

WHEN TO USE THIS FORM

When you wish to convert from a tax-deferred IRA Account to a Roth IRA Account with Equity Trust Company.

TAX CONSEQUENCES ASSOCIATED WITH 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 amount you convert will not be subject to taxation.)
- The conversion amount is not subject to a 10% premature distribution penalty although it is a taxable event.
- We recommend you consult with your investment advisor given the potential tax consequences.

CONTACT INFORMATION

PHYSICAL ADDRESS:
Equity Trust Company
Attn: Innovayte Operations
1 Equity Way
Westlake, OH 44145

WEBSITE:
www.TrustETC.com

**For assistance, please
contact a Client Service
Specialist at:**

TOLL FREE:
(877) 819-8918

EMAIL:
operations@innovayte.com

INSTRUCTIONS & GUIDELINES

When completing the Roth Conversion form please follow these guidelines:

- Please be sure you have both a tax-deferred IRA and Roth IRA open before proceeding with this form.
- Conversions are reported in the **calendar year** they are completed.
- A Fair Market Value (FMV) Form may be required for each asset involved in the Roth Conversion. The original FMV form must be sent by mail with supporting documents.

SUBMISSION OPTIONS

OVERNIGHT:
Equity Trust Company
Attn: Innovayte Operations
1 Equity Way
Westlake, OH 44145

FAX:
(440) 365-1447

REGULAR MAIL:
Equity Trust Company
Attn: Innovayte Operations
PO Box 451249
Westlake, OH 44145

E-MAIL:
operations@innovayte.com

DO NOT FAX OR MAIL THIS COVER PAGE
INVESTMENT PRODUCTS: NOT FDIC INSURED - NO BANK GUARANTEE - MAY LOSE VALUE

1 ACCOUNT INFORMATION

ACCOUNT OWNER'S NAME	DESIGNATED REPRESENTATIVE	CONTACT PHONE NUMBER
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2 CONVERSION INSTRUCTIONS

Please Note: 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. *Traditional assets will be determined at time of processing.*

ACCOUNT INFORMATION

Type of account you are converting: Traditional IRA SEP IRA SIMPLE IRA

ACCOUNT NUMBER TO CONVERT FROM _____ ROTH IRA ACCOUNT NUMBER CONVERTING TO _____

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 to the new account.
 Dollar Amount to Convert \$ _____

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

ASSET DESCRIPTION	# SHARES OR UNITS	APPROXIMATE VALUE
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3 TAX WITHHOLDING ELECTION

FEDERAL WITHHOLDING ELECTION. Federal income tax law requires that federal income tax be withheld at a rate of 10 percent unless you indicate otherwise.

I Do NOT want federal income taxes withheld from my conversion.

In addition to the 10 percent withholding of federal income taxes from my conversion, I want an additional \$ _____ or _____% (percentage in whole numbers only) withheld.

STATE INCOME TAX. Requirements vary by state. Mandatory for **AR, DE, IA, KS, MA, ME, NE, or OK** residents if federal income tax is withheld.

MI Residents: If you elect out of state withholding, you are certifying that your conversion is not taxable because you were born before 1946 or you believe you will **not** have a balance due on your Michigan Individual Income Tax Return **MI-1040**. Select one of the following options:

I Do NOT want state income taxes withheld from my conversion.

I want my applicable state income taxes withheld from my conversion. Indicate amount to be withheld _____%

In addition to the applicable state income taxes listed above, I want an additional \$ _____ or _____% (percentage in whole numbers only) withheld.

4 SIGN and DATE

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.

SIGNATURE OF ACCOUNT OWNER/BENEFICIARY	DATE	SIGNATURE OF CUSTODIAN	DATE
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STATE TAX WITHHOLDING INFORMATION

Your state of residence determines your state income tax withholding requirements. The information below is provided only as a guideline to help you understand state income tax withholding requirements and is not tax or legal advice regarding withholding. Equity Trust Company makes every effort to obtain information about state tax laws from reliable sources, however Equity Trust Company cannot guarantee the accuracy or timeliness of state tax withholding information as state tax laws are subject to constant change and interpretation. The information below applies to residents of each respective state and there may be exceptions based on your circumstances. Special rules apply if you live in a foreign country, are not a U.S. Citizen, or are a non-resident alien. You will be responsible for any under-withholding when you file your tax return. Please contact your tax advisor before making an election regarding state tax withholding.

STATE INCOME TAX WITHHOLDING OPTIONS

AK, FL, NH, NV, SD, TN, TX, WA, WY	<p>STATE INCOME TAX WITHHOLDING MAY NOT BE ELECTED</p> <p>State income tax withholding is not available. Do not complete the State Income Tax Withholding section.</p>
AL, AZ, CO, DC, DE, GA, HI, ID, IL, IN, KY, LA, MD, MO, MS, MT, ND, NJ, NM, NY, OH, PA, RI, SC, UT, WV, WI	<p>STATE INCOME TAX WITHHOLDING IS VOLUNTARY</p> <p>We will withhold state income tax only if you instruct us to do so. You must indicate the amount to withhold. There is no mandatory tax rate as these states are voluntary withholding states.</p>
KS, MA, ME, NE, VT	<p>STATE INCOME TAX WITHHOLDING IS MANDATORY IF FEDERAL WITHHOLDING HAS BEEN ELECTED</p> <p>If you have federal income tax withheld:</p> <ul style="list-style-type: none"> KS: 5.00% of distribution amount MA: 5.00% of distribution amount ME: 5.00% of distribution amount NE: 5.00% of distribution amount VT: 30% of federal withholding amount
AR, CA, CT, IA, MI, MN, NC, OK, OR, VA	<p>STATE INCOME TAX WITHHOLDING IS MANDATORY WHEN FEDERAL WITHHOLDING APPLIES, UNLESS YOU SPECIFICALLY ELECT NOT TO WITHHOLD</p> <ul style="list-style-type: none"> AR: 3% of distribution amount CA: 10% of federal withholding amount CT: 6.99% (only if distribution is over \$5000 or more than 50% of total account value) IA: 5% of distribution amount MI: 4.25% of distribution amount (unless you opt out or adjust withholding by submitting Form MI-W4P) MN: 6.25% of distribution amount (unless you complete form W-4MN to elect no state tax with federal tax withholding) NC: 4% of distribution amount (unless you opt out or adjust withholding by submitting Form NC-4P) OK: 4.75% of distribution amount (unless you opt out or adjust withholding by submitting Form OK-W-4-R) OR: 8% of distribution amount (unless you complete Form W-4P) VA: 4% of the distribution amount