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ROTH Conversion Instructions

This form provides the information to authorize a conversion from a Traditional IRA to a ROTH IRA.

The IRA Club fee to process this request is \$15.

Account Owner Information

Traditional IRA Account Number: _____

First and Last Name: _____

Social Security Number: _____ Phone Number: _____

Conversion Instructions

I direct The IRA Club to do a: Full ROTH Conversion Partial ROTH Conversion

Amount to be Converted if Partial \$ _____

If we are converting something other than cash:

Asset to Convert: _____ Fair Market Value: _____

Asset to Convert: _____ Fair Market Value: _____

Tax Withholding Instructions

The IRS requires withholding of 10% of Traditional IRA funds being converted to a ROTH IRA unless you instruct us otherwise. When IRA funds are used to pay the taxes owed on the conversion, you may owe a federal early withdrawal penalty on the funds if you are not yet 59 ½ . This is because the IRA will treat this as a withdrawal from your IRA and you will owe income tax. **Please make one selection below.**

DO NOT WITHHOLD 10%. I intend to pay the tax on the conversion with funds outside the IRA. (This will allow as much as possible to remain in the IRA for investing.)

I intend to pay the tax on the conversion with funds from my IRA. Please withhold from the value of the conversion (for taxes). (Initial next to your selection.)

_____ WITHHOLD 10% of funds _____ WITHHOLD 20% of funds WITHHOLD \$ _____

Authorization

I authorize the IRA Club to process a conversion of my Traditional IRA to a ROTH IRA as instructed above. By signing below, I acknowledge that a ROTH conversion is a taxable event and that state withholding may also apply. I understand that a 1099-R will be issued for this conversion.

Signature: _____ **Date:** _____

Email	Fax
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