



# Roth Conversion Form

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## 1 ACCOUNT HOLDER INFORMATION

<b>Account Holder's Name</b> <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. _____	<b>NuView Account Number</b>
<b>Home Address</b>	<b>City, State, Zip</b>
<b>Social Security Number</b>	<b>Phone</b>

## 2 CONVERSION DETAILS

<b>Type of Account being converted? (select one)</b> <input type="checkbox"/> Traditional <input type="checkbox"/> SEP <input type="checkbox"/> SIMPLE	<b>Is this conversion to a new or existing Roth IRA?</b> <input type="checkbox"/> This a conversion to a new Roth IRA (Roth IRA Application Must Be Completed) <input type="checkbox"/> This conversion is to an existing Roth IRA: Account Number: _____
<b>Form of Conversion:</b> <input type="checkbox"/> <b>Full Conversion</b> (Convert all cash and assets in-kind) <input type="checkbox"/> <b>Partial Conversion</b> (Only convert cash and/or assets as described below) <input type="checkbox"/> Cash Only: Amount \$ _____ <input type="checkbox"/> In-Kind*: Assets(s) to be distributed: _____	
Asset	Current Fair Market Value

\*A current Fair Market Value must be provided to convert assets in-kind

## 3 WITHHOLDING INFORMATION

I elect NOT to have Federal Income Tax withheld  
 I ELECT to have Federal Income Tax withheld (*cannot be less than 10%*)  
 withhold \_\_\_\_\_% from my payment(s)     withhold \$ \_\_\_\_\_ from my payment(s)

**Withholding Instructions:**  
 Send the amount requested LESS my federal withholding election  
 Send the EXACT amount requested and submit my federal withholding election out of my remaining IRA cash balance

## 4 SIGNATURE AND ACKNOWLEDGEMENT

**Certification, Acknowledgement and Signature**

- I certify that the information provided including my Social Security Number is true and correct to the best of my knowledge.
- I certify that no tax advice has been given to me by the Administrator or Custodian.
- This conversion is being made within 60 days after my receipt of funds from my traditional IRA plan or Employer Sponsored plan, if applicable.
- I hereby irrevocably elect, to treat this transaction as a conversion as permitted under the IRS Regulations.
- It is recommended that I consult with my tax advisor before completing this transaction.
- I acknowledge that the distribution and conversion transactions will be reported to the IRS.
- I acknowledge that I am responsible for the record keeping of the Roth IRA information.
- I expressly assume the responsibility for any adverse consequences which may arise from this conversion request and I agree that the Administrator and/or Custodian shall in no way be responsible for those consequences.
- I hereby release the Administrator, Office, and/or Custodian from any claim for damages on account of the failure of this transaction to qualify as a valid conversion.

**Your Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_