

## Roth IRA Conversion Form Instructions

Complete this form to authorize the conversion or reconversion of all or part of your existing Millennium Trust IRA to your existing Millennium Trust Roth IRA.

For assistance with this form, please visit Millennium Trust Company's Web site at [mtrustcompany.com](http://mtrustcompany.com) or call us at 1.800.560.1288.

Return the completed form to: Millennium Trust Company  
820 Jorie Boulevard, Suite 420  
Oak Brook, IL 60523

### IMPORTANT INFORMATION ABOUT CONVERTING

Read your Millennium Trust Roth Individual Retirement Account Custodial Agreement and Disclosure Statement, which contain necessary information for converting to a Millennium Trust Company Roth IRA.

- Beginning in tax year 2010, modified adjusted gross income (MAGI) limits for conversions no longer apply. In years prior to 2010, to be eligible to convert, your MAGI could not exceed \$100,000 (not including the IRA conversion amount) in the year of the conversion. This applied to both single and joint tax filers. Married individuals filing separate tax returns were not eligible to convert to a Roth IRA unless they lived apart from their spouse for the entire tax year.
- If you are under age 59½, you will be subject to a 10% early withdrawal penalty on any amounts distributed from your IRA and not converted to a Roth IRA within 60 days.
- You are responsible for maintaining records of your Roth IRA conversions, recharacterizations, and annual contributions in order to properly complete your federal tax forms.

## Steps

### Section A: Millennium Trust Account Information

- Please provide your personal information as it should appear on your account.

### Section B: Type of IRA You Are Converting

- Indicate the type of Millennium Trust IRA you are converting to a Millennium Trust Roth IRA. If you are converting more than one IRA, complete one form for each IRA you are converting.

**NOTE:** SIMPLE IRA assets withdrawn in the two-year period beginning on the date you first participated in a SIMPLE IRA plan maintained by your employer may NOT be converted to a Roth IRA.

**NOTE:** An Inherited IRA may be converted to an Inherited Roth IRA only by an inheriting spouse.

### Section C: Your Millennium Trust IRA To Be Converted

- Complete this section to convert your Millennium Trust Traditional IRA, Rollover IRA, SEP IRA, or SIMPLE IRA to a Millennium Trust Roth IRA.
- There are no account closing fees for the Millennium Trust IRA(s) you are converting to a Millennium Trust Roth IRA. You will be charged a \$50 Conversion fee and a \$50 re-registration fee (per alternative asset) in your Traditional IRA prior to conversion.

### Section D: Important Tax Withholding Notice for Distributions From Your IRA

- IRS regulations require the Custodian/Trustee of your distributing IRA to withhold federal income tax at the rate of 10% from your gross IRA distributions, **unless you elect not to have withholding apply**. You may elect not to have federal withholding apply (provided you have supplied Millennium Trust with a U.S. address). Each time you request a distribution, including a Roth IRA conversion, you will be revoking any previous withholding election on any previous distribution. If no selection is made in Section D, then IRS regulations require us to withhold federal income tax at a rate of 10% from your total IRA conversion.
- If your state of residence is CA, DE, IA, KS, MA, ME, NC, NE, OK, OR, or VT and federal income tax withholding is applied to your conversion, state income tax will also apply. State tax withholding will be based on your state's minimum withholding requirement.
- You are still responsible for the full payment of federal income tax, any state or local taxes, and any penalties that may apply to your withdrawal(s). You may incur IRS penalties if you are under age 59½. You may be responsible for payment of estimated taxes and you may incur penalties if estimated tax payments are not adequate, or if certain other requirements are not met.
- The tax withholding election you make will apply to this conversion request only. **Any amounts withheld and not replaced into your Millennium Trust Roth IRA within 60 days will be considered a distribution and may be subject to a 10% early withdrawal penalty if you are under age 59½.**

### Section E: Signature Section

- Please sign and date.



820 Jorie Blvd. Suite 420  
 Oak Brook, IL 60523  
 800.560.1288 Telephone  
 630.368.5694 Fax

www.mtrustcompany.com

# ROTH IRA CONVERSION CERTIFICATION

(for Advisor Services Clients Only)

## A ACCOUNT INFORMATION

Account Owner's Name:

Address:

City:

State:

Zip:

Home Phone No.:

Work Phone No.:

E-mail Address:

Social Security No.:

Date of Birth:

## B INDICATE THE TYPE OF MILLENNIUM TRUST IRA YOU ARE CONVERTING

- Traditional IRA    Rollover IRA    SEP IRA    SIMPLE IRA\*    Inherited Traditional IRA (spouse only)

\*SIMPLE IRA accounts held for less than two years will not be converted.

