

# CONVERSION

TRADITIONAL TO ROTH

 **New Direction**  
TRUST COMPANY  
1070 W. Century Drive  
Louisville, CO 80027  
P: 877-742-1270 | F: 303-665-5962

## 1. NDTCO ACCOUNT INFORMATION

Account Holder Name:

New Direction Account Number:

## 2. CONVERSION DETAILS

### CONVERSION TYPE

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

Roth Account Number:

### FORM OF CONVERSION

- ☐ Full Account Conversion
- ☐ Partial Account Conversion

### CASH/MONEY MARKET FUNDS

☐ All Available Cash

☐ Specific Amount:  
\$

### IN-KIND ASSETS

Asset Name/Description	Quantity: (Shares, Units, Percentage, Etc.)	Current Recorded Value

When converting assets in kind, 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.

## 3. TAX WITHHOLDING ELECTION

- ☐ **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income tax at the rate of \_\_\_\_% (not less than 10%) plus an additional amount of \$\_\_\_\_\_ from the amount withdrawn for the conversion.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:** 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section by the date your conversion is scheduled to begin, federal income tax will be withheld from the amount withdrawn at a rate of 10%.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. FEE PAYMENT OPTIONS

PAY TRANSACTION FEES VIA:

- ☐ My Account ☐ Credit Card on File ☐ A New Credit Card\*

\*Please log into the NDTCO User Portal and go to your Profile, then Payment Method, to update your card on file.

## 5. SIGNATURE AND AUTHORIZATION

I certify that the following are true and correct:

1. I understand that my conversion election is irrevocable and that I am eligible to make this conversion.
2. 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.

Account Holder Signature:

Date: