

# Submission instructions

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**PART 1. ROTH IRA OWNER**

Name (First/MI/Last) \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Account Number \_\_\_\_\_ Suffix \_\_\_\_\_  
 Security Code \_\_\_\_\_

**PART 2. ROTH IRA TRUSTEE OR CUSTODIAN**

*To be completed by the Roth IRA trustee or custodian*

Name \_\_\_\_\_  
 Address Line 1 \_\_\_\_\_  
 Address Line 2 \_\_\_\_\_  
 City/State/ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Organization Number \_\_\_\_\_

**PART 3. CONTRIBUTION INFORMATION**

Contribution Amount \_\_\_\_\_ Contribution Date \_\_\_\_\_

**CONTRIBUTION TYPE** (Select one)

- Regular** (Includes catch-up contributions)  
 Contribution for Tax Year \_\_\_\_\_
- Rollover** (Distribution from a Roth IRA or eligible employer-sponsored retirement plan that is being deposited into this Roth IRA)  
 By selecting this transaction, I irrevocably designate this contribution as a rollover.
- Transfer** (Direct movement of assets from a Roth IRA into this Roth IRA)
- Recharacterization** (A nontaxable movement of a Traditional IRA contribution into this Roth IRA)  
 By selecting this transaction, I irrevocably designate this contribution as a recharacterization.
- Conversion** (A taxable movement from a Traditional IRA or SIMPLE IRA into this Roth IRA)  
 By selecting this transaction, I irrevocably designate this contribution as a conversion.
- 529 Plan (qualified tuition plan) to Roth IRA** (Payment from a 529 plan to a Roth IRA of the same individual. Counts as a regular Roth IRA contribution.)  
 Contribution for Tax Year \_\_\_\_\_

**PART 4. INVESTMENT AND DEPOSIT INFORMATION**

**INVESTMENT INFORMATION** (Complete this section as applicable.)

Investment Description	Quantity or Amount	Status (new or existing)	Investment Number	Term or Maturity Date	Interest Rate
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**DEPOSIT METHOD**

- Cash or Check** (If the contribution type is transfer, the check must be from a financial organization made payable to the trustee for this Roth IRA.)
- Internal Account**  
 Account Number \_\_\_\_\_ Type (e.g., checking, savings, IRA) \_\_\_\_\_
- External Account** (e.g., EFT, ACH, wire) (Additional documentation may be required and fees may apply.)  
 Name of Organization Sending the Assets \_\_\_\_\_ Routing Number (Optional) \_\_\_\_\_  
 Account Number \_\_\_\_\_ Type (e.g., checking, savings, IRA) \_\_\_\_\_  
 Deposit Taken by \_\_\_\_\_

**PART 5. SIGNATURE**

I certify that all of the information provided by me is accurate and may be relied upon by the trustee or custodian. I certify that the contribution described above is eligible to be contributed to the Roth IRA and I authorize the deposit to be invested in the manner described above.

**X** \_\_\_\_\_ Date (mm/dd/yyyy)

Signature of Roth IRA Owner

Date (mm/dd/yyyy)

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## RULES AND CONDITIONS APPLICABLE TO ROTH IRA CONTRIBUTIONS

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Roth IRA contribution rules are often complex. The general rules are listed below. If you have any questions regarding a contribution, please consult with a competent tax professional or refer to IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*, for more information. This publication is available on the IRS website at [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM.

### REGULAR

The total amount you may contribute to a Roth IRA for any tax year cannot exceed the lesser of the published annual limit or 100 percent of your earned income and other eligible compensation. Your contribution may be further limited if your income exceeds certain limits. If you also maintain a Traditional IRA, the maximum contribution to your Roth IRA is reduced by any contributions you make to your Traditional IRA.

- You may make a contribution for the prior year up until your tax filing deadline for that year, not including extensions. Designating a contribution for the prior year is irrevocable.
- If you are age 50 or older by the end of the year, you may be eligible to make an additional catch-up contribution to a Roth IRA for that tax year.

### ROLLOVER

A rollover is a distribution and a subsequent tax-free movement of assets from any of your Roth IRAs to your Roth IRA. A rollover from an eligible employer-sponsored retirement plan to your Roth IRA will generally result in any pretax assets being subject to tax.

- You are permitted to roll over only one distribution from an IRA (Traditional, Roth, or SIMPLE) in a 12-month period, regardless of the number of IRAs you own. There is no limit to the number of rollovers you may perform from any of your eligible employer-sponsored retirement plans to a Roth IRA.
- A rollover generally must be completed within 60 days from the date you receive the assets.
- A rollover contribution of Traditional IRA or SIMPLE IRA assets may not be made to a Roth IRA.

### TRANSFER

A transfer is a direct movement of assets to your Roth IRA from any of your other Roth IRAs.

- You may perform an unlimited number of transfers.
- A transfer contribution may not be made from a Traditional IRA or SIMPLE IRA.

### RECHARACTERIZATION

A recharacterization is the procedure to treat all or a portion of a contribution to a Traditional IRA as if it had been made to a Roth IRA.

- A contribution that is recharacterized must be adjusted for earnings.
- The recharacterization deadline is your tax filing deadline for the year of the original transaction, including extensions.

### CONVERSION

A conversion is a taxable movement of assets from any of your Traditional IRAs or SIMPLE IRAs to your Roth IRA. A conversion contribution may not be made from a SIMPLE IRA within two years of the first contribution to your SIMPLE IRA.

### 529 PLAN (QUALIFIED TUITION PLAN) TO ROTH IRA

Assets from your 529 plan that has been maintained for 15 or more years may be paid directly to your Roth IRA if the funds have been in a 529 plan for at least five years.

- You must be eligible to make a Roth IRA contribution and the amount counts toward your Roth IRA contribution limit for the year.
- The total that you may roll over from a 529 plan during your lifetime may not exceed \$35,000.
- This amount is reported as a regular Roth IRA contribution for the year it is received on IRS Form 5498, *IRA Contribution Information*, and may be made for the previous year if received between January 1 and your tax filing deadline, not including extensions (generally April 15).