Direct Conversion Request

ROTH IRA

Review the following content thoroughly. Upon review, print the documents and obtain the required signatures, as applicable, to finish the request for a direct conversion.

OWNER INFORMATION

Last Name ______________________ **First** ________________ **MI** _____

Tax ID ______________________ **Date of Birth** ____________________

Account Type
Roth IRA

Account Number _________________________

FINANCIAL ORGANIZATION INFORMATION

Financial Organization
____
____
____

Email ___________________________

Phone ___________________________

Relationship to Current Account Owner

- ☐ I am the current account owner
- ☐ I am the former spouse of the current account owner
- ☐ I am the spouse beneficiary of the original account owner who is deceased, and I am directly converting the assets to my own Roth IRA

CURRENT ACCOUNT INFORMATION

Current Account Type

- ☐ Traditional IRA
- ☐ SIMPLE IRA (if account owner is under age 59.5, must be 2 or more years since first SIMPLE IRA contribution was made)

Current Account Owner ____

Tax ID of Current Account Owner ____________________

Current Financial Organization Name/Address
____
____
____

Current Account Number ____________________

CONVERSION INSTRUCTIONS

Conversion Amount

☐ Total Amount
☐ Specific Amount: $ ____________

Conversion Date

☐ Immediately
☐ On a specific date: ____________ (MM/DD/YYYY)
☐ Upon investment maturity

Make Payable To

____________ as Custodian/Trustee of ____________

____________ Roth IRA

Additional Details

INVESTMENT OPTIONS

Investment Name	Minimum Deposit	Dividend Rate	Annual Percentage Yield	Investment Number	Amount

SIGNATURE

By signing this **Direct Conversion Request**, I certify that the information I have provided is true and correct. I authorize the current IRA Custodian/Trustee to convert the IRA assets as instructed above. I understand that I am responsible for ensuring I am eligible to authorize this conversion and I assume all responsibilities for any consequences that arise as a result of my actions. I agree to indemnify and hold the IRA Custodian/Trustee harmless from any consequences related to executing my directions. I have been advised to seek competent legal and tax advice and have not been provided any such advice from the IRA Custodian/Trustee. I also understand that if this direct conversion involves a SIMPLE IRA, or if I am subject to the required minimum distribution requirements, special rules apply; and I assume responsibility for my actions regarding those issues.

Print Account Owner Name ____________ Account Owner Signature ____________ Date ____________

By signing below, the Custodian/Trustee of the receiving IRA agrees to accept this conversion as instructed above.

Print Custodian/Trustee Representative Name ____________ Custodian/Trustee Representative Signature ____________ Date ____________