

Roth IRA Rollover or Conversion Review

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ROTH IRA OWNER INFORMATION

NAME, ADDRESS, CITY, STATE, AND ZIP		ROTH IRA ACCOUNT (PLAN) NUMBER	
		SOCIAL SECURITY NUMBER	
DATE OF BIRTH		DAYTIME PHONE NUMBER	

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ROLLOVER OR CONVERSION ELIGIBILITY REVIEW

Complete A, B, C, or D. (For further explanation see Additional Information included with this form.)

◆ If "No" is checked, a rollover generally cannot occur.

A. Rollover from a Roth IRA to a Roth IRA

Yes No

- I am completing this rollover within 60 days of receiving my distribution.
- I have met the requirements of the one rollover per 12-month rule.
- I am eligible to make this rollover contribution. Assets ineligible for rollover include any required minimum distribution to a spouse beneficiary, distributions to a nonspouse beneficiary, or any part of a series of substantially equal periodic payments.

B. Rollover or Direct Rollover from a Designated Roth Account to a Roth IRA.

Yes No

- I have received an eligible rollover distribution from an Internal Revenue Code Section 401(a) or 403(b) plan.
- (For rollovers only) I am completing this rollover within 60 days of receiving my distribution.
- I am eligible to make this rollover contribution. Assets ineligible for rollover include any required minimum distribution, any part of a series of substantially equal periodic payments, a plan loan in default, P.S. 58 costs of life insurance, a corrective distribution of certain excess contributions, or any hardship distribution.

C. Rollover or Direct Rollover from an Eligible Retirement Plan to a Roth IRA.

Yes No

- I have received an eligible rollover distribution from an Internal Revenue Code Section 401(a), 403(a), 403(b), or governmental 457(b) plan.
- (For rollovers only) I am completing this rollover within 60 days of receiving my distribution.
- I am eligible to make this rollover contribution. Assets ineligible for rollover include any required minimum distribution, any part of a series of substantially equal periodic payments, a plan loan in default, certain dividends on employer securities, P.S. 58 costs of life insurance, a corrective distribution of certain excess contributions, or any hardship distribution.

D. Conversion to a Roth IRA from a (check one): Traditional IRA SIMPLE IRA

Yes No

- (For conversions by rollover only) I am completing this conversion within 60 days of receiving my distribution.
- I am eligible to make this conversion contribution. Assets ineligible for conversion include any required minimum distribution, any part of a series of substantially equal periodic payments, or any corrective distribution of certain SEP or SIMPLE IRA plan excess contributions.
- (For SIMPLE IRAs only) At least two years have passed since the date of the initial contribution to my SIMPLE IRA.

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SIGNATURES

I certify that I am the Roth IRA owner or individual legally authorized to complete this form. I certify the accuracy of the information set forth in this form. I understand that my rollover or direct rollover election is irrevocable. I assume full responsibility for the consequences of this rollover, direct rollover, or conversion decision. I indemnify and agree to hold the custodian/trustee harmless against any resulting liabilities. I acknowledge that the custodian/trustee cannot provide, and has not provided, me with tax or legal advice. I have been advised to seek the guidance of a tax or legal professional.

Signature of Roth IRA Owner

Date

Signature of Custodian/Trustee

Date

ADDITIONAL INFORMATION

Purpose. The Roth IRA Rollover or Conversion Review form is designed to assist you in meeting your responsibility to only roll over or convert eligible assets.

For Additional Guidance. It is in your best interest to seek the guidance of a tax or legal professional before completing this document. You should also reference the Roth IRA agreement and disclosure statement and/or amendments provided by the custodian/trustee. For more information refer to Internal Revenue Service (IRS) Publication 590, *Individual Retirement Arrangements (IRAs)*, IRS Publication 505, *Tax Withholding and Estimated Tax*, instructions to your federal income tax return, your local IRS office, or the IRS's web site at www.irs.gov.

Terms. The following general terms may be helpful in completing your transactions.

Conversion. A conversion occurs when you move your traditional IRA or SIMPLE IRA assets to a Roth IRA. Conversions may be accomplished via a transfer method where funds are moved directly to a Roth IRA with the same custodian/trustee or with a different custodian/trustee. Conversions may also be accomplished using a rollover method.

Designated Roth Account. A designated Roth account is an account that is part of an Internal Revenue Code (IRC) Section 401(a) or 403(b) plan that accepts salary deferrals designated as Roth contributions. Common names for these plans include Roth 401(k) and Roth 403(b) plans.

Eligible Retirement Plan. Eligible retirement plans include qualified trusts under IRC Section 401(a), annuity plans under IRC Section 403(a), annuity contracts under IRC Section 403(b), and certain governmental IRC Section 457(b) plans. Common names for these plans include 401(k), profit sharing, pension, money purchase, federal thrift savings, and tax-sheltered annuity plans.

One Rollover Per 12-Month Rule. You are allowed one Roth IRA-to-Roth IRA rollover per 12-month period. If you rolled over a distribution from the same Roth IRA within the previous 12 months, you are not allowed to roll over this distribution. Additionally, Roth IRA assets distributed and rolled over within the previous 12 months are not eligible for rollover. The one rollover per 12-month rule does not apply in the case of a first-time homebuyer distribution where a delay or cancellation of the home purchase or construction occurs. Conversions by transfer or rollover are not subject to the one rollover per

12-month rule. Rollovers and direct rollovers from eligible retirement plans (including designated Roth accounts) are not subject to this rule.

Rollover. A rollover occurs when eligible assets are paid directly to you and are redeposited within 60 days of receiving the distribution.

Rollover or Direct Rollover from an Eligible Retirement Plan. You can roll or directly roll over any eligible assets from an employer plan to a Roth IRA. The taxable portion of the direct rollover amount is subject to federal income tax.

Spouse as Beneficiary. A spouse beneficiary may roll over inherited eligible retirement plan or Roth IRA assets to his/her own Roth IRA. This is not available to any nonspouse beneficiary.

The 60-Day Rule. You are allowed 60 calendar days from the date you receive your distribution to complete a rollover or conversion by rollover. The Secretary of the Treasury may waive the 60-day period in certain situations such as casualty, disaster, or other events that are beyond your reasonable control. For a rollover from a Roth IRA to a Roth IRA, the 60-day period is extended to 120 days in the case of a first-time homebuyer distribution where a delay or cancellation of the home purchase or construction occurs. Conversions by transfer, and direct rollovers, are not affected by the 60-day rule.

Two-Year Rule. A conversion from a SIMPLE IRA to a Roth IRA is not allowed within a two-year period that begins on the date of the initial contribution to your SIMPLE IRA.

Tax Consequences. Converted assets and assets rolled or directly rolled over from an eligible retirement plan (other than designated Roth account assets) are generally subject to income tax in the year of distribution but are not subject to the additional 10 percent early-distribution penalty tax. In 2010, the amounts taxable from converted IRA distributions and eligible retirement plan distributions rolled over are included ratably in income over the 2011 and 2012 tax years, unless elected to be included as income in 2010. There is no tax consequence if a Roth IRA distribution is rolled over.

Distributions of Property. If you received a distribution of property from an IRA, the rules require that the same property be rolled over. If you received a distribution of property from an eligible retirement plan, the rules require that the same property, or the proceeds of the sale of such property be rolled over.