

Roth IRA Conversion



Sub Firm #	BR Code	FA Code	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Office Use Only)

Complete all sections of this form and sign below to request a Roth IRA Conversion. Assets may be moved (or converted) to a Roth IRA from a Traditional, SEP, SAR-SEP or SIMPLE IRA. Before initiating this transaction, review the eligibility and RMD requirements provided on page two of this form as well as discuss the tax implications with your attorney or tax advisor.

IRA Holder Name		Last 5 digits of SSN
<input type="text"/>		<input type="text"/>

Conversion Information

Assets to be Moved to Roth Account #: _____ (enter account number & select option below)

- Total Conversion.** Move all assets in kind.
- Partial Conversion.** Move the following:
- | | |
|--|--|
| <input type="checkbox"/> All cash and money market. | <input type="checkbox"/> No cash or money market. |
| <input type="checkbox"/> \$ _____ of cash and/or money market. | <input type="checkbox"/> Securities. Provide below asset information to be moved: (attach additional sheet if necessary) |

Symbol/Cusip	Quantity	Symbol/Cusip	Quantity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Required Minimum Distribution Reminder & Instructions

If you are age 70 ½ or older or will attain age 70 ½ this year, the IRS requires that the first monies distributed from your IRA be your RMD for the year. Your RMD must be withdrawn before requesting this conversion. See pg 2 for more information.

- Distribute my required minimum distribution to me prior to converting to my Roth IRA. (Attach IRA Distribution Request form.)
- My required minimum distribution for this year was satisfied on _____ Date (mm/dd/yyyy).
(Insert date RMD was distributed from Traditional IRA.)

TAX WITHHOLDING CERTIFICATIONS AND ELECTIONS

Withholding elections are made by choosing one option in the Federal Taxes & one option in the State Taxes section. If you are eligible to elect out of Federal or State withholding & decide to do so, you will be liable for taxes due on the taxable portion of your distribution & potential penalties for underpayment of estimated taxes. You should consult with your tax advisor before making your elections.

Federal Taxes W-4P OMB No. 1547-0074	You cannot elect out of the 10% mandatory withholding if you have not supplied the IRA Custodian with your correct SSN or TIN and a "residence address" within the United States. If no election is made we are required to withhold Federal income taxes at a rate of 10% of the gross distribution amount. If you elect to withhold a percentage or a dollar amount, the value must be equal to or greater than 10% of the gross distribution amount. Selection Required (choose one) <input type="checkbox"/> Do NOT withhold Federal income tax from my IRA distribution. <input type="checkbox"/> Withhold Federal income tax of _____ % or \$ _____ from my IRA distribution.
---	--

State Taxes	Withholding is required in some states if Federal withholding applies, unless you specifically elect out. Residents of CA or VT: The withholding rate applies to the Federal withholding amount and not the gross distribution amount. Residents of MI: If you elect out, you are certifying your distribution is not taxable because you were born before 1946 or you believe that you will not have a balance due on your MI-1040. Selection Required (choose one) State taxes will be withheld based on the state listed on your account registration. <input type="checkbox"/> Do NOT withhold State income tax from my IRA distribution. <input type="checkbox"/> Withhold State income tax of _____ % or \$ _____ from my IRA distribution.
--------------------	---

Client Signature and Acknowledgement

By completing this form you are certifying to the IRA Custodian that you have satisfied the rules and conditions applicable to your conversion and that you are making an irrevocable election to treat the transaction as a rollover: **I hereby irrevocably elect to treat my contribution to my Roth Individual Retirement Account ("Roth IRA") as a conversion under the Internal Revenue Code.** I understand that I am responsible for determining my eligibility and that the IRA Custodian cannot provide me with legal and/or tax advice and I agree to consult with a professional tax advisor. I agree to release the IRA Custodian and agree to hold the IRA Custodian harmless against any and all situations resulting from an ineligible rollover.

X

_____	_____	_____
IRA Holder or Responsible Individual Signature	IRA Holder or Responsible Individual Name (Please Print)	Date (mm/dd/yyyy)

For more information about your IRA Custodian and the terms and conditions of your IRA account, please carefully review the WFCS IRA Disclosure Statement and Custodial Agreement.

Account(s) carried by First Clearing. First Clearing is a trade name used by Wells Fargo Clearing Services, LLC, a registered broker-dealer and non-bank affiliate of Wells Fargo & Company.

CONVERSION ELIGIBILITY REQUIREMENTS

Be sure to consult with your tax and/or legal professionals before completing this form.

