

# DIRECT CONVERSION REQUEST

*The term IRA will be used below to mean Traditional IRA and SIMPLE IRA, unless otherwise specified.*

IRA HOLDER'S NAME AND ADDRESS (Converting IRA)			CURRENT IRA TRUSTEE'S OR CUSTODIAN'S NAME AND ADDRESS		
Social Security Number	Date of Birth	Home Phone	IRA Account Identification (Converting IRA)	Type of IRA (Converting IRA)	Trustee's or Custodian's Phone Number
				<input type="checkbox"/> Traditional IRA <input type="checkbox"/> SIMPLE IRA	

**CONVERSION INSTRUCTIONS**

Directly convert  all or  part of my IRA balance to my Roth IRA in the manner listed below. Please make a check payable as follows:

\_\_\_\_\_ as  Trustee  Custodian of the \_\_\_\_\_ Roth IRA.  
(Name of Accepting Organization)  (Name of Roth IRA Holder)

**DIRECT CONVERSION REQUIREMENTS**  
*To be an eligible direct conversion, all questions must be answered either NO or NA.*

- 1. INCOME RESTRICTION**  
 Will your modified adjusted gross income in the year of distribution exceed \$100,000?  YES  NO
- 2. TAX RETURN RESTRICTION**  
 If you are married, are you and your spouse filing separate Federal income tax returns for the year in which the distribution occurs?  YES  NO  N/A
- 3. 70% CONVERSION RESTRICTION**  
 If you are age 70½ or older in this calendar year, does the conversion contribution contain any amounts which constitute a required minimum distribution?  YES  NO  N/A
- 4. RECONVERSION RESTRICTION**  
 If this is a reconversion of a prior conversion, is it within the same taxable year of the prior conversion or, if later, within 30 days of recharacterizing the prior conversion? . . .  YES  NO  N/A
- 5. TWO YEAR RESTRICTION**  
 If this is a conversion from a SIMPLE IRA, has it been less than two years since you first participated in a SIMPLE IRA plan sponsored by your employer?  YES  NO  N/A

**CAUTION:** Limits apply to the number of reconversions which can be made for tax purposes.

**WITHHOLDING ELECTION (Form W-4P/OMB No. 1545-0074)**  
*See Page 2 of this form for the withholding notice information. If you are a nonresident alien, do not complete this section.*

**Select One:**

Withhold Federal income tax at a rate of \_\_\_\_\_% (not less than 10 percent) from the amount withdrawn. Withhold additional Federal income tax of \_\_\_\_\_ (complete only if applicable). Withhold state tax at a rate of \_\_\_\_\_% from the amount withdrawn (complete only if applicable).

Effective \_\_\_\_\_, I elect not to have Federal income tax withheld. I understand that I am still liable for the payment of Federal income tax on the amount received. I also understand that I may be subject to Federal income tax penalties under the estimated tax payment rules if my payments of the estimated tax and withholding are insufficient.

ASSET HANDLING INSTRUCTIONS					
Asset Description	Quantity Or Amount In IRA	Quantity Or Amount To Be Converted	Liquidate Immediately	Liquidate At Maturity	Directly Convert In Kind
1.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SIGNATURE**

I have read and understand the conversion rules and conditions on both pages of this form and I have met the requirements for making a Roth IRA conversion of the funds or property listed above. Due to the important tax consequences of converting funds or property to a Roth IRA, I have been advised to see a tax professional. All information provided by me is true and correct and may be relied on by the Trustee or Custodian. I assume full responsibility for this conversion transaction and will not hold the Trustee or Custodian liable for any adverse consequences that may result. I hereby irrevocably designate this contribution of the funds and/or property indicated above as a conversion contribution.

(Roth IRA Holder)  (Date)

(Notary Public/Signature Guarantee)  (Date)

**ACCEPTING ROTH IRA TRUSTEE OR CUSTODIAN**

The Roth IRA designated by the above-named individual is a valid Roth IRA. The undersigned hereby agrees to serve as the Trustee or Custodian for the Roth IRA of the above-named individual and, in that capacity, agrees to accept the direct conversion of the assets listed above.

