



# Internal Transfer Standing Instructions

## Return Instructions:

### New Accounts:

Email: [service@siebert.com](mailto:service@siebert.com)

Phone: 800.872.0444

Fax: 212.486.2784

### Employee Stock Plan Clients:

Email: [shareplansupport@siebert.com](mailto:shareplansupport@siebert.com)

Phone: 800.993.2015

Fax: 402.342.2486

### Please Note:

You must use a Siebert "IRA Distribution Form" for retirement account distributions, available at [www.siebert.com](http://www.siebert.com).

You should use this form to add, change, or delete standing Internal Transfer instructions on your brokerage account. This form is your authorization and direction to Muriel Siebert & Co., LLC. ("Siebert") to utilize these instructions when acting upon your request(s) to move money from your brokerage account to the other brokerage account(s) you designate below. Note - all requests require notarization.

- Internal Transfer allows you to transfer cash or securities between your brokerage account and another brokerage account maintained at Siebert that you designate below. Please complete sections 1-5.
- If you would also like to set up periodic payment instructions for regular payments to/from your brokerage account, please also complete the Periodic Payment Form located at [www.siebert.com](http://www.siebert.com).

## 1. Account Information

Name/Account Title:	Siebert Account Number:			
Social Security Number/Tax ID:	Date of Birth/UAD Date:			
Street Address:	City:	State:	Zip:	Country:
Primary Phone:	Work Phone:			

## 2. Journal Standing Instructions

If you wish to add or delete standing instructions for transferring cash or securities from the brokerage account number provided at the top of this form to another Siebert account ("to account"), check the appropriate box and provide the "to account" numbers below.

Add Instructions - Provide the "to account" numbers to add:

Delete Instructions- Provide the "to account" numbers to delete:

Account Number	Account Number
Account Number	Account Number

**Note:** Certain journals and transfers are not permissible from brokerage accounts to other brokerage accounts or retirement accounts. Please consult with your investment representative or customer service for further information.

## 3. Authorization (Signature(S) Required)


I (We) authorize Siebert Financial Services to act upon my (our) requests to transfer cash from my (our) brokerage account to the designated bank or other brokerage account above in accordance with the instructions given by me (us) without first confirming those instructions with me (us) directly.


I (We) understand and agree that Siebert Financial Services will not be liable for any loss, cost, or expense so long as Siebert transmits the redemption proceeds to the bank or brokerage account identified above. Siebert Financial Services reserves the right, but has no obligation, to confirm my (our) Broker/Dealer's instructions with me (us) prior to acting on such instructions.

I (We) further certify and agree that the above directions and authorizations in this document will continue until Siebert Financial Services receives the actual written notice of any change thereof. I (We) further agree to indemnify and hold harmless Siebert Financial Services and its affiliates, National Financial Services, Bank Partners, and their respective officers, directors, employees, and agents from and against any and all losses, claims, or financial obligations that may arise from any act or omission by me (us).

**All account holders (owners and authorized individuals) must sign and date.**

Please submit with a current copy of your driver's license or passport and a copy of a voided check/deposit form. This information is required for your identity verification and protection.

Account Owner's Signature	Date
	
Please print your name here	

Account Co-Owner's Signature	Date
	
Please print your name here	

#### 4. Third Party Authorization

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NOTE: You (and the joint owner, if any) must have your signature(s) notarized if you are relinquishing your ownership rights to a third party, additional owners or another property being transferred. Notarization is not required if you are a registered owner of both the transferring account and the receiving account.

Siebert reserves the right at its sole discretion to limit or deny any third-party requests.

#### Notarization:

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Sworn to (or affirmed) before me on

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Give official capacity of official administering oath

\_\_\_\_\_  
My Commission Expires:



#### 5. Account Verification

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##### Government-Issued Identification

Please submit a copy of your valid driver's license or passport below.

If the documentation does not fit in the space provided please submit a separate copy with this form.

Passport Or Driver's License