

How do I transfer shares?

Use the Transfer Shares form to record the transfer of shares of a security from one account to another. You can record a transfer for a single security, or for the complete holdings of an account (such as you would do when closing out one investment account and opening a new one).

1. Open the account you want to use.
2. Click **Enter Transactions**.
3. In the **Enter Transaction** list, select **Shares Transferred Between Accounts**.
4. Click a link below for more information.
 - **Date and Transfer to account**
Enter the date of the transfer, and select the account you're transferring shares to.
 - **Transfer one security or all securities in this account**
 - To transfer a single security select **One Security** and then complete the remaining portion of the dialog.
 - To transfer all of your holdings in this account select **All Securities** and then click Done.
 - **Security to transfer**
Choose the security you want to transfer.
 - **Transfer method**
If you're transferring less than the total number of shares that you own, you need to tell Quicken which shares to transfer by selecting either First Shares In or Lot Identification.
 - To transfer the first shares you purchased, click **First Shares In** and enter the number shares you want to transfer.
 - To transfer shares from individual lots, choose Lot Identification. Click the **Specify Lots** button and [allocate the lots you want to transfer](#).
 - Click OK to close the **Specify Lots** dialog when you've finished entering your choices.
 - **What happens if I don't specify lots?**
If you don't enter any information in the Specify Lots dialog, Quicken assumes you're transferring the first shares that you purchased (known as First In, First Out, or FIFO).
 - **Number of shares**
Specify the number of shares that you want to transfer out of this account. To transfer all the shares of the specified security that you hold in this account, select All.
5. Click **Done** to record the transfer in Quicken.

Notes

- Cost basis will be transferred for all securities that have been correctly set up.
- Recording a transaction in Quicken does not execute a real-world trade, transfer, or other transaction. Contact your broker to execute trades or transfers, and then manually record the transactions in Quicken—better yet, [download them directly from your participating financial institution](#).