

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 451249
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
ASSET DESCRIPTION	# SHARES OR UNITS	APPROXIMATE VALUE
ASSET DESCRIPTION	# SHARES OR UNITS	APPROXIMATE VALUE
ASSET DESCRIPTION	# SHARES OR UNITS	APPROXIMATE VALUE
ASSET DESCRIPTION	# SHARES OR UNITS	APPROXIMATE VALUE
ASSET DESCRIPTION	# SHARES OR UNITS	APPROXIMATE VALUE

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