ROLLOVER INSTRUCTIONS

Congrats on being a prudent steward of your money and thank you for entrusting us with a very important aspect of your financial life! It is not a responsibility we take lightly and we assure you, we will work diligently to manage your investments in the same manner we manage our own. Below you will find simple instructions on how to initiate your rollover to an IRA with us:

Call the retirement plan provider

Tell the rep:

- "I would like to rollover my existing retirement plan to an IRA with my financial advisor."

The rep will likely ask if you have read/heard the tax disclosure within the past 60 days

- Again, this is a TAX-FREE event (we help you process it correctly to ensure this)
- If you understand this, you can simply say yes and proceed
- If you say no, they may read you the disclosure and/or send you information via mail, which can delay the processing of your rollover.

Provide the rep with the following information for the rollover check:

- Make Check Payable to: LPL Financial FBO (Your Full Name)
- Account Number: Simply use your SSN if we haven't provided you an account #
- Address: Use your mailing address OR if they allow, our office address

We happily offer to conduct joint calls with our clients to ensure the conversation and execution of this transaction is handled as smoothly as possible. Please let us know how we can best serve you.
Once you receive the check, please contact us and we can arrange a drop-off or you can simply mail it to us. Our address is:

Advisory Group of The Rockies
Attn: Brad Kidd
608 E. Harmony Road, Ste. 204
Fort Collins, CO 80525

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