

## What to include in your Transfer Request Package

### Letter of instruction

Each transferee of a Permissible Transfer must deliver to the Trustee a **Letter of Instruction** setting forth the details of the Permissible Transfer which shall include the following information:

1. the name of the transferor and name(s) of the transferees;
2. an address of each transferee;
3. the social security number / taxpayer identification number of each transferee;
4. a statement signed by each transferee or such transferee's legal representative acknowledging that the Beneficial Interest in the Trust is accepted subject to the terms and conditions of the Trust Agreement;

In the case of a Permissible Transfer by an entity (i.e. a corporation, partnership, LLC), the Letter of Instruction must be accompanied by a letter from legal counsel to the entity certifying that the transfers are being made to owners of the entity's equity interests (or in the case of a partnership or LLC, a partner or member)

Specific documents listed below will be needed as appropriate for specific permissible transfer situations:

- To or from an IRA or ROTH IRA: signature of an authorized officer at the IRA custodian.
- To or from a Trust: a copy of the trust agreement and any amendments to the trust
- To or from Pension/Profit Sharing Plan: copy of adoption agreement/bylaws identifying name of trust & signature of trustee(s)
- Ownership by Partnership: copy of partnership agreement
- Ownership by Corporation: copy of a corporate resolution authorizing transfer.
- Due to Death/Estate: certified copy of death certificate, plus the will or court order naming executor.
- Due to Name Change: copy of marriage certificate or court documents (divorce, legal name change, etc).

### **And, in the case of every transfer an IRS form W-9 with the tax details for the transferee**

The transfer fee is \$50.00 for each investment; checks made payable to DBSI Liquidating Trust. "Transfer fee waived in certain circumstances," (see Frequently Asked Questions)

**Please return completed packet to:**

**DBSI Liquidating Trusts  
12426 W. Explorer Drive, Suite 100  
Boise, Idaho 83713**