

Roth IRA Rollover/Transfer/Conversion Certification Form

The Term IRA will be used below to mean Traditional IRA and SIMPLE IRA, unless otherwise specified.



IRA HOLDER'S NAME AND ADDRESS			IRA TRUSTEE'S OR CUSTODIAN'S NAME AND ADDRESS		
Social Security Number	Date of Birth	Home Phone	IRA Account Identification	Trustee's or Custodian's Phone Number	Roth Established Date

Complete Option One or Option Two and the Signature section

OPTION ONE	Roth IRA to Roth IRA Rollover (for an eligible rollover, questions 1 and 2 must be answered No)
<p>1. Timeliness – 60 Days Have more than 60 days elapsed since you received the distribution from the distributing Roth IRA?..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. 12-Month Restriction (for an eligible rollover, both questions must be answered No) a. Did you receive any other distributions from the distributing Roth IRA during the preceding 12 months which you also rolled over?..... <input type="checkbox"/> Yes <input type="checkbox"/> No b. Have the assets involved in this transaction been previously rolled over from one Roth IRA to another within the past 12 months?..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

OPTION TWO	IRA to Roth IRA Conversion (for an eligible conversion, questions 1 through 5 must be answered either No or NA)
<p>1. Timeliness – 60 Days Have more than 60 days elapsed since you received the distribution from the distributing IRA? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. RMD Conversion Restriction Does the conversion deposit contain any amounts which constitute a required minimum distribution from the distributing IRA? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>3. Tax Return Restriction If you are married, will you and your spouse file separate federal income tax returns for the year in which the distribution occurs? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>4. Reconversion Restriction 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 recharacterizing the prior conversion? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>5. Two Year Restriction 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? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	

WITHHOLDING ELECTION

- Withhold Federal income tax of _____% (not less than 10 percent) from the amount withdrawn. Withhold state tax at a rate of _____% from the amount withdrawn (complete only if applicable).
- Effective _____, I elect not to have Federal income tax withheld. I understand that I am still liable for the payment of Federal income tax on the amount received. I also understand that I may be subject to Federal income tax penalties under the estimated tax payment rules if my payments of the estimated tax and withholding are insufficient.

SIGNATURE

I have read and understand the conversion rules and conditions on this form and I have met the requirements for making a Roth IRA rollover or conversion. Due to the important tax consequences of rolling over or converting funds or property to a Roth IRA, I have been advised to see a tax professional. All information provided by me is true and correct and may be relied on by the Trustee or Custodian. I assume full responsibility for this rollover or conversion transaction and will not hold the Trustee or Custodian liable for any adverse consequences that may result. I hereby irrevocably designate this contribution of \$_____ in cash and/or property as a rollover or conversion contribution.

Roth IRA Holder

Date

Witness

Date

Rules and Conditions Applicable to Rollovers/Conversions

GENERAL INFORMATION

A rollover or conversion is a way to move money or property from one IRA to another IRA plan. The Internal Revenue Code (IRC) limits how many rollovers or conversions may occur, how quickly they must be completed and how the Trustee or Custodian must report them. By properly completing this form you are certifying to the Trustee or Custodian that you have satisfied the rules and conditions applicable to your rollover or conversion and that you are making an irrevocable election to treat the transaction as a rollover or conversion.

(Option One) ROTH IRA TO ROTH IRA ROLLOVER

1. TIMELINESS

The funds you receive from the distributing Roth IRA must be deposited into another Roth IRA within 60 days after you receive them. However, this period is 120 days for certain rollovers relating to first-home purchases. When counting the 60 (or 120) days including weekends and holidays. The IRS has the authority to grant extensions to the 60 (or 120) day rule in cases where a hardship would be related (e.g., casualty, disaster, etc.). Receipt generally means the day you actually have the funds in hand. For example, the 60 days would begin on the day following the day you pick up the check from the Trustee or Custodian or you receive the check in the mail.

2. TWELVE MONTH RESTRICTION

You are entitled to one distribution per year per Roth IRA which may be rolled over. Twelve (12) months must pass after receipt of one distribution which you roll over before you may take another distribution from the same Roth IRA to roll over. The focus is on distributions out of a Roth IRA. A Roth IRA is created by executing a plan agreement, not by depositing a contribution into a separate investment within an existing Roth IRA.

