



Use this form to request a conversion of assets from Traditional IRAs, SEP IRAs, and SIMPLE IRAs to Roth IRAs, or for a recharacterization of assets between a Roth IRA and a Traditional IRA, SEP IRA, or SIMPLE IRA. Use of this form will result in a reportable event to the Internal Revenue Service (IRA) and, if applicable, the tax authorities in your state.

ROTH C

You may convert your SIMPLE IRA to a Roth IRA only after you have participated in the SIMPLE IRA for two years.

1 Participant Information

Account Holder: First Name, Middle Initial		Last Name		Date of Birth (mm/dd/yyyy)	
Address			Email Address		
City	State/Province	Zip/Postal Code	Country	Home Phone	Business Phone

2 Conversion Instructions (Move the assets as instructed below.)

FROM Traditional IRA Account Number: _____ **TO** Roth IRA Account Number: _____

NOTE: Converting assets from your IRA to a Roth IRA has income tax consequences. See the instructions for further details.

3 Recharacterization Instructions

Please check one of the following boxes to certify your reason for recharacterization:

I have already converted a Traditional IRA to a Roth IRA and wish to transfer all or part of the balance back to a Traditional IRA. I converted my Traditional IRA to a Roth IRA on the following date _____.

I wish to reclassify my Roth IRA contribution to a Traditional IRA contribution. My original Roth IRA contribution was deposited on _____ for tax year _____.

I wish to reclassify my Traditional IRA contribution to a Roth IRA contribution. My original Traditional IRA contribution was deposited on _____ for tax year _____.

1. Recharacterize my contribution: From Traditional IRA Account Number: _____
 To Roth IRA Account Number: _____

2. Recharacterize my: conversion contribution: From Roth IRA Account Number: _____
 To Traditional IRA Account Number: _____

3. Net income earned while converted/contributed: \$ _____

4 Conversion or Recharacterization Amount (select one)

A. CONVERSION:

Full conversion—move all cash and securities

Partial conversion*

B. RECHARACTERIZATION:

Full recharacterization—move all cash and securities

Partial recharacterization*

*For partial conversion or recharacterization move only those assets listed below:

Move cash and/or money market funds in the amount of: \$ _____

Move the following securities: (If more space is needed, attach a separate sheet.)

DESCRIPTION	QUANTITY
_____	_____
_____	_____

5 Tax Withholding Election (Please read the tax withholding instructions.)

NOTE: Recharacterizations are exempt from tax withholding.

FEDERAL INCOME TAX WITHHOLDING (Select one)

If an election is not made below, 10% will be automatically withheld.

- Do **NOT** withhold federal income tax from the Roth conversion amount.
- Withhold 10% federal income tax from the Roth conversion amount.
- Withhold _____% federal income tax from the Roth conversion amount. (Must be at least 10%.)

STATE INCOME TAX WITHHOLDING (Rates are subject to change without notice.) If an election is not made, we will withhold from your conversion according to your state of residence requirement.

- Do **NOT** withhold state income tax from the Roth conversion amount.
- Withhold state income tax from the Roth conversion amount according to my state of residency.
- Withhold _____% state income tax based on the Roth conversion amount.

NOTE: State income tax withholding may be required when you elect federal income tax withholding.

6 Participant Signature and Certification (See the attached instructions.)

By signing this form, I certify that the information provided by me is correct and may be relied upon by the trustee or custodian. I understand that I am responsible for determining my eligibility to convert my Traditional IRA to a Roth IRA or recharacterize within the limits set forth by tax laws, related regulations, and plan agreements. I have been advised to see a tax professional regarding this transaction. I assume full responsibility for this transaction and will not hold the trustee or Custodian liable for any adverse tax consequences or penalties that may result. I understand that the beneficiary information for the account receiving the assets will be in effect as designated in writing by me. If I elect to change beneficiaries, I will submit a change of beneficiary notification acceptable to the Custodian.



SIGNATURE OF ACCOUNT HOLDER

PRINTED NAME OF ACCOUNT HOLDER

DATE

Roth Conversion/Recharacterization Request Instructions

- PARTICIPANT INFORMATION.** Please print your name (First, Middle Initial, Last), addresses, date of birth and fill in the boxes for Social Security Number. Provide a two-letter state abbreviation for state of residence.
- CONVERSION INSTRUCTIONS.** To convert your Traditional IRA to your Roth IRA, please provide the account numbers for the Traditional IRA (delivering account) and the Roth IRA (receiving account).

TAX CONSEQUENCES OF A ROTH CONVERSION: Converting assets from your Traditional IRA to a Roth IRA has income tax consequences, including potential tax penalties that you should carefully consider. As IRA Custodian, we are required by law to report to the Internal Revenue Service (IRS) the Roth conversion from your Traditional IRA to your Roth IRA. Consult with a tax professional to determine if you are eligible for a Roth conversion and your personal income tax liability that may result from this transaction.

