

## WHEN TO USE THIS FORM

When you wish to convert from a tax-deferred IRA Account to a Roth IRA Account with ETC Brokerage Services.

### TAX CONSEQUENCES ASSOCIATED WITH A ROTH CONVERSION

There is no penalty for a Roth IRA Conversion but, it is a **TAXABLE EVENT**.

- You may be subject to taxation on the amount of your conversion (Exception: Any non-deductible amount you convert will not be subject to taxation.)
- The conversion amount is not subject to a 10% premature distribution penalty although it is a taxable event.
- We recommend you consult with your investment advisor given the potential tax consequences.

## INSTRUCTIONS & GUIDELINES

When completing the Roth Conversion form please follow these guidelines:

- Please be sure you have both a tax-deferred IRA and Roth IRA open before proceeding with this form.
- Conversions are reported in the **calendar year** they are completed.

## SUBMISSION OPTIONS

### PHYSICAL ADDRESS:

ETC Brokerage Services  
1 Equity Way  
Westlake, OH 44145

### REGULAR MAIL:

ETC Brokerage Services  
P. O. Box 451340  
Westlake, OH 44145

### FAX NUMBER:

(440) 365-1447

### E-MAIL:

ETCBrokerage@ETCBrokerage.com

**DO NOT FAX OR MAIL THIS COVER PAGE**

**INVESTMENT PRODUCTS: NOT FDIC INSURED - NO BANK GUARANTEE - MAY LOSE VALUE**

### 1 ACCOUNT INFORMATION

ACCOUNT OWNER'S NAME	
DESIGNATED REPRESENTATIVE	CONTACT PHONE NUMBER

### 2 CONVERSION INSTRUCTIONS

**Please Note: Conversion to a Roth IRA is a TAXABLE EVENT.** We recommend consulting with your investment advisor before proceeding.

ACCOUNT INFORMATION	
Type of account you are converting: <input type="checkbox"/> Traditional IRA <input type="checkbox"/> SEP IRA <input type="checkbox"/> SIMPLE IRA	
ACCOUNT NUMBER TO CONVERT FROM	ROTH IRA ACCOUNT NUMBER CONVERTING TO

#### INDICATE BELOW IF YOU ARE REQUESTING A FULL OR PARTIAL CONVERSION

**Full Conversion** - Convert ALL assets "in-kind" and any cash balance to the new account\*  
 Leave the converted account open     Close the converted account

**Partial Conversion in Cash** - Convert only the specified dollar amount to the new account.  
 Dollar Amount to Convert \$ \_\_\_\_\_

**Partial Conversion "in-kind"** - Convert only the specified assets listed below\*:

ASSET DESCRIPTION	# SHARES OR UNITS	APPROXIMATE VALUE
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Traditional assets will be determined at time of processing.

Note: A Fair Market Valuation Form may be required for asset conversion to a Roth IRA. Assets must be valued no later than 12/31 of the prior year.

### 3 FEDERAL WITHHOLDING ELECTION

**FEDERAL WITHHOLDING ELECTION.** Federal income tax law requires that federal income tax be withheld at a rate of 10 percent unless you indicate otherwise.

**Please select only one option below.**

**Do NOT** withhold Federal Income Tax

**Withhold** Federal Income Tax:

at a rate of 10%

at a rate of \_\_\_\_\_% (must be greater than 10%, percentage in whole numbers only)

in the amount of \$ \_\_\_\_\_ (dollar amount must be greater than 10% of the total distribution value)

Account Number \_\_\_\_\_

**4 STATE WITHHOLDING ELECTION**

**STATE INCOME TAX.** Requirements vary by state; please research and make the appropriate election. Exceptions include: CESA, HSA, Roth IRA accounts and Direct Rollovers.

**State of Residence:** \_\_\_\_\_

If you do not provide state above we will use the state on your account record at the time this is processed.

**Please select only one option below.**

**Do NOT** withhold State Income Tax

**Withhold** State Income Tax\*

at a rate of \_\_\_\_\_% (*percentage in whole numbers only*)

in the amount of \$\_\_\_\_\_

\*You must comply with your State's Income Tax Withholding requirements. If your state requires State Income Tax Withholding we will withhold the applicable amount.

THIS SPACE INTENTIONALLY LEFT BLANK

**5 SIGN and DATE**

I certify that I have or will establish a Roth IRA with the Custodian named above. I understand that I am responsible for determining my eligibility for all conversions and I agree to indemnify and to hold the Custodian harmless against any and all situations arising from an ineligible conversion. I acknowledge that the Custodian cannot provide legal advice and I agree to consult with my own tax professional for advice.

The Custodian agrees to accept these funds as a conversion.

SIGNATURE OF ACCOUNT OWNER

DATE