

IRA TRANSFER - PROVIDE ALL CHECKED ITEMS BELOW

This is an attachment to our Engagement Letter for preparation of a transfer request for an IRA. Following are the items which are to be provided to us with the return of the signed Engagement Letter and our fees:

1. X Provide a copy of the settlement agreement
2. X Provide a copy of the Judgment of Divorce. SOME ENTITIES MAY NOT PERMIT THE IRA TRANSFER TO BE PROCESSED UNTIL THE DIVORCE.
3. X Provide the following regarding the Husband:
 - A. Name of Husband. _____
 - b. Is he the Plaintiff/Petitioner or Defendant/Respondent?
 - C. Date of birth. _____
 - D. Social Security Number. _____
 - E. Home address. _____
4. X Provide the following regarding the Wife:
 - A. Name of Wife. _____
 - B. Date of birth. _____
 - C. Social Security Number. _____
 - D. Home address. _____
5. X Date of marriage. _____
6. X Jurisdiction's end of marriage date (cutoff date to be used for acquisition of marital assets), i.e. date of separation, filing of the complaint, service of summons, etc. _____
7. X Name of specific Individual Retirement Account(s) to be transferred to former spouse. This is to include the complete name and address of the financial institution holding the IRA and the account number for same. _____

8. X Provide a copy of each applicable IRA statement as close as possible to the cutoff date for the acquisition of marital assets and to current date. This statement should include the complete name, address and phone number of the financial organization holding the IRA and the account number.

9. X Are both sides to receive copies of all correspondence? Yes ____ or No ____
If No. Send copies to Husband's side Yes ____ or No ____.
Send copies to Wife's side Yes ____ or No ____.

10. X Advise the full name and address of the attorney for the Plaintiff/Petitioner. If the Plaintiff/Petitioner is Pro Se just specify Pro Se below. _____

11. X Advise the full name and address of the attorney for the Defendant/Respondent. If the Defendant/Respondent is Pro Se just specify Pro Se below. _____

12. X If the former spouse's portion is not to be maintained with the same financial institution provide the complete name and address of the financial institution to which the former spouse's portion is to be transferred, the name on the account and the complete account number. _____

