

# Guide to completing required documentation

IRA with Estate as Beneficiary



Bank of America Corporation

Inside you will find a checklist to help you complete and return the required information, detailed instructions on how to complete the documents and a brief description of the purpose of each form.

# Guide to completing required documentation

## Ensure you return all required information and documents listed below:

- Certified copy of the **Death Certificate**
- Letters of Testamentary** OR **Small Estate Affidavit** with visible court seal (*dependent on your state; see following page for more details*)
- Enclosed **Beneficiary Distribution** form OR enclosed **Inherited IRA Transfer Instruction** form (*used only for non-spousal Beneficiary-Controlled/Inherited IRA accounts*)
- Enclosed copy of the **Affidavit of Domicile**, completed and notarized

## If applicable, also return the information below:

- Tax Waiver** information (*see opposite page for additional details*)
- Enclosed **Change of Address** form

*The forms listed above typically contain adequate information to complete your request. Upon further review, additional information may be required.*

## Additional instructions for returning documents:

- Write the full account number on the upper right corner of any document you return
- Retain a copy of any document you are providing to Merrill Edge®
- Required documents should be returned to Merrill Edge within 30 days of receipt to ensure timely processing of your request
- Return all documents to:**  
Merrill Edge  
P.O. Box 29002  
Hot Springs, AR 71903-9002  
OR fax them to **1.866.994.7807**

## IF YOU HAVE ANY QUESTIONS,

please contact the Ownership Transition Team at **1.877.653.4732** from 8 a.m. to 8 p.m. Eastern, Monday through Friday, and say "Ownership Transition." For your convenience, please be sure to have the account number available when you call.

Merrill Edge is available through Merrill Lynch, Pierce, Fenner & Smith Incorporated (MLPF&S), and consists of the Merrill Edge Advisory Center™ (investment guidance) and self-directed online investing.

MLPF&S is a registered broker-dealer, Member SIPC and a wholly owned subsidiary of Bank of America Corporation.

Investment products:

<b>Are Not FDIC Insured</b>	<b>Are Not Bank Guaranteed</b>	<b>May Lose Value</b>
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**The following is a list of forms that may be necessary to process your account change.** The forms are listed alphabetically with a brief description of the purpose of each. **Please use the checklist on the previous page to help ensure that your paperwork is complete.**

#### **Affidavit of Domicile**

Required to verify residency of the decedent. All fields must be completed. If information is not available for a field, please complete with a "not applicable" or "unknown" where appropriate. Notary signature and seal required.

*Please note:* "State of" and "County of" fields at the top left of the document should be completed with the state and county of residence of the person completing the form (the "Affiant").

#### **Beneficiary Distribution form**

Required for deceased retirement account to distribute to the beneficiary and to satisfy the required minimum distribution; also used for spousal rollovers. The form should be completed in the name of the estate and signed by the executor of the estate, and all other instructions provided in the form should be followed.

#### **Change of Address form**

Required when there is a change in the address to which account documents should be directed.

#### **Death Certificate**

Identifies the deceased client, Social Security number, date of birth, date of death, address and marital status; it must be certified.

#### **Inherited IRA Transfer Instruction form**

Required for a deceased retirement account to distribute to non-spousal beneficiaries who are transferring to a Beneficiary-Controlled/Inherited IRA account. The form should be completed in the name of the estate and signed by the executor of the estate, and all other instructions provided in the form should be followed.

#### **Letters of Testamentary**

Required when an account does not have an assigned beneficiary; indicates from whom Merrill Edge can take instructions; it is a court-issued document.

Letters of Testamentary must be dated within 60 days of receipt by Merrill Edge (New York Letters of Testamentary can be dated within six months of receipt by Merrill Edge). Document must state it is "in full force and effect" and bear a visible court seal.

#### **Small Estate Affidavit**

Serves in lieu of Letters of Testamentary for certain states; indicates the heir(s) of the estate when the estate is below the statutory requirement for the formal probate process; required to be signed and notarized. Some states require this to be filed with the court.

#### **Tax Waiver Information**

Varies by state. Some states place an automatic lien on a decedent's property for state tax or other purposes. Please contact the appropriate state's taxing authority for procedures and to determine if the tax waiver is applicable. The below is informational. You should contact your attorney or tax advisor for legal and tax assistance.

Merrill Edge is required to obtain tax waivers if the decedent was legally domiciled in any of the following states:

- **Indiana:** Required unless payment is being made to a surviving spouse. Tax Waivers are not required for decedents dying on or after 01/01/2013.
- **New Jersey:** Required only if the account contains New Jersey corporate securities, including bonds.
- **Ohio:** Required unless the account value on the date of death was under \$25,000 or the account is being transferred to a surviving spouse. Tax Waivers are not required for decedents dying on or after 01/01/2013.
- **Pennsylvania:** Required only for Transfer on Death (TOD) beneficiary accounts.
- **Rhode Island:** Required only if the account on the date of death contains Rhode Island corporate securities, including bonds.
- **Tennessee:** Required unless the account on the date of death was held as Joint Tenants with Rights of Survivorship (JTWROS) between spouses or As Tenants by Entirety (ATBE).



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Any information presented about tax considerations affecting client financial transactions or arrangements is not intended as tax advice and should not be relied upon for the purpose of avoiding any tax penalties. Neither Merrill Edge nor its Financial Solutions Advisors provide tax, accounting or legal advice. Clients should review any planned financial transactions or arrangements that may have tax, accounting or legal implications with their personal professional advisors.

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