## C CONVERSION INSTRUCTIONS

Millennium Trust IRA Account No. converting to a Roth IRA    $\longrightarrow$    Account number of your Millennium Trust Roth IRA

We will not convert your account until (1) any pending trades have settled; (2) all outstanding fees (including fees related to the conversion have been collected); (3) and we have received a current statement of the fair market value for each asset converted.

**If you do not have a Millennium Trust Roth IRA, leave this area blank and attach a completed Roth IRA Adoption Agreement with this form. Forms are available at [www.mtrustcompany.com](http://www.mtrustcompany.com), in the Account Forms section.**

If no selection is made below, Millennium Trust will convert all the IRA assets in the referenced account(s).

- Convert all my Millennium Trust IRA assets                       Convert only a portion of my Millennium Trust IRA assets  
 (Please select "Entire Position" or provide a dollar amount  
 Check box if you wish to keep your existing IRA account open                      or number of shares for each investment below.)

Name of Security or Fund	Entire Position, or	Dollar Amount, or	No. of Shares



**D TAX WITHHOLDING ELECTION****Federal Withholding Election**

Internal Revenue Service ("IRS") regulations require this notice to be given to you each time you request a distribution from your Individual Retirement Account ("IRA").

The distribution(s) you receive from your IRA are subject to Federal Income Tax withholding, unless you elect not to have withholding apply. You may be liable for payment of any Federal Income Tax due on distribution(s) from your IRA, regardless of whether or not you elect to have taxes withheld. In addition, if your payments of estimated tax and withholding, if any, are not adequate, you may be subject to tax penalties under estimated tax payment rules.

You are urged to consult your attorney, accountant, or other tax advisor with respect to your election of Federal Income Tax withholding. If you do not want Federal Income Tax withheld from your distribution(s), please complete the first item in Section D on this IRA Distribution Request Form.

*(Please select one. If no selection is made, taxes will automatically be withheld from the distribution(s) at a rate of 10%)*

- I **DO NOT** want Federal Income Tax withheld from my distribution(s).
- Withhold 10% for Federal Income Taxes from my distribution(s).
- Withhold \_\_\_\_\_ % (minimum 10%)
- Withhold \$ \_\_\_\_\_ for Federal Income Taxes from my distribution(s)

**State Withholding Election**

***If you are a resident of CA, DE, IA, KS, ME, MA, NC, NE, OK, OR or VT you need to complete the state withholding election below.***

For residents of the states listed above we are required to withhold state taxes from your IRA distribution(s) when you have federal taxes withheld, unless otherwise elected. In addition, residents may voluntarily elect to have state taxes withheld, but opt out of federal withholding.

**If you do not make an election, we will withhold state taxes from your distribution(s).**

Please select one.

- Do not withhold state income tax from my distribution(s)
- Withhold my state's minimum requirement.
- Withhold this amount: \_\_\_\_\_ % or \$  
We will withhold at least your state's minimum requirement.

**E ACCOUNT OWNER'S SIGNATURE**

I authorize and request Millennium Trust Company as custodian of my Millennium Trust IRA specified above to make the above requested distribution from my Millennium Trust IRA and conversion contribution to my Millennium Trust Roth IRA. I hereby agree to indemnify Millennium Trust Company from any and all liability in the event I fail to meet any of the IRS requirements.

I understand that I may be subject to income taxes on the amount converted from my Millennium Trust IRA to a Millennium Trust Roth IRA to the extent that the converted amount is includable in my income (i.e., any tax-deductible contributions, pretax contributions, and any earnings). Due to the important tax consequences of converting funds or property to a Roth IRA, Millennium Trust advises its clients to consider consulting their tax professionals.

If I am over age 70½, I attest that I have satisfied (or will satisfy) the IRS minimum distribution requirements for the current year, before the conversion, pursuant to Section 401(a)(9) of the Internal Revenue Code with respect to my Millennium Trust IRA.

**NOTE:** If you want your Roth conversion to occur before the end of the year, requests must be received by Millennium Trust before December 1st. Requests received after December 1st will be processed on a best-efforts basis.

Account Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_