

# Request for Transfer or Conversion to an IRA for Traditional, Roth, and SIMPLE IRAs

P.O. Box 2097,  
Universal City, TX 78148-2097  
210-945-3300 or 1-800-580-3300



## 1 IRA OWNER INFORMATION

|                                    |  |                        |  |
|------------------------------------|--|------------------------|--|
| NAME, ADDRESS, CITY, STATE AND ZIP |  | SOCIAL SECURITY NUMBER |  |
|                                    |  | DATE OF BIRTH          |  |
|                                    |  |                        |  |
| DAYTIME PHONE NUMBER               |  | E-MAIL (OPTIONAL)      |  |
|                                    |  |                        |  |

## 2 TYPE OF TRANSACTION (See Additional Information included with this form.)

**Complete A or B.**

**A. Transfer:**     Traditional IRA to a Traditional IRA     Roth IRA to a Roth IRA     SIMPLE IRA to a SIMPLE IRA     SIMPLE IRA to a Traditional IRA

**B. Conversion:**     Traditional IRA to a Roth IRA     SIMPLE IRA to a Roth IRA

◆ Required minimum distributions cannot be converted to a Roth IRA.  
 ◆ If applicable, the required minimum distribution has or has not been satisfied for this distribution year prior to this transfer. If not, the transferee custodian/trustee may require additional documentation.  
 ◆ SIMPLE IRA funds cannot be transferred to a traditional IRA or converted to a Roth IRA for two years following the date of the initial SIMPLE contribution.

## 3 TRANSFEROR CUSTODIAN/TRUSTEE REQUEST

My IRA custodian/trustee (transferor), \_\_\_\_\_, should transfer/convert the assets identified in the Transfer/Conversion Instructions section.

|   |                               |
|---|-------------------------------|
| TRANSFEROR ADDRESS, CITY, STATE AND ZIP | TRANSFEROR PHONE NUMBER       |
|   | TRANSFEROR IRA ACCOUNT NUMBER |
|   |                               |

## 4 TRANSFER/CONVERSION INSTRUCTIONS (See Additional Information included with this form.)

Complete my transfer/conversion as directed. **Note:** Penalties and market fluctuation may affect the distribution amount.

**A. Payment Amount** (select one):  
 My entire IRA balance.  
 A portion of my IRA balance. \$ \_\_\_\_\_

**B. Payment Schedule and Investments** (select one):  
 Immediately liquidate investments and send cash proceeds.  
 Send all investments in kind.  
 Send the assets at maturity for each of the investments.  
 Liquidate the investments as identified below:

| Account Number or Investment | Dollar Amount or Number of Shares | Transaction Date | Send:   |
|------------------------------|-----------------------------------|------------------|---|
| _____                        | \$ _____ or _____ shares          | _____            | <input type="checkbox"/> Cash Proceeds <input type="checkbox"/> In Kind |
| _____                        | \$ _____ or _____ shares          | _____            | <input type="checkbox"/> Cash Proceeds <input type="checkbox"/> In Kind |
| _____                        | \$ _____ or _____ shares          | _____            | <input type="checkbox"/> Cash Proceeds <input type="checkbox"/> In Kind |
| _____                        | \$ _____ or _____ shares          | _____            | <input type="checkbox"/> Cash Proceeds <input type="checkbox"/> In Kind |
| _____                        | \$ _____ or _____ shares          | _____            | <input type="checkbox"/> Cash Proceeds <input type="checkbox"/> In Kind |

Other \_\_\_\_\_

**C. Delivery Instructions**  
 (1) Transferee IRA Account Number \_\_\_\_\_  
 (2) Make check payable to or certificate registration in the name of for \_\_\_\_\_ as  custodian /  trustee the  traditional /  Roth /  SIMPLE IRA of \_\_\_\_\_.

## 5 WITHHOLDING ELECTION (For Conversions Only. See IRS Form W-8BEN if you are a foreign person.)

The instructions to Form W-4P (Withholding Certificate) are included in the Additional Information section of this form.

I elect not to have Federal income tax withheld from my IRA distribution.  
 I elect to have 10 percent Federal income tax withheld from my IRA distribution.  
 I want the following additional dollar amount (\$), \_\_\_\_\_ or additional percentage ( \_\_\_\_\_ %) withheld from each IRA distribution.  
 I elect to have \$ \_\_\_\_\_ or \_\_\_\_\_ % State income tax withheld from my IRA distribution (if applicable).

Form **W-4P**  
Department of the Treasury  
Internal Revenue Service  
OMB No. 1545-0074

## 6 SIGNATURES

I certify that the information contained on this form is true and correct. I direct the transferor custodian/trustee to transfer or convert my IRA assets as set forth in this form. I understand I should seek the guidance of a tax or legal professional with regard to this decision. I understand that if I establish a separate conduit account, it is my responsibility to keep my conduit account separate from my other accounts. I understand that my custodian/trustee cannot provide legal advice. I indemnify and agree to hold the custodian/trustee harmless against any liabilities. I assume full responsibility for the consequences of this transfer or conversion decision. The custodian/trustee agrees to accept these funds as a transfer or conversion.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of IRA Owner

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Transferee Custodian/Trustee

## ADDITIONAL INFORMATION

**Purpose.** The Request for Transfer or Conversion to an IRA form is designed to assist you in transferring or converting assets from one individual retirement account (IRA) to another IRA. This form does not allow for cost- and penalty-free SIMPLE IRA transfers from a designated financial institution (DFI). Your DFI will require additional documentation, such as an election form.

