



SF2350/1-14

# DIRECT CONVERSION REQUEST

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

<b>IRA HOLDER'S NAME AND ADDRESS (Converting IRA)</b>			<b>CURRENT IRA CUSTODIAN'S NAME AND ADDRESS</b>		
<b>Social Security Number</b>	<b>Date of Birth</b>	<b>Home Phone</b>	<b>IRA Account Identification (Converting IRA)</b>	<b>Type of IRA (Converting IRA)</b>	<b>Custodian's Phone Number</b>
				<input type="checkbox"/> Traditional IRA <input type="checkbox"/> SIMPLE IRA	

**CONVERSION INSTRUCTIONS**

Directly convert  all or  part of my IRA balance to my Roth IRA in the manner listed below.  
Please convert \$ \_\_\_\_\_ in cash and/or Convert Assets as listed below.

**DIRECT CONVERSION REQUIREMENTS** (To be an eligible direct conversion, all questions must be answered either NO or NA.)

**1. 70½ CONVERSION RESTRICTION**  
If you are age 70½ or older in this calendar year, does the conversion contribution contain any amounts which constitute a required minimum distribution? .....  YES  NO  N/A

**2. 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? .....  YES  NO  N/A

**3. 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? .....  YES  NO  N/A

**CAUTION:** Limits apply to the number of reconversions which can be made for tax purposes.

**WITHHOLDING ELECTION (Form W-4P/OMB No. 1545-0074)**  
See Page 2 of this form for the withholding notice information. If you are a nonresident alien, do not complete this section.

Withhold Federal income tax at a rate of \_\_\_\_\_% (not less than 10 percent) from the amount withdrawn.  
 Withhold additional Federal income tax of \_\_\_\_\_ (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.  
 Withhold state tax at a rate of \_\_\_\_\_% from the amount withdrawn. Indicate state of residence \_\_\_\_\_ (complete only if applicable).  
 Effective \_\_\_\_\_, I elect not to have state income tax withheld.

<b>ASSET HANDLING INSTRUCTIONS</b>					
<b>Asset Description</b>	<b>Quantity Or Amount In IRA</b>	<b>Quantity Or Amount To Be Converted</b>	<b>Liquidate Immediately</b>	<b>Liquidate At Maturity</b>	<b>Directly Convert In Kind</b>
1.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p align="center"><b>SIGNATURE</b></p> <p>I have read and understand the conversion rules and conditions on both pages of this form and I have met the requirements for making a Roth IRA conversion of the funds or property listed above. Due to the important tax consequences of 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 Custodian. I assume full responsibility for this conversion transaction and will not hold the Custodian liable for any adverse consequences that may result.</p> <p>I hereby irrevocably designate this contribution of the funds and/or property indicated above as a conversion contribution.</p> <p>_____ (Date) _____ (Date)</p> <p align="center">(Roth IRA Holder)</p>	<p align="center"><b>ACCEPTING ROTH IRA CUSTODIAN</b></p> <p>The Roth IRA designated by the above-named individual is a valid Roth IRA. The undersigned hereby agrees to serve as the Custodian for the Roth IRA of the above-named individual and, in that capacity, agrees to accept the direct conversion of the assets listed above.</p> <p>Account Number of Scottrade Accepting Roth IRA _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ (Date) _____ (Date)</p> <p align="center">(Authorized Signature of New Trustee or Custodian)</p>
---	--

# Rules And Conditions Applicable To Conversions

## GENERAL INFORMATION

A conversion is a way to move money or property from an IRA to a Roth IRA. The Internal Revenue Code (IRC) limits who can complete a conversion and how the Trustee or Custodian must report the transaction. By properly completing this form you are certifying to the Trustee or Custodian that you have satisfied the rules and conditions applicable to a conversion and that you are making an irrevocable election to treat the transaction as a conversion.

