



account rollover guide: changing account type

account #	account custodian
name of account	account owner/client
new account #	new account custodian

advisor's acknowledgement of fiduciary status, recommendation and best interest disclosure

our duty to you as fiduciary.

when we provide investment advice to you regarding your retirement plan account or individual retirement account, we are fiduciaries within the meaning of title i of the employee retirement income security act and/or the internal revenue code, as applicable, which are laws governing retirement accounts. the way we make money creates some conflicts with your interests, so we operate under a special rule that requires us to act in your best interest and not put our interest ahead of yours.

under this special rule's provisions, we must:

- meet a professional standard of care when making investment recommendations (give prudent advice);
- never put our financial interests ahead of yours when making recommendations (give loyal advice);
- avoid misleading statements about conflicts of interest, fees, and investments;
- follow policies and procedures designed to ensure that we give advice that is in your best interest;
- charge no more than is reasonable for our services; and
- give you basic information about conflicts of interest.

we recommend transferring your assets to a new account type.

we have considered and discussed with you the alternatives available to you in a brokerage account compared to an advisory account, plus, among other factors, the fees and expenses of those alternatives and the different levels of services and investment options available under both account types. we recommend that you change from a:

- ☐ commission-based brokerage account to a fee-based investment advisory account, or
- ☐ fee-based investment advisory account to a commission-based brokerage account.

the reasons for this recommendation are included in the table that follows.

we also recommend that the assets in the account be invested as follows:



we recommend rolling your plan assets to your new employer's plan (continued).

the reasons for this recommendation are included in the table that follows.

please see exhibit a for more details regarding the recommended investment options, fees and expenses and how those compare to your current arrangement.

your best interest and potential conflicts of interest.

as your fiduciary advisor, we believe our recommendation is in your best interest. the reasons we considered in making our recommendation are indicated by the boxes checked on this form. you do not have to accept this recommendation and you have a wide choice of other advisers who can assist you. we relied on information you provided when we developed our recommendation and you have said that no information needs to be corrected.

we have a conflict of interest with you when we recommend a transfer from your advisory account to a brokerage account and receive more compensation as a result. we mitigate this conflict of interest by providing the information addressed in this form, reviewing it with you, answering your questions, and recommending only alternatives that we believe are in your best interest.

your new account advisory agreement is provided separately and describes the specific services we will perform. this is important information so please read it carefully.

thank you for the opportunity to be of service.

intellicents investment solutions, inc. by

advisor representative signature	date
print advisor representative name	



client's acceptance of advisor's recommendation

my advisor has recommended that i rollover assets from my current account to a new account. i have reviewed the recommendation and the checklist below and agree with each item that is checked. i know that i have choices, do not have to make this change, and that each type of account offers advantages and disadvantages.

i understand that when my assets are held in a brokerage account, my advisor receives a commission each time a transaction is executed. an investment advisory account is one where the advisor provides investment advice for an investment advisory fee, which is typically a percentage of the value of the assets held in the account or a flat dollar amount. under a fee-based investment advisory account, i will pay an ongoing investment advisory fee for investment advice and account management, regardless of the number of transactions made.

my advisor recommends that i transfer my account from a:

- ☐ commission-based brokerage account to a fee-based investment advisory account, or
- ☐ fee-based investment advisory account to a commission-based brokerage account.

my advisor provided information about the options available to me. i had the opportunity to ask questions and my advisor answered each of my questions. i have read the considerations described above, agree with each item checked and accept the advisor's recommendation. i believe that the recommendation is in my best interest.

client signature	date
print client name	



reasons supporting advisor's recommendations to change account type

please check all boxes that apply.

client's brokerage account	proposed advisory account	comments
☐ the conversion may be subject to federal taxation if assets must be liquidated prior to conversion to new account.		
☐ commissions are charged for each trade when made	☐ an ongoing advisory fee is charged on an annual basis, regardless of the number of trades or if no trade is made	
☐ personalized financial planning services are available for a fee	☐ personalized financial planning services are available for a fee	
☐ client makes client's own investment decisions and receives only incidental advice, transaction by transaction	☐ advisor will provide ongoing monitoring and advice about investments, tailored to client's investment objectives and risk tolerance; paid by an investment advisory, fee-based service (not commission-based) that is: ☐ non-discretionary investment advice ☐ discretionary investment management	
☐ other	☐ other	
☐ other	☐ other	
☐ other	☐ other	
☐ other	☐ other	



exhibit a

1. material(s) considered by advisor in making the recommendation:

- ☐ current account statement
- ☐ prior year ending account statement
- ☐ morningstar annuity intelligence report
- ☐ fund fact sheets
- ☐ industry benchmark material
- ☐ prior 1099 (for non-qualified accounts)
- ☐ other _____

2. cost comparison of investment options:

a current account statement and/or the previous year-end account statement is required along with any other documents considered in the rollover recommendation, which may include, but not be limited to:

- morningstar annuity intelligence report
- prior 1099 (for non-qualified accounts)
- fund prospectus or fact sheet
- industry benchmark material

all documentation gathered or produced by the advisor in making the recommendation to the client should be attached to this form, as exhibit a, for retention and review purposes.