

# Roth IRA conversion form



**Mail to:** P.O. Box 9261, Des Moines, IA 50306-9261  
**Overnight:** 8300 Mills Civic Pkwy, West Des Moines, IA 50266-3833  
1-866-747-3421 | SecuritiesPI@sfgmembers.com

## Instructions

Use this form to:

- Convert your existing Traditional IRA or SEP IRA to a Roth IRA.
- If your age requires you to take a Required Minimum Distribution, you may need to process the 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)			Social Security number
Street address			Apartment/suite number
City	State	ZIP	Phone number

## 2. Conversion options

*Conversions are a taxable event - please consult your tax professional.*

**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 Institutional Group®, Inc. If you have any questions about your tax liability, please consult and rely upon your own tax and legal professionals. **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.*

NOT FDIC/NCUA INSURED, MAY LOSE VALUE INCLUDING LOSS OF PRINCIPAL, NO BANK/ CU GUARANTEE, NOT A DEPOSIT, NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY.

**4. Signature**

I hereby direct Sammons Institutional Group®, Inc. 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 (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>

**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

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