



Individual Retirement Account (IRA) Instructions

INSTRUCTIONS FOR OPENING YOUR TRADITIONAL IRA OR ROTH IRA

1 READ CAREFULLY

Please review the applicable sections of the IRA Disclosure Statement contained in the IRA Account Information Kit (available on the Pear Tree Funds website www.peartreefunds.com), the Traditional or Roth Individual Retirement Custodial Account document (as applicable), the IRA Application, and the prospectus(es) for any Fund(s) you are considering. Consult your lawyer or other tax adviser if you have any questions about how opening a Traditional IRA or Roth IRA will affect your financial and tax situation.

This IRA Account Information Kit contains information and forms for both Traditional IRAs and Roth IRAs. However, you may use the IRA Account Application to establish only one Traditional IRA or one Roth IRA; separate Applications must be completed if you want to establish multiple (Roth or Traditional) IRA accounts.

2 COMPLETE THE IRA ACCOUNT APPLICATION ("Adoption Agreement")

- A. Provide the identifying information where requested in Part 1 of the IRA Application.
- B. Choose the Type of Account

Traditional IRA: check the box for Part 2, Section A and check the other boxes in Section A to specify the type of Traditional IRA you are opening and provide the registration information.

If this is an IRA to which you expect to make annual contributions, check Box 1 and enclose a check in the amount of your first contribution. If you are making an annual contribution between January 1 and April 15, be sure to indicate whether this is a contribution for the prior year or for the current year. Also, if you have designated your IRA to receive a federal income tax refund as a contribution you must provide us with specific instructions if you want to designate it as a contribution for the prior year and you must be sure that we receive the refund by April 15. Otherwise, the refund will be treated as a contribution for the current year. Call the customer service number provided to obtain more details about routing numbers needed to ensure your contribution is sent to the correct account and is invested in accordance with your directions.

If this is a transfer directly from another IRA custodian or trustee, check Box 2. Complete and sign the IRA Transfer of Assets Form.

If this is a rollover of amounts distributed to you from another IRA or an employer qualified plan or a 403(b) plan or an eligible 457 plan, check Box 3. Enclose a check for the rollover contribution amount.

If this is a direct rollover from an employer qualified plan or 403(b) plan or eligible 457 plan, check Box 4. Complete and sign the IRA Transfer of Assets Form.

If this is a "recharacterization" of a Roth IRA you established originally by converting from a Traditional (or other) IRA, check Box 5. If Pear Tree Funds is the Roth IRA Custodian, indicate the current account number. If there is a different trustee or custodian of your current Roth IRA, complete and sign the IRA Transfer of Assets Form. A recharacterization must be completed by the due date (including extensions) for your federal income tax return for the year when you established the Roth IRA in the first place. Recharacterization is subject to complex tax rules; consult the IRS or your professional tax adviser if necessary.

Check Box 6 if applicable (for a Traditional IRA that will be used to receive employer contributions under an employer's simplified employee pension (or "SEP") plan or under a grandfathered salary reduction SEP plan (or "SARSEP")).

Note: If you are the beneficiary of a deceased participant in an employer qualified plan, 403(b) plan or eligible governmental 457 plan, you may establish an IRA and direct the transfer of the deceased participant's account to your IRA by a direct rollover. The required minimum distribution rules will apply to the amount in your IRA. See the IRA Account Information Kit for additional information and consult a tax advisor for assistance, if needed. You may need to commence withdrawals in order to satisfy the required minimum distribution rules by submitting appropriate withdrawal instructions.

Note: If this is a transfer, rollover or direct rollover as described above, and if any after-tax or nondeductible contributions are included in the transfer, rollover or direct rollover, indicate the amount of the after-tax or nondeductible contributions. For operational reasons, our record keeping systems must hold after-tax or nondeductible amounts under a separate account number.

Roth IRA: check the box for Section B of Part 2. Check the box in the heading if you want separate Roth IRA accounts for annual Roth IRA contributions and for amounts converted from a Traditional (or other) IRA. You can also keep separate Roth IRA accounts for amounts converted in different calendar years. A separate IRA Application is needed for each separate Roth IRA account. Check the other boxes in Section B to specify the type of Roth IRA you are opening and provide the requested information.

If this is a Roth IRA to which you expect to make annual contributions, enclose a check in the amount of your first contribution. If you are making an annual contribution between January 1 and April 15, be sure to indicate whether this is a contribution for the prior year or for the current year.