- Assets in a Traditional, SEP and SAR-SEP IRA are eligible to be converted to a Roth IRA. Assets in a SIMPLE IRA are eligible after 2 years from the first deposit. Assets in a qualified plan (401(k), 403(b), 457) are also eligible.
- Beginning in tax year 2010 and years going forward, you can make a conversion to a Roth IRA regardless of your MAGI or tax filing status. Additionally, in 2010, you had the option to spread 50 percent of the converted taxable amount as income on your 2011 tax return and 50 percent on your 2012 tax return. Tax year 2010 is the only year that this was an option. Beginning in tax year 2011 and the years thereafter, the converted taxable amount must be included as income in the tax year that the conversion occurred. Prior to 2010, you were not eligible to make a conversion from your Traditional IRA to your Roth IRA if your modified adjusted gross income (MAGI) for the year exceeded \$100,000 or if you were married and filed a separate federal income tax return from your spouse.
- Required Minimum Distribution (RMD) Requirement - Once you attain age 70 ½, including the year that you turn 70 ½, the IRS requires that the first monies withdrawn from your IRA be your required minimum distribution for the year. You are eligible to convert your Traditional, SEP, SAR SEP or SIMPLE IRA to a Roth IRA; however, you are not eligible to convert your IRA until your RMD has been satisfied for the year. The IRS does not permit you to convert your RMD; it must be withdrawn before requesting the conversion.
- To convert funds from a qualified plan, you must be eligible for a rollover distribution from the plan. Conversion of after tax money from the qualified plan can be converted to a Roth IRA with no taxes being due. However, taxes will be due on any conversion of pre-tax money from the qualified plan to the Roth IRA.
- If you are a qualified plan spouse beneficiary, you are eligible to complete a direct rollover from the qualified plan to either a Roth IRA in your own name or an Inherited Roth IRA. Conversion of any after tax money from the spouse's qualified plan can be converted to a Roth with no taxes being due. Taxes will be due; however, on any conversion of pre-tax money from the qualified plan to the Roth IRA. If you are a qualified plan non-spouse beneficiary you are eligible to complete only a direct rollover from the qualified plan to an Inherited Roth IRA.
- An Inherited Traditional IRA cannot be converted to an Inherited Roth IRA.

Additional Information on Distributions from a Roth IRA

Roth IRA—Return of Principal (Contribution). When you take a distribution from a Roth IRA, the principal basis (contribution dollars) is distributed first and is generally tax and penalty free.

Roth IRA—Return on Earnings. When you take a distribution of earnings from your Roth IRA, those amounts are taxable unless you meet the reason for a tax-free Qualified Distribution as described below. The portion of the non-qualified distribution that represents earnings will also be subject to the 10% additional income tax for premature distributions, unless an exception applies.

Roth IRA—Qualified Distribution. A qualified distribution is one made after the end of the 5 year period beginning with the first taxable year for which you made a contribution to a Roth IRA AND (1) on or after you attain age 59½, (2) to a beneficiary after your death, (3) due to becoming permanently disabled, or (4) for qualified first time homebuyer expenses (\$10,000 lifetime limit).

Additional Information Regarding Tax Withholding

- The minimum amount of federal taxes that can be withheld is 10% of the gross distribution amount.
- The federal or state withholding amount withheld for a conversion when a client is under 59½ is not considered part of the overall converted amount. The amount being withheld will be subject to the IRS 10 % premature penalty.
- If you are a U.S. citizen or resident alien and your address of record with us is outside the United States, or its possessions, federal income taxes are required to be withheld in the amount of 10% from all IRA distributions. You may not elect out of this mandatory withholding.
- If you are a non-resident alien (not a U.S. citizen or resident alien), federal taxes are required to be withheld in the amount of 30% from all IRA distributions.
- An election not to have federal income tax withheld is void if a TIN or SSN is not provided or when an obviously incorrect taxpayer identification number is furnished.
- In certain states, tax withholding is required on IRA distributions unless you specifically elect out of state withholding. States have various withholding requirements. You should consult your tax advisor or your state department of revenue for additional information.
- State withholding is not an option for states that do not have a state income tax.
- State taxes will be withheld based on the state listed on your account registration.
- Amounts withheld will be remitted on your behalf and will be reflected on the IRS Form 1099R that you will receive from the IRA Custodian in January of next year.
- Amounts elected for state withholding are in addition to any fees and Federal income tax withholding.

This information may answer some of your questions, but it is not intended as a comprehensive analysis of this complex topic. The IRA Custodian periodically provides information to clients concerning planning. No one should infer that because of this service, the IRA Custodian assumes any fiduciary duties. In addition, such services should not be relied upon as your only source of information. Competent tax and legal advice should always be obtained.