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INSTRUCTIONS & GUIDELINES

When you elect to convert a tax-deferred IRA account to a Roth IRA account **there are tax consequences associated with a Roth conversion**. There is no penalty for a Roth IRA conversion but, **it is a taxable event**. The Roth conversion will be reportable in the calendar year of completion. It is recommended that you consult with a tax professional given the tax consequences.

When completing the Roth IRA Conversion Form please follow these guidelines:

- Be sure you have a tax-deferred and Roth IRA account opened.
- A Fair Market Valuation Form must be completed for each asset to be converted into a Roth IRA account.
- If the asset is either real estate or a secured note, then a Quit Claim Deed or Assignment must be submitted to properly record the instrument under the Roth IRA account. **All assets must be re-registered.**

SECTION 1 | IRA Account Owner Information

First Name Last Name Last 4 Digits of SSN DOB (MM/DD/YY)
 Daytime Phone Number Email Address

SECTION 2 | Converting Account and Roth IRA Account Information

Indicate the type of account the conversion is coming from:

Traditional IRA SEP IRA SIMPLE IRA Federal or State Government Retirement Plan Other Qualified Plans

Account Numbers

FROM Converting Account Number **TO** Roth IRA Account Number

Converting Account Information

Close my converting IRA account after the conversion is completed. Keep my converting IRA account **open**.

SECTION 3 | Conversion Instructions

Indicate below if you are requesting a full or partial conversion.

Full Conversion | Convert all assets "in-kind" and any cash balance to the Roth IRA account.
 Partial Conversion | Convert only the specified cash amount to my Roth IRA account:

Indicate below the assets that you would like converted.

(This may apply to full or partial conversions and **must be accompanied by a Fair Market Valuation Form**.)

Asset Description	<input type="text"/>	# Shares or Units	<input type="text"/>	Estimated Value	<input type="text"/>
Asset Description	<input type="text"/>	# Shares or Units	<input type="text"/>	Estimated Value	<input type="text"/>
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SECTION 4 | Conversion Requirements

To be eligible for a Roth IRA conversion, all questions must be answered "NO" or "N/A".

Yes No NA

- Have more than 60 days elapsed since you received the distribution from the distributing IRA?
- If you are age 70½ or older in this calendar year, does the conversion contribution contain any amounts which constitute a Required Minimum Distribution?
- 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 the re-characterization the prior conversion?
- 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?

SECTION 5 | Withholding Elections

FEDERAL WITHHOLDING ELECTION

(Federal income tax law requires that federal income tax be withheld at a rate of 10 percent unless you indicate otherwise.)

- I **do not** want federal income taxes withheld from my IRA distribution.
- In addition to the 10 percent withholding of federal income taxes from my IRA distribution, I want an additional \$ or % (percentage in whole numbers only) withheld.

STATE WITHHOLDING ELECTION

- I **do not** want state income taxes withheld from my IRA distribution.
- I elect to have \$ or % (percentage in whole numbers only) withheld from my IRA distribution for state income tax purposes.

SECTION 6 | Signatures

I certify that the information contained on this form is true and correct. I understand that decisions regarding rollovers and conversions have important tax consequences, and I have been advised to seek the guidance of a tax or legal professional with regard to this decision. I understand that the Preferred Trust Company as Custodian cannot provide tax or legal advice. I direct Preferred Trust Company as Custodian to transfer or convert my IRA assets as set forth in this form. I indemnify and agree to hold the Preferred Trust Company as Custodian harmless against any liabilities. I assume full responsibility for the consequences of this transfer or conversion decision. Preferred Trust Company as Custodian agrees to accept these funds as a transfer or conversion.

Signature of IRA Account Owner

Date

INTERNAL USE ONLY

Verified
(Initials and Date)