

TRADITIONAL TO ROTH IRA CONVERSION REQUEST

Credit Union Name

MEMBER INFORMATION

Member's Name

Social Security Number

Birth Date

Street Address

City

State

Zip

Home Phone Number

Roth IRA Account Number

TRADITIONAL IRA TRUSTEE/CUSTODIAN INFORMATION

Name of Financial Institution (if different than CU named above)

Street Address

City, State, Zip

Traditional IRA Account Number

CONVERSION INSTRUCTIONS AND METHOD

Instructions:

Please directly convert the following Traditional IRA funds (after liquidating any non-cash investments) to my Roth IRA as indicated below:

____ Entire balance

____ Partial balance (please specify) _____

Please complete the conversion: _____ immediately, _____ at maturity, or on this date: _____

Method:

____ Internal Transfer: I am converting "in-house" from my Traditional IRA to my Roth IRA at the Credit Union.

____ Rollover: I am making an election to roll over funds that I received from my Traditional IRA to my Roth IRA, according to rollover limits.

____ External Transfer* (by check made payable to: _____, for benefit of the Roth IRA of

Credit Union Name

Name of Roth IRA Holder

Please mail the check to our address at: _____

Street Address

City, State, Zip

***If the Traditional IRA owner is or will be age 70 ½ or older this year, please do not convert the required minimum distribution amount.**

ACCEPTANCE

Our Credit Union agrees to accept the converted Traditional IRA funds and to deposit the funds into an IRS-approved Roth IRA account.

WITHHOLDING ELECTION

Converting a Traditional IRA to a Roth IRA is a taxable distribution and, as such, is subject to federal income tax withholding at a 10% rate. You may elect not to have withholding apply, or you may have an additional amount withheld. See page 2 of this form for the withholding notice information.

____ Do not withhold federal income tax from my Traditional IRA withdrawal.

____ Withhold federal income tax at a rate of _____% from my Traditional IRA withdrawal.

SIGNATURES

I authorize the conversion of the IRA funds as described above and certify that the information provided by me on this form is true and accurate and may be relied upon by the Credit Union. Due to important tax consequences that may result from converting funds to a Roth IRA, I agree to seek professional advice, if necessary. The Credit Union has not given me tax or legal advice. I understand that I am responsible for my decisions regarding this transaction and will not hold the Credit Union responsible for any adverse consequences or penalties that may arise from this transaction.

Signature of Member

Date

Authorized Signature of Custodian

Date

Withholding Notice Information For IRA Distributions

(Form W-4P/OMB No. 1545-0415)

Purpose - The Withholding Election or Change of Withholding Election section on this form is for U.S. citizens, resident aliens, or their estates that are recipients of nonperiodic IRA distributions. You may use this form to choose (a) not to have any income tax withheld from the IRA distributions (except for IRA distributions to U.S. citizens delivered outside the United States or its possessions) or (b) to have an additional amount of tax withheld.

Sign this form: The Withholding Election or Change of Withholding Election indicated on this form is not valid unless you sign it.

Additional Instructions

Section references are to the Internal Revenue Code.

Other income: If you have a large amount of income from other sources not subject to withholding (such as interest, dividends, or capital gains), consider making estimated tax payments using **Form 1040-ES**, Estimated Tax for Individuals. Call 1-800-TAX-FORM (1-800-829-3676) to get Form 1040-ES and **Pub. 505**, Tax Withholding and Estimated Tax. You can also get forms and publications from the IRS Web Site at www.irs.gov.

Withholding From IRA Distributions: Generally, Federal income tax withholding applies to the taxable part of payments made from IRAs. However, **qualified** distributions from a Roth IRA are nontaxable and, therefore, not subject to withholding.

IRA Distributions: Your payer must withhold a flat 10% from your IRA distributions unless you choose not to have income tax withheld. You can choose not to have income tax withheld from your distribution by checking the first line in the Withholding Election or Change of Withholding Election section on this form. Generally, your choice not to have income tax withheld will apply to any later distribution from the same IRA. You may specify an additional amount you want withheld by checking the second line and indicating the amount you want withheld.

Choosing Not to Have Income Tax Withheld: You (or in the event of death, your beneficiary or estate) can choose not to have income tax withheld from your IRA distributions by checking the first line in the Withholding Election or Change of Withholding Election section on this form. For an estate, the election to have no income tax withheld may be made by the executor or personal representative of the decedent, using the estate's EIN. This choice does not apply to certain recipients who have payments delivered outside the United States or its possessions. See the section titled **Payments to Foreign Persons and Payments Outside the United States** for this information.

Caution: *There are penalties for not paying enough tax during the year, either through withholding or estimated tax payments. New retirees, especially, should see Pub 505. It explains your estimated tax requirements and describes penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your IRA distribution using the Withholding Election or Change of Withholding Election section on this form.*

Payments to Foreign Persons and Payments Outside the United States: Unless you are a nonresident alien, withholding is required on IRA distributions that are delivered outside the United States or its possessions. You **cannot** choose not to have income tax withheld on line 1 of the Withholding Election or Change of Withholding Election section of this form.

In the absence of a tax treaty exemption, nonresident aliens, nonresident alien beneficiaries, and foreign estates generally are subject to a 30% withholding tax under section 1441 on IRA distributions from U.S. sources. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for details. A foreign person should submit Form **W-8BEN**, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, to the payer before receiving any payments. The Form **W-8BEN** must contain the foreign person's TIN.

Revoking Your "No Withholding" Choice: If you previously chose not to have income tax withheld and you now want withholding, check the second line in the Withholding Election or Change of Withholding Election section on this form. Your previously filed Withholding Election will remain in effect if you do not complete the Withholding Election or Change of Withholding Election section on this form.

Statement of Income Tax Withheld from Your IRA: By January 31 of next year, your payer will furnish a statement to you on **Form 1099-R**, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., showing the total amount of your IRA distribution and the total income tax withheld during the year. If you are a foreign person who has provided your payer with Form W-8BEN, your payer instead will furnish a statement to you on Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, by March 15 of next year.

Privacy Act Notice: Routine uses of the information on this form include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.