



GENERAL INFORMATION

Please read the Funds' **prospectus** for important information about the Funds and the **IRA Custodial Agreement and IRA Disclosure Statement** for important information regarding IRA Investments and retain them for your files.

Please Note: IRA Direct Rollovers and Transfers are dependent upon the release of your assets by your existing IRA custodian. Transfer of IRA assets may take up to 2 months to complete and your Transfer may be further delayed due to various processes undertaken by the financial institutions involved.

Please complete the items below if you are transferring assets from another institution, are initiating a direct rollover from a corporate retirement plan, a transfer from another IRA to a Rice Hall James Portfolios' IRA or converting a traditional IRA at another institution to a Rice Hall James Roth Conversion IRA. If this is a new IRA account in the Rice Hall James Portfolios, you must also complete an IRA Application.

We will contact your present Trustee/Custodian to arrange the transfer. If you have any questions or need additional forms, please call 1-866-474-5669.

Please print or type all items except signature.

1 IRA REGISTRATION

NAME OF IRA ACCOUNTHOLDER

STREET ADDRESS

CITY STATE ZIP

SOCIAL SECURITY NUMBER DAYTIME TELEPHONE #

E-MAIL ADDRESS

2 PRESENT TRUSTEE/CUSTODIAN

NAME OF PRESENT TRUSTEE/CUSTODIAN OR PLAN ADMINISTRATOR

STREET ADDRESS

CITY STATE ZIP

FUND NAME & ACCOUNT NUMBER AT PRESENT TRUSTEE

TELEPHONE NUMBER OF PRESENT TRUSTEE/CUSTODIAN

3 TRANSFER/DIRECT ROLLOVER INSTRUCTIONS

I have established an Individual Retirement Account (IRA) with SEI Private Trust Company. Please transfer my assets in accordance with the instructions below and mail the check to: Rice Hall James Portfolios, P.O. Box 219009, Kansas City, MO 64121-9009. Make the check payable to Rice Hall James Portfolios.

- Liquidate all assets in my IRA Account Number and transfer the entire proceeds.
- Liquidate only part of my assets in my IRA Account Number and transfer \$ _____.
- Liquidate ONLY the assets listed below (For CDs): Account Number _____
 Immediately At maturity on _____
- Directly roll over my qualified plan distribution to my IRA.

4 ACCOUNT TYPE TO BE TRANSFERRED

- IRA
- Rollover IRA
- Employer Qualified Plan, 401(k), Profit Sharing Plan
- Roth Contributory IRA, original start date of _____
- Roth Conversion IRA, original start date of _____
- SEP IRA

5 REQUIRED DISTRIBUTION ELECTION INFORMATION

This section is to be completed by existing Custodian/Trustee or Plan Administrator if the individual is age 70½ or older this year.

Life Expectancy:

Single life expectancy Joint life expectancy

The amount withheld to satisfy this year's required distribution \$ _____.

If joint life expectancy: _____

NAME OF DESIGNATED BENEFICIARY

Spouse Non-spouse

December 31 Account Valuation \$ _____

SIGNATURE OF CURRENT CUSTODIAN/TRUSTEE OR PLAN ADMINISTRATOR

This section to be completed by SEI Private Trust Company

SEI Private Trust Company hereby agrees to accept the transfer described above and upon receipt of cash or other assets will apply the proceeds to the Rice Hall James Portfolios' Customer Sub-Account established on behalf of the Customer.

SEI PRIVATE TRUST COMPANY:

BY

DATE

TITLE

6 SIGNATURE & AUTHORIZATION

I hereby agree to the terms and conditions set forth in this transfer authorization and acknowledge having established a Rice Hall James Portfolios IRA through execution of The Rice Hall James Portfolios' IRA Application Form.

SIGNATURE

DATE

NOTE: Your present Custodian may require a signature guarantee. Please check with that institution for requirements. If required, please complete the following:

Signature Guaranteed By:

NAME OF BANK OR FIRM

SIGNATURE OF OFFICER

TITLE

(Place Stamp Here)

DELIVERY INSTRUCTIONS

For the Institution where assets are now held.

Forward Checks To:

Rice Hall James Portfolios

c/o DST Systems, Inc.

FBO Customer's Name

P.O. Box 219009

Kansas City, MO 64121-9009

Please call 866-474-5669, if this request is not in good order and an Rice Hall James Portfolios representative will be happy to assist.