

ROTH IRA CONVERSION FORM

LiveWell® Mutual Fund IRA Series

SAMMONS
Retirement Solutions®

Sammons Retirement Solutions®
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Instructions

Use this form:

- To convert your existing Traditional IRA or SEP IRA to a Roth IRA.
- If over 70 ½, you may need to process your Required Minimum Distribution (RMD) before requesting a Roth IRA conversion.
- You are responsible for maintaining records of your Roth IRA conversions and annual contributions in order to properly complete your tax forms.

1. Account Information

Existing IRA Account Number

Account Holder's Name (first, middle initial, last)

SSN

Street Address

Apartment/Suite Number

City

State

ZIP

Phone Number

2. Conversion Options

Conversions are a taxable event - please consult your tax advisor.

Select one conversion option:

- Full Roth IRA Conversion** – Convert the current balance of your existing IRA to a Roth IRA.
- Partial Roth IRA Conversion** – Choose partial conversion option below:
- Establish a new Account – Submit all required new business paperwork with this form. Specify dollar amount to convert below:
Dollar Amount \$ _____ (gross amount)
- Add to existing Roth IRA Account Number: _____
- Dollar Amount \$ _____ (gross amount), or
- Percentage of Account Value _____%



3. Election of Withholding

Federal/State withholding instructions: Please indicate if Federal/State Income taxes should be withheld from your payment(s) by signing and dating this election form and returning it to Sammons Retirement Solutions. If you have any questions about your tax liability, please consult and rely upon your own tax and legal advisors. **Even if you elect NOT to have Federal/State Income taxes withheld, you are liable for Federal/ State Income taxes on the taxable portion of your account value. You may also be subject to tax penalties under the Estimated Tax Payment rules if your payment of estimated tax and withholding, if any, are not adequate. If no election is made, a 10% federal income tax will be automatically withheld.**

I elect the following:

Federal: Do not withhold Withhold _____% or \$ _____



State: Do not withhold Withhold _____% or \$ _____

Important state tax withholding information: Certain states require us to withhold state income tax from your distribution. If you reside in a state that requires withholding, we will withhold state income tax in accordance with the respective state's rules.

Note: If no election is made, a 10% federal income tax will be automatically withheld.

4. Signature

I hereby direct Sammons Retirement Solutions to convert the above requested portion from my Traditional or SEP IRA account to a Roth IRA account. I hereby affirm that the information set forth above is true and correct, and I understand that I will be responsible for reporting the transaction on my federal income tax forms and, if required, applicable state tax forms.

Account Holder's Signature	Date Signed
	

If your request is not in good order, how would you like us to notify you?

Call me at ____ - ____ - ____

Mail a letter to my address of record

Contact my Registered Representative

Sammons Institutional GroupSM, Inc. and Sammons Financial Network[®] LLC do not give tax, legal, or investment advice. Please consult with and rely on your own tax, legal, or investment advisor(s). Taxes are payable upon withdrawal of funds, and a 10% IRS penalty may apply to withdrawals prior to age 59½.

UMB Bank n.a. is the custodian for the LiveWell[®] Mutual Fund IRA Series. The mutual funds offered through the LiveWell[®] Mutual Fund IRA Series are made available through Sammons Financial Network[®] LLC, member FINRA, 4546 Corporate Drive, Suite 100, West Des Moines, IA 50266. Information about the LiveWell[®] Mutual Fund IRA Series and its funds can be obtained by calling 866-747-3421. Sammons Institutional GroupSM, Inc., Sammons Retirement Solutions[®] (a division of Sammons Institutional Group), and Sammons Financial Network LLC, member FINRA are affiliated companies and are not affiliated with UMB Bank n.a.