ROTH CONVERSION FORM

CLEAR FORM

iPlanGroup
RETIREMENT DRIVEN BY YOU

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

1. ACCOUNT OWNER INFORMATION

Account Owner Name:	Date of Birth: M M D D Y Y
Social Security Number:	Phone Number:

2. INDICATE THE TYPE OF ACCOUNT YOU ARE CONVERTING

☐ Traditional IRA ☐ SEP IRA ☐ SIMPLE IRA*

***SIMPLE accounts held for less than two years cannot be converted.**

3. CONVERSION INSTRUCTIONS

Account Number you would like to convert to a Roth IRA	Account Number of your iPlanGroup Roth IRA

If you do not have an iPlanGroup Roth IRA, you can establish one at www.iplangroup.com, or you may leave this part blank and attach a completed iPlanGroup Roth IRA Application to this form.

If no selection is made below, iPlanGroup will convert all the IRA assets in the referenced account(s). ***Please attach a separate sheet if needed.***

☐ Convert all my iPlanGroup assets and close the converted account

☐ Convert all my iPlanGroup assets and keep the converted account open*

☐ Convert only a portion of my iPlanGroup account as described below. A Fair Market Vaulation (FMV) Form must be compelted for each asset conveted

***NOTE:** If you choose to keep the converted open, you will continue to have annual administration fees on each account.

Entire Asset	Description of Asset	Dollar Amount	Number of Shares/Units
☐			
☐			
☐			
☐			

4. FEDERAL TAX WITHHOLDING

☐ I elect **NOT** to have federal taxes withheld

You may elect not to have federal withholding apply by checking the box above. Each time you request a distribution, including a Roth IRA conversion, you will be revoking any previous withholding election on any previous distribution. If your state of residence is CA, DE, IA, KS, MA, ME, NC, 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 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 iPlanGroup 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. If you are under age 59½, you may 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.

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5. ACCOUNT OWNER AUTHORIZATION AND SIGNATURE

I authorize and request iPlanGroup as Administrator of my Account, specified above in Section 3 (or its agents or successors) to make the above requested distribution from my iPlanGroup IRA and conversion contribution to my iPlanGroup Roth IRA. I hereby agree to indemnify iPlanGroup (its agents, affiliates, successors, and employees) 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 iPlanGroup IRA to an iPlanGroup 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). 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 iPlanGroup IRA.

Account Owner Authorization and Signature

X	Print Name:	Date:

FORM SUBMISSION OPTIONS

By Fax:
440-815-2214

By Email:
Info@iplangroup.com

By Regular Mail/Overnight Delivery:
IRA Plan Partners, LLC DBA iPlanGroup
ATTN: Account Maintenance
28011 Clemens Road
Westlake, OH 44145