**Additional Documents.** A transfer can avoid income and penalty taxes. A conversion by transfer is a taxable event that avoids penalty taxes. For your transfer or conversion to be successful, additional contribution and distribution documents may be required by your IRA's custodian/trustee.

**For Additional Guidance.** It is in your best interest to seek the guidance of your tax or legal professional before completing this document. Your first reference should be the IRA agreement and disclosure statement you received upon establishing your IRA or amendments provided by your custodian/trustee. For more information refer to Internal Revenue Service (IRS) Publication 590f Individual Retirement Arrangements, IRS Publication 505f Tax Withholding and Estimated Tax, instructions to your federal income tax return, your local IRS office, or the IRS's web site at [www.irs.gov](http://www.irs.gov).

**Terms.** A general understanding of the following terms may be helpful in completing your transactions.

**Conversion.** A conversion is a reportable movement of assets from a traditional IRA or SIMPLE IRA to a Roth IRA.

**In Kind.** If an IRA contains stocks, bonds, mutual fund shares, or other types of property, it may be possible to move such property to an IRA without liquidation. This type of "in kind" transfer or conversion would require that the property be reregistered in the name of the transferee custodian/trustee for the benefit of your IRA. The transferee's policies, charters, or applicable law may prevent the transfer of property. Time deposits and savings accounts are not transferable.

**Required Minimum Distribution (RMD).** IRA owners who are age 70½ or older must satisfy an annual RMD. The penalty for failing to take the annual RMD for any distribution year is a 50 percent excise tax on the amount not distributed. RMDs cannot be converted to a Roth IRA. Although the rules permit you to transfer your RMD, it must still be satisfied by the required distribution date.

**Two-Year Rule.** SIMPLE IRA funds cannot be transferred to a traditional IRA or converted to a Roth IRA within a two-year period that begins on the date of the initial contribution to your SIMPLE IRA. SIMPLE IRA funds transferred or converted during the two-year period are subject to an additional 25 percent excise tax. You may, however, roll over or transfer a SIMPLE IRA to a SIMPLE IRA within the two-year period.

**Conduit IRA.** Retirement funds originally rolled over from certain employer-sponsored eligible retirement plans may have been maintained in a separate "conduit IRA" not commingled with any other types of IRA contributions. Check with your tax or legal professional to determine if you need to continue to maintain these funds in a separate conduit IRA when they are transferred to a different custodian/trustee.

**Withholding of Federal Income Tax.** Generally, federal income tax withholding applies to your IRA distributions. The method and rate of withholding depends on (a) the type of distribution you receive, (b) whether the distribution is delivered outside the United States or its possessions, and (c) whether you (or your beneficiary after your death) are a nonresident alien individual, a nonresident alien beneficiary, or a foreign estate. Qualified distributions from a Roth IRA are nontaxable and, therefore, not subject to withholding. Because your tax situation may change from year to year, you may want to change your withholding election each year. You can change the amount to be withheld by using IRS Form W-4P or an appropriate substitute form.

**Nonperiodic Payments/10% Withholding.** Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Your IRA custodian/trustee must withhold at a flat 10% rate from your IRA distributions unless you choose not to have federal income tax withheld. You can choose not to have income tax withheld from a nonperiodic payment by using IRS Form W-4P or an appropriate substitute form and providing your correct tax identification number (TIN). Generally, your choice to have income tax withheld or not will apply to any later distribution from your IRA. You may also specify an additional amount that you want withheld.

**Caution.** If you do not provide your correct TIN, your IRA custodian/trustee cannot honor your request not to have income tax withheld and must withhold 10% of the payment for federal income tax.

**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 payments by using Form W-4P or an appropriate substitute form. For an estate, the election to have no income tax withheld may be made by the executor or personal representative of the decedent. The executor/representative must provide the estate's TIN/employer identification number (EIN).

**Caution.** There are penalties for not paying enough federal income tax during the year, either through withholding or estimated tax payments. New retirees, especially, should see IRS Publication 505, *Tax Withholding and Estimated Tax*. It explains the 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 using Form W-4P or an appropriate substitute form.

**Changing Your "No Withholding" Choice.** If you previously chose not to have income tax withheld and you now want 10% withholding, write "Revoked" next to the checkbox on line 1 of IRS Form W-4P and provide a copy to your IRA custodian/trustee. To the extent you want a greater amount withheld, complete a new Form W-4P or an appropriate substitute form for your IRA custodian/trustee.

**Payments to Foreign Persons and Payments Outside the United States.** Unless you are a nonresident alien, withholding (in the manner described above) is required on any nonperiodic payments that are delivered to you outside the United States or its possessions. You cannot choose not to have income tax withheld on Form W-4P. See IRS Publication 505, *Tax Withholding and Estimated Tax* for additional details.

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 IRC Section 1441 on the taxable portion of a nonperiodic pension or annuity payment that is from U.S. sources. However, most tax treaties provide that private pensions and annuities are exempt from withholding and tax. Also, payments from certain pension plans are exempt from withholding even if no tax treaty applies. See IRS

Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*, and IRS Publication 519, *U.S. Tax Guide for Aliens*, for details. A foreign person should submit IRS Form W-8BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*, to the IRA custodian/trustee before receiving any payments. The Form W-8BEN must contain the foreign person's TIN.

If you are a foreign person who has provided an IRA custodian/trustee with IRS W-8BEN, the IRA custodian/trustee will furnish a statement to you on IRS Form 1042-S, *Foreign Person's U.S. Source Income Subject to Withholding*, 15 by March of next year.

**State Withholding.** Your state may allow or require state income tax withholding on any taxable distribution.

**Local Withholding.** Your local governing authority may allow or require local income tax withholding on any taxable distribution.