- RECHARACTERIZATION INSTRUCTIONS.** There are two types of recharacterizations. The first is the recharacterization of a contribution from one type of IRA to another; and the other is the recharacterization of a Roth conversion back to a Traditional IRA. A taxpayer converting a Traditional IRA to a Roth IRA and subsequently recharacterizing that conversion may not reconvert that amount until the year following the conversion or 30 days after the recharacterization, whichever is later. Requests to reconvert the same assets immediately after they are recharacterized cannot be accepted.
 - To recharacterize your Traditional IRA participant contribution to your Roth IRA, please provide the account numbers for the Traditional IRA (delivering account) and the Roth IRA (receiving account).
 - To recharacterize your Roth IRA participant contribution or Roth IRA conversion to your Traditional IRA, please provide the account numbers for the Roth IRA (delivering account) and the Traditional IRA (receiving account).
 - Provide the date on which the conversion or contribution was made.
 - State the earnings on the conversion or contribution while it was being held in the delivering account.

Roth Conversion/Recharacterization Request Instructions (cont'd)

4. CONVERSION OR RECHARACTERIZATION AMOUNT

A. CONVERSION

For partial conversions, indicate the dollar amount, description, and quantity of securities that you wish to convert to your Roth IRA in the space provided. Please use the security descriptions as they appear on your brokerage account statement. If more space is needed, attach a separate sheet. An Election of Full Conversion will close your Traditional IRA.

NOTE: Conversions may include residual income attributable to these assets paid subsequent to the conversion upon notification from your financial organization.

B. RECHARACTERIZATION

For partial recharacterizations, indicate the dollar amount, description, and quantity of securities that you wish to convert to your Roth or Traditional IRA. Please use the security descriptions as they appear on your brokerage account statement. If more space is needed, attach a separate sheet. An Election of Full Recharacterization will close the delivering account.

5. TAX WITHHOLDING ELECTION (Rates are subject to change without notice)

Unless instructed otherwise, we are required to withhold federal income tax (and state income tax, depending on your residency) from Roth conversions. You may elect not to have federal income tax withheld by completing this section. In some cases, you may elect not to have state income tax withheld. If no election is made, 10% federal income tax and applicable state income tax will be withheld unless you indicate otherwise. For requests to have federal income tax withholding in a dollar amount, ensure that the amount is equal to or greater than 10% of the gross conversion amount. Penalties may be incurred under the estimated tax rules if your withholding and/or tax payments are not sufficient for the tax year. You may revoke your election at any time before your Roth conversion is processed. Your election remains effective until revoked. Taxes withheld from your conversion in accordance with your instructions will not be reversed. For additional information regarding federal and state tax withholding, contact your tax professional.

6. PARTICIPANT SIGNATURE AND CERTIFICATION

This form cannot be processed without your signature. In the case of a minor, we must receive a guardian's signature.

Technical Aspects of Rollovers to Roth IRAs

BE SURE TO CONSULT WITH YOUR TAX AND LEGAL ADVISORS FOR COMPLETE AND CURRENT INFORMATION.

IN GENERAL

1. **Timeliness:** Generally, the amount you receive in a distribution from an IRA must be contributed to your receiving IRA within 60 days after you receive the distribution or it will not be eligible for rollover and will be treated as a distribution.
2. **After age 70½:** You can make rollover contributions from IRAs to Roth IRAs after age 70½. However, if the distribution was made from a Traditional IRA or SIMPLE IRA, you cannot rollover the required minimum distribution for that IRA for that year.
3. **Amounts eligible for Rollover:** Amounts held in either Roth IRAs or Traditional IRAs are generally eligible for rollover into a Roth IRA. Amounts held in qualified retirement plans, tax sheltered 403(b)s and other types of retirement plans are not eligible for rollover directly into a Roth IRA. Amounts in SIMPLE IRAs may be eligible for rollover to a Roth IRA after 2 years of plan participation.

ROTH IRA TO ROTH IRA ROLLOVER

1. **One Year Restriction:** You may make only one rollover contribution in the same 12-month period with respect to distributions from a single Roth IRA. However, there is no similar limit on rollovers from other eligible types of IRAs to Roth IRAs or on trustee-to-trustee Roth IRA transfers.
2. **Death:** A spousal beneficiary may be entitled to make a rollover contribution of the decedent's IRA to the spouse's own Roth IRA.

TRADITIONAL IRA TO ROTH IRA ROLLOVER

1. **Eligible Person:** You are not eligible to make a rollover from a Traditional/SIMPLE IRA to a Roth IRA if either (a) your modified adjusted gross income exceeds \$100,000 or (b) you are married and filing a separate federal income tax return.
2. **Eligible Deposit:** A rollover contribution must consist only of the cash distributed or the specific property distributed.

THIS INFORMATION MAY ANSWER SOME OF YOUR QUESTIONS, BUT IT IS NOT INTENDED AS A COMPREHENSIVE ANALYSIS OF THIS COMPLEX TOPIC. COMPETENT TAX AND LEGAL ADVICE SHOULD ALWAYS BE OBTAINED.