

THE EQUITY TRUST COMPANY

ROTH CONVERSION FORM

WHEN TO USE THIS FORM



When you wish to convert a tax-deferred IRA account to a Roth IRA Account.

CONSEQUENCES FOR A ROTH CONVERSION

There is no penalty for a Roth IRA Conversion but it is a **TAXABLE EVENT**.

- You may be subject to taxation on the amount of your conversion (Exception: Any non-deductible amounts you converted will not be subject to taxation.)
- The conversion amount is not subject to 10% premature distribution penalty although it is a taxable event.
- Consultation with your tax professional is particularly recommended given the tax consequences.

INSTRUCTIONS AND GUIDELINES



When completing the Roth Conversion form please follow these guidelines:

- Please be sure you have both a tax-deferred and Roth IRA open before proceeding with this form.
- A Fair Market Valuation (FMV) Form must be filled out for each asset involved in a Roth Conversion. The original FMV form must be sent by mail with supporting documents.
- Conversions are taxed in the **calendar year** they are completed.
- To be eligible for conversion, your Modified Adjusted Gross Income (MAGI) must be below \$100,000 for the year in which you convert.

CONTACT INFORMATION



PHYSICAL ADDRESS:

Equity Trust Company
225 Burns Road
Elyria, OH 44035

PHONE #:
(440) 323-5491

WEBSITE:
www.trustetc.com

For assistance, please
contact a member of your
First Class Service Team at:

TOLL FREE:
(877) 693-8208

Or e-mail questions to:

E-MAIL:
help@trustetc.com

SUBMISSION OPTIONS



BY FAX:
(440) 366-3755

REGULAR MAIL:
Equity Trust Company
P.O. Box 1319
Elyria, OH 44036

BY E-MAIL:
help@trustetc.com

OVERNIGHT MAIL:
Equity Trust Company
225 Burns Road
Elyria, OH 44035

DO NOT FAX OR MAIL THIS COVER PAGE

1 ACCOUNT OWNER INFORMATION

ACCOUNT OWNER NAME	PRIMARY DAYTIME PHONE NUMBER	
STREET ADDRESS		
CITY	STATE	ZIP CODE
DATE OF BIRTH	SOCIAL SECURITY NUMBER	

2 CONVERSION INSTRUCTIONS

Conversion to a Roth IRA is a TAXABLE EVENT. You might be subject to taxation on the amount of your conversion. Equity Trust Company recommends consulting with your tax professional before proceeding.

ACCOUNT INFORMATION	
Type of account you are converting: <input type="checkbox"/> Traditional IRA <input type="checkbox"/> SEP IRA <input type="checkbox"/> SIMPLE IRA <input type="checkbox"/> Qualified Plan	
IRA ACCOUNT NUMBER TO CONVERT	ROTH IRA ACCOUNT NUMBER

INDICATE BELOW IF YOU ARE REQUESTING A FULL OR PARTIAL CONVERSION

Full Conversion - Convert ALL assets "in-kind" and any cash balance to the new account*

Leave the converted account open Close the converted account

Partial Conversion in Cash - Convert only the specified dollar amount in cash to new account.
Dollar Amount to Convert \$ _____

Partial Conversion "in-kind" - Convert only the specified assets listed below*:

IRN NUMBER	ASSET DESCRIPTION	% TO BE CONVERTED

Traditional assets will be determined at time of processing. If converting securities, please contact the brokerage at (877) 693-8208 and select Option 1 for more information.
*A Fair Market Valuation Form must be completed for any assets involved in a Roth Conversion.

3 SIGNATURES

I certify that I have or will establish a Roth IRA with the Custodian named above. I understand that I am responsible for determining my eligibility for all conversions and I agree to indemnify and to hold the Custodian harmless against any and all situations arising from an ineligible conversion. I acknowledge that the Custodian cannot provide legal advice and I agree to consult with my own tax professional for advice.

The Custodian agrees to accept these funds as a conversion.

X _____
Signature of Account Owner/Beneficiary Date

X _____
Signature of Custodian Date