



Complete Section 2 for Roth Conversion requests. Complete Section 3 for Recharacterization requests.

1. PERSONAL INFORMATION (*required field)

Should IRA Services need to contact you in regards to this request, your preferred method of contact is:

Email

Primary Phone

First Name*	Middle Name	Last Name*
Account Number*	Social Security Number* (last 4 digits)	Date of Birth* (MM/DD/YYYY)
Phone* XXX-XXX-XXXX	Email (Your personal email only)	

2. ROTH CONVERSION

I wish to convert my Traditional IRA, SIMPLE IRA or SEP IRA account to a Roth IRA as indicated below. I understand that this conversion will be reported both as a distribution on which I may owe income tax and a conversion contribution to my Roth IRA. I further understand that it is my responsibility to ensure that I am qualified to make this conversion and that none of the conversion assets include disqualified assets.

I declare and make the following conversion election:

My existing account number	Account Type
Please check this box if you want to close this existing account after the conversion is performed. <i>DO NOT check this box if you want to keep the account open; we will keep \$500 in this custodial cash account to cover the minimum balance requirement.</i>	Traditional
	SEP
	SIMPLE

Please select one:

<input type="checkbox"/> This is a conversion to a new Roth IRA, I have attached a completed <i>ACCOUNT APPLICATION</i> form to open a Roth IRA
<input type="checkbox"/> This is a conversion to an existing IRA Services Trust Company Roth IRA. My Roth IRA Account Number is: _____

Please select one:

<input type="checkbox"/> This is a FULL conversion: Convert ALL assets (including cash) held in the existing account listed above
<input type="checkbox"/> This is a PARTIAL conversion:
Cash amount to convert: _____
Convert the following assets:

Asset Name	Amount/Shares to Convert

IMPORTANT: If converting asset(s) besides cash, you are **required** to provide us with an updated valuation of your asset(s) prior to the conversion. For real estate assets, please attach a certified appraisal report to this form with our *REAL ESTATE VALUATION* form. For IRA LLCs, please attach our *IRA LLC VALUATION* form signed and certified by a licensed professional.

3. RECHARACTERIZATION

I wish to recharacterize a contribution I previously made to the account listed below. I understand that it is my responsibility to ensure that this recharacterization is legal and is within the time limits imposed by IRS regulations and to report the recharacterization on Form 8606 as required by those regulations. I understand that the custodian will also recharacterize any income attributable to this contribution amount.

Effective January 1, 2018, pursuant to the Tax Cuts and Jobs Act (Pub. L. No. 115-97), a conversion from a traditional IRA, SEP or SIMPLE to a Roth IRA cannot be recharacterized. The new law also prohibits recharacterizing amounts rolled over to a Roth IRA from other retirement plans, such as 401(k) or 403(b) plans.

I declare and make the following conversion election:

Type of Contribution Recharacterization (Please select one)	Tax Year	Amount to Recharacterize	Date Originally Made
Roth IRA Contribution to Traditional IRA Contribution:			
Traditional IRA Contribution to Roth IRA Contribution:			

Account **FROM** which to withdraw amount: _____

Account **TO** which the deposit is to be made: _____

OR

Check this box if you want to establish a new account

Please attach an *ACCOUNT APPLICATION* form

4. SIGNATURE

Account Owner's Signature X	Date (MM/DD/YYYY)
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Please sign and submit additional documents as required.

DELIVERY INSTRUCTIONS

Email
newaccounts@IRAServices.com

Fax
(650) 745-2902

Regular mail
IRA Services
PO Box 7080
San Carlos, CA 94070-7080

Overnight mail
IRA Services
1160 Industrial Road, Unit 1
San Carlos, CA 94070-4128