Oberweis Funds

IRA TRANSFER/CONVERSION REQUEST FORM

OBERWEIS INTERNATIONAL OPPORTUNITIES INSTITUTIONAL FUND

Please note that this form can only be used for the Oberweis International Opportunities Institutional Fund (OBIIX). Use this form when redeeming and transferring funds from an existing IRA. You must complete this form along with your IRA Application if this is a new account. Please include a copy of your most recent account statement from the current Trustee or Custodian.

Please send completed form to:

Regular Mail Delivery
The Oberweis Funds
P.O. Box 711
Milwaukee, WI 53201-0711

Overnight Delivery
The Oberweis Funds
C/O UMB Fund Services, Inc.
235 W Galena Street
Milwaukee, WI 53212-3948

For assistance in completing this form, please call 800-245-7311.

CURRENT TRUSTEE/CUSTODIAN INFORMATION

Trustee/Custodian Name (bank, mutual fund, etc.)

Trustee/Custodian Mailing Address

1. IRA OWNER INFORMATION

Name

Taxpayer ID Number

Primary Phone

Email Address

Date of Birth

2. TRANSACTION DESCRIPTION

Type of Transaction (select one):

Transfer (nonreportable, nontaxable transaction)

☐ Traditional (or SEP) IRA to Traditional (or SEP) IRA

☐ Roth IRA to Roth IRA

☐ SIMPLE IRA to Traditional IRA (or SEP)*

Receiving Account Number**

Conversion (reportable, taxable transaction)

☐ Traditional (or SEP) IRA to Roth IRA

☐ SIMPLE IRA to Roth IRA*

Receiving Account Number**

**At least two years must elapse from the time of your initial participation in your employer's SIMPLE IRA plan before you may transfer SIMPLE IRA assets to a Traditional (or SEP) IRA or convert SIMPLE IRA assets to a Roth IRA.*

***If you are purchasing into a newly established IRA, please enclose a completed IRA application.*

3. LIQUIDATION INSTRUCTIONS

I authorize and direct the current IRA Trustee/Custodian to liquidate assets as follows and send all proceeds to the new IRA Custodian identified below (select one):

☐ Immediately liquidate all assets and send the cash proceeds to the new IRA Custodian.

☐ I wish to withdraw the requested amount on a pro rata basis across all investments.

☐ I wish to withdraw the requested amount from my investments as indicated in the table on page 2.

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3. LIQUIDATION INSTRUCTIONS (continued)

Indicate from which investments the withdrawal should be taken. Percentages must be in whole numbers (e.g., 33%, not 33 1/3%).

Investment Description	Approximate Value	Withdrawal Amount or Percentage	Liquidation or Distribute in Kind
	$	$ _____ OR _____ %	☐ Liquidate immediately and distribute ☐ Distribute in kind
	$	$ _____ OR _____ %	☐ Liquidate immediately and distribute ☐ Distribute in kind
	$	$ _____ OR _____ %	☐ Liquidate immediately and distribute ☐ Distribute in kind
	$	$ _____ OR _____ %	☐ Liquidate immediately and distribute ☐ Distribute in kind
	$	$ _____ OR _____ %	☐ Liquidate immediately and distribute ☐ Distribute in kind
	$	$ _____ OR _____ %	☐ Liquidate immediately and distribute ☐ Distribute in kind
	TOTAL	$ _____ OR _____ %	

☐ Addendum attached for additional investments. If you need additional space to list investments, attach a separate sheet that includes all of the information requested above. Sign and date the sheet.

4. TRANSFER/CONVERSION INSTRUCTIONS

☐ **By Check**

Make check payable as follows: The Oberweis Funds.

FBO _____ ☐ Traditional (or SEP) ☐ Roth

Please mail check to:

Regular Mail Delivery	**Overnight Delivery**
_____	_____
_____	_____
_____	_____

☐ **By Wire**

For wire instructions call 800-245-7311.

5. INSTRUCTIONS REGARDING REQUIRED MINIMUM DISTRIBUTION (RMD)

Note: Complete this section only if the current (i.e., distributing) IRA is subject to required minimum distributions (RMDs).

☐ I have already satisfied my RMD for the year.

☐ Send me my RMD then transfer/convert the remaining IRA balance as instructed above.

☐ Keep my RMD in the existing IRA and transfer the balance as instructed. (This option is **NOT** available for conversions to Roth IRAs.)

☐ Transfer my RMD to the new IRA Custodian. (This option is **NOT** available for conversions to Roth IRAs.)

Special instructions:

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6. INVESTMENT SELECTION (RECEIVING IRA)

Name of Investment	Allocation
Oberweis International Opportunities Institutional Fund	$ _____ OR _____ %

7. WITHHOLDING NOTICE AND ELECTION FORM (Form W4P/OMB No. 1545-0074) Department of Treasury, Internal Revenue Service

Complete only if you are converting a traditional, SEP, or SIMPLE IRA to a Roth IRA.

NOTICE: The distributions you receive from your IRA are subject to federal income tax withholding unless you waive withholding. You may waive withholding on your IRA distribution by returning a signed and dated IRS Form W-4P, *Withholding Certificate for Pension or Annuity Payments*, or substitute Form W-4P to the Custodian. Withholding will apply to the total amount of the distribution, whether taxable or not. If you waive withholding on your IRA distribution, or if you do not have enough federal income tax withheld from your IRA distribution, you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient. You are responsible for determining and paying all federal and, if applicable, state and local taxes on distributions from all IRAs you own. If you do not waive withholding or elect an alternative withholding amount, 10% will be withheld from your nonperiodic IRA distribution. Your election is valid until you revoke it. You may change your withholding election by completing another Form W-4P or substitute. If you are a nonresident alien, you may not use Form W-4P to withhold income tax or to waive withholding.

Election: Unless you indicate a different withholding amount below or you waive withholding by indicating your election below, 10% will be withheld from your IRA distribution.

☐ I do not want federal income tax withheld from my distribution from this account.

☐ I want federal income tax of 10% withheld from my distribution from this account.

☐ I want federal income tax of _____% (greater than 10%) withheld from my distribution from this account.

8. ACKNOWLEDGEMENTS

By signing this *IRA Transfer/Conversion Request Form*, I certify that the information I have provided is true and correct. I authorize the current IRA Trustee/Custodian to transfer/convert the IRA assets as instructed above. I understand that I am responsible for ensuring I am eligible to authorize this transfer/conversion, and I assume all responsibilities for any consequences that arise as a result of my actions. I agree to indemnify and hold the IRA Trustee/Custodian harmless from any consequences related to executing my directions. I have been advised to seek competent legal and tax advice, and have not been provided any such advice from the IRA Trustee/Custodian.

X _____

Signature of IRA Owner (or other authorized person) Date

If the owner of the IRA account is a minor, the responsible person designated on the IRA account needs to sign this form.

ACCEPTANCE:
By signing below, UMB Bank, n.a. agrees to accept this transfer/conversion as instructed above.

X _____

Signature of Receiving IRA Custodian Representative Date

Please check with your current trustee/custodian to determine if a Medallion signature guarantee is required to process this transfer.

A Medallion signature guarantee may be obtained from any eligible guarantor institution. These institutions include U.S. banks, savings associations, credit unions and brokerage firms participating in the Securities Transfer Association Medallion Program. Approved programs currently include STAMP, SEMP, and MSP. **A notary public stamp or seal is not acceptable.**

Medallion Signature Guarantee (if required)

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