## DIRECT CONVERSION REQUIREMENTS

### 1. 70 ½ CONVERSION RESTRICTION

If this conversion is being made during or after the year in which you turn age 70 ½, you cannot convert any distribution to the extent that it is a required minimum distribution from the distributing IRA.

### 2. 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 to an IRA, you cannot reconvert at this time.

### 3. 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.

## 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 Form W-4P will not be sent to the IRS by the Trustee or Custodian.

## WITHHOLDING NOTICE INFORMATION (Form W-4P/OMB No. 1545-0074)

# STATE TAX WITHHOLDING INFORMATION SHEET

This general information is provided to help you understand state income tax withholding requirements for Individual Retirement Account distributions. While Scottrade makes every effort to obtain information about state tax laws from sources believed to be reliable, Scottrade cannot guarantee the accuracy or timeliness of state tax withholding information because state tax laws are subject to constant change and interpretation. We recommend that you contact your tax advisor regarding your tax withholding elections and answer any questions that you may have regarding your state's withholding laws.

Scottrade is required to withhold state tax from your distribution based upon state tax law for your state of residency. Your state of residency is determined by the state in which you legally reside at the time of distribution.

STATE OF RESIDENCY	WITHHOLDING OPTIONS
KS, MA, ME, NE, VT	State tax must be withheld if you elect to have federal tax withheld. If you elect not to have federal tax withheld, you may optionally elect to have state tax withheld
MS	State withholding is only allowed on premature and excess distributions. State tax must be withheld unless you opt out.
CA, IA, NC, OK	If you elect to have federal tax withheld, Scottrade is required to withhold state tax unless you specifically elect not to have state tax withheld.
AR, GA, MT	State tax must be withheld unless you opt out.
DE	State withholding is voluntary regardless of whether or not you elect to have federal tax withheld. State tax must be withheld where federal withholding is required for payments made outside the U.S.
AK, AZ, FL, HI, ND, NH, NV, SD, TN, TX, WA, WY	State tax withholding is not available. Scottrade will not withhold state tax even if you elect to do so.
All other states	State withholding is voluntary regardless of whether or not you elect to have federal taxes withheld.

You may provide a percentage or dollar amount equal to or greater than your state's minimum withholding requirement; otherwise Scottrade will automatically apply your state's applicable minimum withholding requirement.

STATE OF RESIDENCY	MINIMUM WITHHOLDING REQUIREMENT
CO, MS, MT, OH, UT, WV	No minimum tax rate provided. You must provide a percentage or dollar amount.
MD, NY, WI	No minimum tax rate provided. You must provide a percentage or dollar amount not less than \$5.
CT, IN, NJ	No minimum tax rate provided. You must provide a percentage or dollar amount not less than \$10.
NM	Minimum percentage is 4.9% and not less than \$10.
CA	Minimum percentage is 10% of the federal withholding amount and greater than \$10.
AR	Minimum percentage is 3%.
PA	Minimum percentage is 3.07%.
NC, VA	Minimum percentage is 4%.
MI	Minimum percentage is 4.25%.
KS	Minimum percentage is 4.5%.
AL, DE, IA, IL, ME, NE, OK	Minimum percentage is 5%.
MA	Minimum percentage is 5.2%.
RI	Minimum percentage is 5.99%.
GA, KY, MO	Minimum percentage is 6%.
MN	Minimum percentage is 6.25%.
SC	Minimum percentage is 7%.
ID	Minimum percentage is 7.4%.
OR	Minimum percentage is 8%. The amount of withholding must be greater than \$10.00.
DC	Minimum percentage is 8.95%.
VT	Minimum percentage is 24% of federal withholding amount.
LA	State tax withholding is calculated using the wage formula on Louisiana Department of Revenue form R-1306.
AK, AZ, FL, HI, ND, NH, NV, SD, TN, TX, WA, WY	State tax withholding is not available. Scottrade will not withhold state tax even if you elect to do so.