: Not all assets can be liquidated by Equity Institutional. Please feel free to contact the IRA Client Services Department at 1-800-955-3434, Option 2, for assistance.

SIGNATURES (ORIGINAL SIGNATURE REQUIRED FROM BOTH PARTIES)

By signing this form, the spouse and former spouse are attesting that the instructions provided to Equity Institutional on this form are in accordance with the parties' divorce decree.

Both the Account Holder and former spouse agree to waive, release, discharge, and forever hold harmless Equity Institutional and its affiliates and officers, directors and employees from and against any tax liability incurred by the Account Holder or former spouse that may arise from or in connection with accepting and acting on the instructions being provided to Equity Institutional on this form.

 Signature of Account Holder

 Date

 Signature of Former Spouse

 Date