If you are converting an existing Traditional IRA with Pear Tree Funds as IRA custodian or trustee, check [Box 2](#). Indicate your current IRA account number and how much you are converting. Conversion of an existing Traditional IRA will result in inclusion of taxable amounts in the existing Traditional IRA on your income tax return. Carefully read and, if needed, complete the section entitled Tax Withholding Election for Conversion. You may elect to have income taxes withheld if you want, but this may be disadvantageous. Unless you elect, there will be no withholding.

If you are making a conversion from an existing Traditional IRA with a different custodian or trustee, check [Box 3](#). A conversion from an existing Traditional IRA means that the taxable amount in the existing Traditional IRA will be treated as additional income on your income tax return. You can also convert a SEP IRA account you have as part of an employer simplified employee pension (SEP) program, or a SIMPLE IRA you have as part of an employer SIMPLE IRA program. (A SIMPLE IRA must have been in existence at least two years before it can be converted to a Roth IRA.) Fill out Part 2 as if you were converting a Traditional IRA.

If you are making a rollover or a transfer from another Roth IRA with a different trustee or custodian, check [Box 4](#). Provide the requested information where indicated.

If you are making a transfer from another Roth IRA with a different trustee or custodian, check [Box 5](#). Provide the requested information where indicated.

In Section C of Part 2, check the box if you are establishing an inherited IRA (one that will hold assets you are receiving as the beneficiary of a deceased IRA owner or employer plan participant). Provide the requested information. See above for more information about inherited IRAs.

Inherited Traditional IRA: you must indicate this by checking the box for Section C of Part 2 in the IRA Application and providing the requested information, including your status as a spousal beneficiary or a non-spousal beneficiary. If you are a spousal beneficiary you may request that the IRA be opened in your name as the owner, or as a decedent IRA (the two options may have differing tax implications, therefore, please consult with your tax advisor). If you are a non-spousal beneficiary, the IRA is subject to special rules for inherited IRAs including those for required minimum distributions.

- C. Indicate your investment choices in Part 3.
- D. Indicate your Beneficiaries in Parts 4 and 5.

In Part 4, indicate your Primary Beneficiaries. In Part 5, indicate your Contingent Beneficiaries (Signature by your spouse on the spousal waiver may be needed if you reside in a community or marital property state and if the beneficiary is other than your spouse.)

- E. Indicate whether you would like to authorize telephone exchanges in Part 6.

If you would like to authorize telephone exchanges, please initial on the line indicated in Part 6.

- F. Signatures.

By signing the application in Part 8, you are certifying that you are either a U.S. citizen or a resident alien. **At this time, the Pear Tree Funds do not accept applications from Foreign Persons** (individuals who are not citizens of the U.S. or not resident aliens).

As a U.S. Person, your correct Social Security number should go in Part 1. If you do not have a Social Security number, you should apply for one immediately by contacting the local office of the Social Security Administration or the Internal Revenue Service.

Sign and date the Adoption Agreement at the end (Part 8). If the individual for whom this IRA is being established is a minor under the laws of his or her state of residence, a parent or guardian also must sign.

3 COMPLETE THE IRA TRANSFER OF ASSETS FORM (if applicable)

If you are transferring assets from an existing IRA or employer plan account to this IRA, complete the Pear Tree Funds Transfer of Assets Form.

4 FEES AND EXPENSES

The Custodian fees for maintaining your IRA are listed in the FEES AND EXPENSES section of Part 3 of the IRA Account Application. If you are paying the fees by check, enclose a separate check for the correct amount payable as specified below. If you do not pay by check, the correct amount will be deducted from your Account.

5 CHECK FORMS FOR COMPLETENESS

Check to be sure you have properly completed all necessary forms. If you do not want the Custodian's fees withdrawn from your Account, enclose a check for \$15.00 made payable to Pear Tree Advisors, Inc. and another check for the first contribution to your Traditional or Roth IRA made payable to Pear Tree Funds (if applicable). Your Traditional IRA or Roth IRA cannot be accepted without the properly completed documents.



Mailing Address:*

Pear Tree Funds
Attention: Transfer Agent
55 Old Bedford Road, Suite 202
Lincoln, MA 01773

*For both standard and Overnight Shipping



Phone Number:

(800)-326-2151



Email:

info@peartreefunds.com



Website:

www.peartreefunds.com