



**QUEST TRUST**  
C O M P A N Y

# Roth Conversion Form

**Quest Trust Company**  
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Use this form to convert your current Quest Trust Company traditional IRA funds into a new or existing QTC Roth IRA. If you are establishing a new Roth IRA, please submit a completed IRA application with this form.

## ACCOUNT HOLDER INFORMATION

|                                      |                        |
|--------------------------------------|------------------------|
| Name:                                | Account Number:        |
| Last Four of Social Security Number: | Date of Birth:         |
| Legal Street Address:                | City, State, Zip Code: |

## CONVERSION TO ROTH IRA

Convert from my Traditional/SEP/Simple IRA (account number): \_\_\_\_\_ to my: Existing Roth IRA (account number): \_\_\_\_\_  
New Roth IRA (Please submit completed application)

|   |   |
|---|---|
| <input type="checkbox"/> COMPLETE CONVERSION  | <input type="checkbox"/> PARTIAL CONVERSION:  |
| A complete conversion will convert all cash available for use* and assets.<br><br><input type="checkbox"/> I elect to close my Traditional/SEP/SIMPLE once the conversion is processed.<br><br>*Expect up to five (5) business day hold for incoming funds. Conversion of funds cannot occur until cleared. | CASH - Please send:<br>all available cash or<br>specific amount \$ _____<br><br>IN-KIND: Please see Section below if you are converting assets in-kind. |

Please complete this section below if you are transferring assets in-kind. Transferring assets "in-kind" refers to the process of re-registering an asset with the proper vesting for your QTC account. Please note, each asset to be converted must be accompanied by a valuation.

| Asset Description: | Current Fair Market Value: |
|--------------------|----------------------------|
|                    |                            |
|                    |                            |

## NOTICE OF WITHHOLDING *(Complete to opt out of withholding)*

The distributions you receive from your individual retirement account established at this institution are subject to federal income tax withholding unless you elect not to have withholding apply. If you elect not to have withholding apply to your distribution payments, or if you do not have enough federal income tax withheld from your distribution, 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.

**I elect not to have federal income tax withheld. 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.**

**Note: If this box is not checked, Quest Trust Company is required to withhold 10% from the gross conversion amount.**

## IMPORTANT INFORMATION

If you will reach your Required Beginning Date ("RBD") by December 31 of the current year, a Required Minimum Distribution ("RMD") must be satisfied prior to requesting a Roth conversion. If you were born before July 1, 1949, your RBD is the date you attain age 70 ½, and if you were born on or after July 1, 1949, your RBD is the date you attain age 72

## SIGNATURE

I acknowledge that, due to the complexities involved in the tax treatment of conversions from traditional IRAs, SEP IRAs, and SIMPLE IRAs to a Roth IRA, Quest Trust Company recommends that I consult with my tax advisor or the IRS before completing this conversion to make certain that this is appropriate in my individual circumstances. I understand that these conversions are reported to the IRS, and I acknowledge that I am responsible for record keeping Roth IRA contribution information as directed by the IRS. I hereby release Quest Trust Company from any claim for damages on account of the failure of this Roth conversion to qualify as a valid rollover contribution or conversion.

I further certify that Quest Trust Company has not given tax advice to me, and that all decisions regarding this conversion are my own. I expressly assume the responsibility for any adverse consequences that may arise from this conversion and I agree that Quest Trust Company shall in no way be responsible for those consequences.

Signature of Account Holder: \_\_\_\_\_ Date: \_\_\_\_\_