

Submission instructions

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Simply log in to your account at everbank.com and:

- From the **Statements & Documents** tab, select **Upload documents**
- Select **Files** you would like to upload
- Select **Folder** to upload files to and follow directions

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 TYPE ELIGIBILITY REQUIREMENTS

To be eligible for a Roth IRA contribution type listed below, all statements for that contribution type must be true. Refer to page 2 for rules and conditions that apply to contribution eligibility.

REGULAR (Includes catch-up contributions)

- I have earned income or other eligible compensation during the tax year for which the contribution is made.
- My modified adjusted gross income (MAGI) during the tax year of the contribution is within the maximum permitted limits.

ROLLOVER FROM A ROTH IRA

- I received the assets from the distributing Roth IRA within the last 60 days.
- I have not rolled over any other distribution from any of my IRAs (Traditional, Roth, or SIMPLE) within the last 12 months.

DIRECT OR INDIRECT ROLLOVER FROM AN ELIGIBLE EMPLOYER-SPONSORED RETIREMENT PLAN

- I am the plan participant, spouse beneficiary, alternate payee of a qualified domestic relations order, or nonspouse beneficiary of the plan participant.
- This rollover contribution is from an eligible employer-sponsored retirement plan.
- This rollover contribution does not contain any ineligible rollover distributions.

If the check from the plan is payable to you, the following statement must also be true.

- I received the check within the last 60 days.

CONVERSION FROM A TRADITIONAL IRA OR SIMPLE IRA

- This conversion contribution does not contain a required minimum distribution.

If the assets are not payable directly to your Roth IRA, the following statement also must be true.

- I received the assets within the last 60 days.

If this is a conversion of assets from a SIMPLE IRA, the following statement also must be true.

- More than two years have passed since the first contribution to my SIMPLE IRA.

529 PLAN (QUALIFIED TUITION PLAN) TO ROTH IRA

- I, as the Roth IRA owner, am the beneficiary of the 529 plan.
- The 529 plan has been open for at least 15 years.
- The amount moved from the 529 plan does not exceed the Roth IRA contribution limit for the year.
- I have earned income or eligible compensation during the tax year for which the contribution is made.
- The total amount transferred from my 529 plan to my Roth IRA does not exceed \$35,000 for all transactions.

PART 4. 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 I am eligible for the type of Roth IRA contribution being made.

X _____
Signature of Roth IRA Owner

_____ Date (mm/dd/yyyy)

RULES AND CONDITIONS APPLICABLE TO ROTH IRA CONTRIBUTION ELIGIBILITY

The 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 or by calling 1-800-TAX-FORM.

REGULAR

You may contribute to a Roth IRA if you have earned income or other eligible compensation, and your modified adjusted gross income (MAGI) is within certain limits. You are not eligible for a Roth IRA contribution if your MAGI is \$228,000 or greater (for 2023) or \$240,000 or greater (for 2024), and you are a married taxpayer filing a joint income tax return, your MAGI is \$10,000 or greater and you are a married taxpayer filing a separate income tax return, or your MAGI is \$153,000 or greater (for 2023) or \$161,000 or greater (for 2024), and you are any other taxpayer.

Contribution Limit. The total amount you may contribute to a Roth IRA for any tax year cannot exceed the lesser of the annual published limit (\$6,500 for 2023 and \$7,000 for 2024) or 100 percent of your earned income and other eligible compensation. Your Roth IRA contribution is limited if your MAGI exceeds \$218,000 (for 2023) or \$230,000 (for 2024), if you are a married taxpayer filing a joint income tax return, or exceeds \$138,000 (for 2023) or \$146,000 (for 2024), if you are any other taxpayer. If you are a married taxpayer filing a separate income tax return, you may only contribute if your MAGI does not exceed \$10,000. 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.

Catch-Up Contribution. If you are age 50 or older by the end of the year, you may be eligible to make an additional catch-up contribution of \$1,000 (for 2023 and 2024) to a Roth IRA for that tax year.

ROLLOVERS FROM A ROTH IRA

Timeliness. The assets you receive from the distributing Roth IRA generally must be deposited into another Roth IRA within 60 calendar days.

Twelve-Month Restriction. 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.

DIRECT OR INDIRECT ROLLOVER FROM AN ELIGIBLE EMPLOYER-SPONSORED RETIREMENT PLAN

Eligible Person. You are an eligible person only if you were or are a participant in an eligible plan, the surviving spouse beneficiary of a deceased participant, or the alternate payee (spouse or former spouse) identified in a qualified domestic relations order. A nonspouse beneficiary may roll over to an inherited Roth IRA only as a direct rollover.

Eligible Plan. A distribution will not be eligible to be rolled over unless the distribution is made from an eligible employer-sponsored retirement plan. A rollover contribution must be from one of the following eligible employer-sponsored retirement plans: qualified retirement plan (Internal Revenue Code Section (IRC Sec.) 401(a) (e.g., 401(k), profit sharing, money purchase pension)), annuity plan (IRC Sec. 403(a)), tax-sheltered annuity plan (IRC Sec. 403(b)), governmental deferred compensation plan (IRC Sec. 457(b)), or federal Thrift Savings Plan.

Ineligible Rollover Distributions. The following types of distributions are ineligible for rollover.

- Required minimum distributions
- Distributions that are part of a series of substantially equal periodic payments (made over single or joint life expectancy or a specified period of 10 or more years)
- Hardship distributions
- Returns of 401(k) elective deferrals because of the IRC Sec. 415 allocation limitations
- Returns of excess contributions and excess aggregate contributions from a 401(k) or 401(m) plan
- Returns of excess deferrals (i.e., amounts that exceed the deferral limit)
- Plan loan amounts that are treated as distributions because of a default or because the loan does not meet the IRC Sec. 72(p) requirements
- Dividends paid on employer securities as described in IRC Sec. 404(k)
- PS 58 costs (associated with life insurance coverage)
- Permissible withdrawals from eligible automatic contribution arrangements (generally within 90 days of the first automatic contribution)

Timeliness. If payable to you, the assets you receive from the distributing plan generally must be deposited into a Roth IRA within 60 calendar days.

CONVERSION FROM A TRADITIONAL IRA OR SIMPLE IRA

Required Minimum Distribution. Distributions that represent required minimum distributions paid to an IRA owner or beneficiary may not be converted.

Timeliness. If payable to you, the assets you receive from the distributing IRA must be deposited into a Roth IRA within 60 calendar days.

SIMPLE IRA Rollover Restriction. SIMPLE IRA assets may not be converted to a Roth 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 amount that you may move 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).