

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Financial Institution Name]
[Retirement Account Department]
[Institution Address]
[City, State, Zip Code]

Subject: Request to Close SEP IRA Account and Direct Rollover

Dear Customer Service Team,

Please accept this letter as formal authorization to close my Simplified Employee Pension (SEP) Individual Retirement Account (IRA) held at your institution.

Account Information:

Account Holder Name: [Your Full Name]
Account Number: [Your Account Number]
Last Four Digits of SSN: [####]

I am requesting a **Direct Rollover** of the entire balance of this account. Please liquidate all holdings and transfer the total proceeds, including all accrued interest and dividends, to the following successor custodian:

Successor Custodian Information:

New Institution Name: [New Financial Institution]
For the Benefit Of (FBO): [Your Name]
New Account Number: [New Account Number]
Mailing Address for Check: [New Institution Mailing Address]

Please ensure the check is made payable to "[New Institution Name] FBO [Your Name]" and includes my new account number on the memo line to ensure a proper tax-free rollover.

Once the funds have been transferred, please proceed with closing the account. If there are any closing fees, please deduct them from the final account balance prior to the rollover.

If you require any additional documentation or have questions regarding this request, please contact me at [Your Phone Number].

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]