

Traditional to ROTH Conversion Form

(Internal Conversions Only)

Note: Use this form to convert your current New Direction Trust Company Traditional IRA to a New Direction Trust Company ROTH IRA. For a conversion to a new ROTH IRA, you must submit this form with a completed IRA application. For a conversion to an existing New Direction ROTH IRA, submit this form only. If this is a conversion of non-cash assets, you will also need to submit a fair market valuation of the assets which are to be converted. In-kind conversions of real estate require a formal appraisal. Please note that this may be a taxable event. Do not use this form for rollovers to a ROTH IRA.

1. YOUR INFORMATION

Your Name:		New Direction Traditional IRA Account Number:	
Social Security Number:	Date of Birth:	Email Address:	Phone Number:

2. CONVERSION INFORMATION

Choose one of the following:

- New Conversion (This is a conversion to a NEW ROTH conversion IRA. An IRA application must be completed.)
- Existing ROTH IRA (This is a conversion to an EXISTING ROTH Conversion IRA.)

Choose one of the following:

- Full Conversion (Convert all assets held in the above account.) Partial Conversion (Convert the assets indicated below.)

Form of conversion:

- Cash Conversion \$ _____
- In-Kind Conversion (asset description and value) _____

3. WITHHOLDING ELECTION (MUST HAVE CASH AVAILABLE TO ELECT WITHHOLDING)

Conversions are subject to Federal withholding. Please choose either Option 1 or 2:

- Option 1: Withhold federal income tax at the rate of ____% (not less than 10%) plus an additional amount of \$ _____ from the amount withdrawn for the conversion.
- Option 2: Effective _____, I elect not to have federal income tax withheld. (Must have US residence address on file.) I understand that I am still liable for the payment of federal income tax on the taxable amount. I also understand that I may be subject to tax penalties under the estimated tax payment rules, if my payments of estimated tax and withholding, if any, are not adequate.

The amounts you elect to convert from your individual retirement account established at this institution are subject to federal income tax withholding unless you elect not to have withholding apply. You may elect not to have withholding apply to your conversion amounts by completing the "Withholding Election" section above. If you do not complete the "Withholding Election" section by the date your conversion is scheduled to begin, federal income tax will be withheld from the amount withdrawn at a rate of 10%. If you elect not to have withholding apply to your conversion or if you do not have enough federal income tax withheld from your conversion amount, you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient.

4. HOW WOULD YOU LIKE TO PAY FOR THE CONVERSION REQUEST? (\$75 fee is due at time of conversion)

Choose One: <input type="checkbox"/> Credit Card <input type="checkbox"/> Your Account	Credit Card Type: _____ Card Number: _____ Exp Date: _____
	Exact Name on Card: _____ 3 Digit Security Code: _____ Signature: _____

5. SIGNATURE

I certify that the following are true and correct:

- I understand that my conversion election is irrevocable and that I am eligible to make this conversion.
- I understand that assets ineligible for conversion include any required minimum distribution, any part of a series of substantially equal periodic payments, or any corrective distribution of certain SEP or SIMPLE IRA plan excess contributions. The Custodian has recommended that I consult with my tax advisor or the IRS before completing this transaction to make certain that this transaction qualifies as a valid conversion and is appropriate in my individual circumstances. I understand that these transactions are reported to the IRS and I acknowledge that I am responsible for keeping records and information pertaining to any ROTH IRA conversion as directed by the IRS. I hereby release the Custodian from any damages on account of the failure of this transaction to qualify as a valid conversion.

Signature: _____ Date: _____
(Please read the disclosures above the signature line before signing and dating.)