



# IRA Rollover Guide

Retiring? Changing jobs?

Continue your long-term investment by rolling over your retirement plan assets to an Archer Funds IRA.

To make your IRA rollover preparation easier, we have designed this guide to assist you. It gives you a step-by-step approach to rolling over assets to an Archer Funds IRA. If you need additional support or have questions about completing the IRA rollover process, please call a Client Service Representative at 1-800-581-1780.

## ROLL OVER ASSETS TO AN ARCHER FUNDS IRA IF YOU ARE:

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- Retiring and participate in a qualified retirement plan [e.g., 401(k), 403(b), 457 or Thrift Savings Plan]
- Changing jobs and participate in a qualified retirement plan
- Inheriting a qualified retirement plan
- Changing IRA custodians

## BENEFITS OF AN ARCHER FUNDS IRA:

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- No-load funds with no distribution fees and no commissions
- Low expense ratios
- \$1,000 minimum investment
- Over 45 years of investment experience
- Three mutual funds with different investment strategies
- Access to real people with real answers to your investing questions

# Roll over assets from a qualified retirement plan

[e.g., 401(k), 403(b), 457 or Thrift Savings Plan]

## ➔ Step 1.

### CONTACT YOUR PLAN ADMINISTRATOR

Before initiating a rollover, we recommend contacting your current retirement plan administrator for specific rollover instructions. It is up to your current plan administrator to define what is required to accomplish a rollover into an Archer Funds IRA.

#### *Helpful questions may include:*

- Is a plan-specific rollover form required?
- Is a medallion-guaranteed signature required?
- Are there additional steps prior to initiating the rollover? (e.g., Am
- I required to move my assets to a cash account prior to a rollover?)
- Are there any maturity dates or short-term redemption fees to consider?
- Is spousal consent required?
- Will the plan administrator send the distribution check directly to the Archer Funds (preferred) or to me? (Please note, if the check is not payable to "Archer Funds," your current custodian may be required to withhold 20%, and a penalty could apply.)
- How long will it take the plan administrator to send my assets to the Archer Funds?

## ➔ Step 2.

### COMPLETE ARCHER FUNDS FORMS

#### *Forms you will need to complete include:*

- Archer Funds IRA Rollover Request Form
- Archer Funds IRA Application (for a new account)

If you are establishing both a Roth IRA and a traditional IRA you will need to complete two separate IRA Rollover Request Forms and two separate IRA Applications (if applicable).

Please visit [www.thearcherfunds.com](http://www.thearcherfunds.com) and click on "Forms" or call a Client Service Representative at 1-800-581-1780 to request the forms by mail.

## ➔ Step 3.

### ROLL OVER TO AN ARCHER FUNDS IRA

#### *If you have not received a distribution check directly*

Submit the completed Archer Funds IRA Rollover Request form, and, if applicable, the Archer Funds IRA Application to establish a new account. Upon receipt of the completed forms, the Archer Funds will contact your current custodian via mail and request the assets to be sent to the Archer Funds via check.

Confirmation of the transfer of assets request will be sent to your address of record. When we receive the check, the Archer Funds will invest in the Fund(s) selected on the IRA Transfer of Assets form and send you a confirmation statement. Please note, depending on your custodian, a direct rollover may take up to eight weeks to complete.

#### *If you have received a distribution check*

Submit the completed Archer Funds IRA Rollover Request form and, if applicable, the Archer Funds IRA Application to establish a new account. Include the check, payable to "Archer Funds," in the amount of your distribution. Please note, the Archer Funds will not accept third party checks.

The Archer Funds will invest in the Fund(s) selected on the IRA Rollover Request form and send you a confirmation statement.

# Transfer assets from a Roth IRA or traditional IRA

## ➔ Step 1.

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### COMPLETE ARCHER FUNDS FORMS

*Forms you will need to complete include:*

- Archer Funds IRA Account Transfer Request Form
- Archer Funds IRA Application (for a new account)

If you are establishing both a Roth IRA and a traditional IRA you will need to complete two separate IRA Account Transfer Request Forms and two separate IRA Applications (if applicable).

Please visit [www.thearcherfunds.com](http://www.thearcherfunds.com) and click on “Forms” or call a Client Service Representative at 1-800-581-1780 to request the forms by mail.

## ➔ Step 2.

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### TRANSFER TO AN ARCHER FUNDS IRA

#### *Transfer of Assets*

If you are transferring assets from a Roth or traditional IRA, the best option is to request a direct IRA Transfer of Assets. It is a fast and simple approach to moving assets between IRA custodians.

Mail the completed Archer Funds IRA Account Transfer Request Form, and, if applicable, the Archer Funds IRA Application to establish a new account. Upon receipt of the completed forms, the Archer Funds will contact your current custodian via mail and request the assets to be sent to the Archer Funds via check or electronically.

Confirmation of the transfer of assets request will be sent to you. When we receive the funds, the Archer Funds will invest in the Fund(s) selected on the IRA Account Transfer Request Form and send you a confirmation statement.



## IRS Tax Forms

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If you roll over assets to an Archer Funds IRA, the following tax forms will be generated.

### DIRECT ROLLOVER FROM A QUALIFIED RETIREMENT PLAN:

If you roll over assets to an Archer Funds IRA, the following tax forms will be generated.

- IRS Form 1099-R: by January 31st of the following year, the previous custodian will issue an IRS Form 1099-R indicating a distribution or direct rollover from the qualified retirement plan.
- IRS Form 5498: by May 31st of the following year, Archer Funds will issue an IRS Form 5498 showing that assets were received.

You will not need to do anything with these forms, but you should retain them for your records. The IRS matches these forms to note a rollover took place, thus, no taxes would be due on the assets that were rolled over.

### TRANSFER OF ASSETS FROM A ROTH OR TRADITIONAL IRA:

- No IRS tax forms will be issued.

## Contact Us

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### DOWNLOAD FORMS

Visit our web site, [www.thearcherfunds.com](http://www.thearcherfunds.com), and click "Forms."



### ADDITIONAL ASSISTANCE

A Client Service Representative can answer questions concerning the rollover process or help you fill out the required forms. For more information please call 1-800-581-1780.



### MAILING INSTRUCTIONS

#### Regular Mail:

The Archer Funds  
c/o Mutual Shareholder Services  
8000 Town Centre Drive, Suite 400  
Broadview Heights, OH 44147

#### Express, Certified or Registered Mail:

The Archer Funds  
c/o Mutual Shareholder Services  
8000 Town Centre Drive, Suite 400  
Broadview Heights, OH 44147

***An investor should carefully consider a Fund's investment objectives, risks, charges and expenses carefully before investing. This and other important information on The Archer Funds can be found in the prospectus. To obtain a prospectus, please visit [www.thearcherfunds.com](http://www.thearcherfunds.com), or call 1-800-581-1780. Please read the prospectus carefully before investing.***