Account Identification of Accepting Roth IRA \_\_\_\_\_

(Authorized Signature of New Trustee or Custodian)  (Date)

# Rules And Conditions Applicable To Conversions

## GENERAL INFORMATION

A conversion is a way to move money or property from an IRA to a Roth IRA. The Internal Revenue Code (IRC) limits who can complete a conversion and how the Trustee or Custodian must report the transaction. By properly completing this form you are certifying to the Trustee or Custodian that you have satisfied the rules and conditions applicable to a conversion and that you are making an irrevocable election to treat the transaction as a conversion.

## DIRECT CONVERSION REQUIREMENTS

### 1. INCOME RESTRICTION

If your modified adjusted gross income in the year of distribution exceeds \$100,000, you are not eligible to convert your IRA to a Roth IRA during such year. This restriction is eliminated beginning in 2010.

### 2. TAX RETURN RESTRICTION

If you are married and you and your spouse file separate tax returns for the year in which the distribution occurs, you are not eligible to convert your IRA to a Roth IRA during such year unless you and your spouse have lived apart for the entire taxable year. This restriction is eliminated beginning in 2010.

### 3. 70½ CONVERSION RESTRICTION

If this conversion is being made during or after the year in which you turn age 70½, you cannot convert any distribution to the extent that it is a required minimum distribution from the distributing IRA.

### 4. RECONVERSION RESTRICTION

If you are reconverting a conversion made during the same taxable year or, if later, within 30 days of when the conversion was recharacterized back to an IRA, you cannot reconvert at this time.

### 5. TWO YEAR RESTRICTION

If you are converting from a SIMPLE IRA, you cannot convert to a Roth IRA within two years from when you first participated in a SIMPLE IRA plan sponsored by your employer.

## WITHHOLDING NOTICE INFORMATION (Form W-4P/OMB No. 1545-0074)

### Basic Information About Withholding From Pensions And Annuities

Generally, Federal income tax withholding applies to payments made from pension, profit sharing, stock bonus, annuity and certain deferred compensation plans, IRAs, and commercial annuities.

### Purpose Of Form W-4P

Unless you elect otherwise, Federal income tax will be withheld from payments from Individual Retirement Accounts (IRAs). You can use Form W-4P, or a substitute form, such as that contained on this form, furnished by the Trustee or Custodian, to instruct your Trustee or Custodian to withhold no tax from your IRA payments (or to revoke this election). This substitute form should be used only for distributions from IRAs which are payable upon demand.

### Nonperiodic Payments

Payments from IRAs that are payable upon demand are treated as *nonperiodic payments* for Federal income tax purposes. Generally, nonperiodic payments must have income tax withheld at a rate not less than 10 percent.

You can elect to have no income tax withheld from a nonperiodic payment (IRA payment) by filing Form W-4P or a substitute form with the Trustee or Custodian and checking the appropriate box on that form. Your election will remain in effect for any subsequent distribution unless you change or revoke it.

A U.S. citizen or resident alien may not waive withholding on any distribution delivered outside of the U.S. or its possessions. Distributions to a nonresident alien are generally subject to a tax-withholding rate of 30 percent. A reduced withholding rate, including exemption, may apply if there is a tax treaty between the nonresident alien's country of residence and the United States, and the nonresident alien submits Form W8-BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*, or satisfies the documentation requirements as provided under the regulations.

For more information, please see Publication 505, *Tax Withholding and Estimated Tax*, and Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*, available from most IRS offices.

*Caution: Remember that there are penalties for not paying enough tax during the year, through either withholding or estimated tax payments. New retirees should see Publication 505. It explains the estimated tax requirements and penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your IRA using Form W-4P.*

### Revoking The Exemption From Withholding

If you want to revoke your previously filed exemption from withholding, file another Form W-4P with the Trustee or Custodian and check the appropriate box on that form.

### Statement Of Income Tax Withheld From Your IRA

By January 31 of next year, you will receive a statement from your Trustee or Custodian showing the total amount of your IRA payments and the total Federal income tax withheld during the year. Copies of Form W-4P will not be sent to the IRS by the Trustee or Custodian.