You are entitled to roll over the same assets only once in a twelve (12) month period. Twelve (12) months must elapse between the time you receive a distribution of the assets to be rolled and the time you receive another distribution of those same assets for rollover purposes.

(Option Two) TRADITIONAL IRA TO ROTH IRA CONVERSION

1. TIMELINESS

The funds you receive from the distributing Roth IRA must be deposited into another Roth IRA within 60 days after you receive them. When counting the 60 days include weekends and holidays. The IRS has the authority to grant extensions to the 60 (or 120) day rule in cases where a hardship would be related (e.g., casualty, disaster, etc.). Receipt generally means the day you actually have the funds in hand. For example, the 60 days would begin on the day following the day you pick up the check from the Trustee or Custodian or you receive the check in the mail.

2. RMD CONVERSION RESTRICTION

If this conversion is being made during or after the year in which you are mandated to take required minimum distributions, you cannot convert any distribution to the extent that it is a required minimum distribution from the distributing IRA.

3. TAX RETURN RESTRICTION

If you are married and you and your spouse file separate tax returns for the year in which the distribution occurs, you are not eligible to convert your IRA to a Roth IRA during such year unless you and your spouse have lived apart for the entire taxable year.

4. RECONVERSION RESTRICTION

If you are reconverting a conversion made during the same taxable year or, if later, within 30 days of when the conversion was recharacterized back the IRA, you cannot reconvert at this time.

5. TWO YEAR RESTRICTION

If you are converting from a SIMPLE IRA, you cannot convert to a Roth IRA within two years from when you first participated in a SIMPLE IRA plan sponsored by your employer.

WITHHOLDING NOTICE INFORMATION

(FORM W-4P/OMB
NO. 1545-0415)

Basic Information About Withholding From Pensions And Annuities

Generally, Federal income tax withholding applies to payments made from pension, profit sharing, stock bonus, annuity and certain deferred compensation plans, IRAs, and commercial annuities.

Purpose of Form W-4P

Unless you elect otherwise, Federal income tax will be withheld from payments from individual Retirement Accounts (IRAs). You can use Form W-4P, or a substitute form, such as that contained on this form, furnished by the Trustee or Custodian, to instruct your Trustee or Custodian to withhold no tax from your IRA payments (or to revoke this election). This substitute form should be used only for distributions from IRAs which are payable upon demand.

Nonperiodic Payments

Payments from IRAs that are payable upon demand are treated as *nonperiodic payments* for Federal income tax purposes. Generally, nonperiodic payments must have income tax withheld at a rate not less than 10 percent.

You can elect to have no income tax withheld from a nonperiodic payment (IRA payment) by filing Form W-4P or a substitute form with the Trustee or Custodian and checking the appropriate box on that form. Your election will remain in effect for any subsequent distribution unless you change or revoke it.

A U.S. citizen or resident alien may not waive withholding on any distribution delivered outside of the U.S. or its possessions. Distributions to a nonresident alien are generally subject to a tax-withholding rate of 30 percent. A reduced withholding rate, including exemption, may apply if there is a tax treaty between the nonresident alien's country of residence and the United States, and the nonresident alien submits Form W8-BEN, *Certificate of Foreign Status of beneficial Owner for United States Tax Withholding*, or satisfies the documentation requirements as provided under the regulations.

For more information, please see Publication 505, *Tax Withholding and Estimated Tax*, and Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*, available from most IRS offices.

Caution: Remember that there are penalties for not paying enough tax during the year, through either withholding or estimated tax payments. New retirees should see Publication 505. It explains the estimated tax requirements and penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your IRA using Form W-4P.

Revoking The Exemption From Withholding

If you want to revoke your previously filed exemption from withholding, file another Form W-4P with the Trustee or Custodian and check the appropriate box on that form.

Statement Of Income Tax Withheld From Your IRA

By January 31 of next year, you will receive a statement from your Trustee or Custodian showing the total amount of your IRA payments and the total Federal income tax withheld during the year. Copies of the Form W-4P will not be sent to the IRS by the Trustee or Custodian.