

# Request for Transfer or Direct Rollover to a Roth Beneficiary IRA

(Custodian's/Trustee's name, address, and phone number above)

## 1 ROTH BENEFICIARY IRA ACCOUNTHOLDER INFORMATION

NAME, ADDRESS, CITY, STATE, AND ZIP	DATE OF BIRTH
	DAYTIME PHONE NUMBER

## 2 ORIGINAL DECEASED ROTH IRA OWNER/PLAN PARTICIPANT INFORMATION

NAME	
DATE OF BIRTH	DATE OF DEATH

## 3 TRANSFER REQUEST (Complete for a transfer from a Roth IRA)

I authorize and direct my Current Custodian/Trustee, to transfer the assets identified in the Transaction Instructions section to the Custodian/Trustee named in the upper right corner of this form. *Please provide me with a statement of the amount of any remaining required minimum distribution for the current year.*

CURRENT CUSTODIAN/TRUSTEE NAME, ADDRESS, CITY, STATE, AND ZIP	ROTH IRA ACCOUNT (PLAN) NUMBER
	PHONE NUMBER
TRANSFEROR STAFF MEMBER NAME AND CONTACT INFORMATION	

## 4 DIRECT ROLLOVER REQUEST (Complete for a direct rollover from an eligible retirement plan.)

**Source of Funds** (select one):  Designated Roth Account  Eligible Retirement Plan (other than a Designated Roth Account)

I authorize and direct Plan Administrator of the eligible retirement plan containing my beneficiary interest to directly roll over the assets identified in the Transactions Instruction section to the Custodian/Trustee named in the upper right corner of this form. *Please do not include any required minimum distribution amount for the current year with the assets being directly rolled over.*

PLAN ADMINISTRATOR NAME, ADDRESS, CITY, STATE, AND ZIP	PLAN ACCOUNT NUMBER
	PHONE NUMBER
PLAN ADMINISTRATOR CONTACT NAME AND CONTACT INFORMATION	
NAME OF EMPLOYER'S PLAN	

# 5 TRANSACTION INSTRUCTIONS (See Additional Information included with this form.)

Complete my transaction as directed. **Note:** Penalties and market fluctuation may affect the distribution amount.

**A. Payment Amount** (select one):

- My entire account balance.
- A portion of my account balance. Describe \_\_\_\_\_

**B. Payment Schedule and Investments** (select one):

- Immediately liquidate all investments and send cash proceeds.
- Send all investments in kind.
- Send and/or liquidate the investments as identified below:

<u>Account Number or Investment</u>	<u>Dollar Amount or Number of Shares</u>	<u>Transaction Date</u>	<u>Send:</u>	
_____	\$ _____ or _____ shares	_____	<input type="checkbox"/> Cash Proceeds	<input type="checkbox"/> In Kind
_____	\$ _____ or _____ shares	_____	<input type="checkbox"/> Cash Proceeds	<input type="checkbox"/> In Kind
_____	\$ _____ or _____ shares	_____	<input type="checkbox"/> Cash Proceeds	<input type="checkbox"/> In Kind
_____	\$ _____ or _____ shares	_____	<input type="checkbox"/> Cash Proceeds	<input type="checkbox"/> In Kind

Other \_\_\_\_\_

**C. Delivery Instructions**

- (1) Roth Beneficiary IRA Account (Plan) Number \_\_\_\_\_
- (2) Make check payable to or certificate registration in the name of \_\_\_\_\_ as  custodian  trustee for the Roth Beneficiary IRA of \_\_\_\_\_
- (3) Include a copy of the beneficiary's Election of Payment.
- (4) \_\_\_\_\_

# 6 SIGNATURES

I certify that I am the Roth beneficiary IRA accountholder or individual legally authorized to complete this form. I certify the accuracy of the information set forth in this form. If this is a transfer, I direct my Current Custodian/Trustee to send and/or liquidate the Roth IRA assets as set forth in this form. The Custodian/Trustee agrees to accept these assets as a transfer. If this is a direct rollover, I direct the Plan Administrator to send and/or liquidate the assets as set forth in this form. I assume full responsibility for any consequences associated with this transfer/direct rollover request. I acknowledge that the Custodian/Trustee cannot provide, and has not provided, me with legal advice. I have been advised to seek the guidance of a tax or legal professional. The Custodian/Trustee agrees to accept these funds as a direct rollover or transfer.

\_\_\_\_\_  
Signature of Roth Beneficiary IRA Accountholder      Date

\_\_\_\_\_  
Signature of Custodian/Trustee      Date

## ADDITIONAL INFORMATION

**Purpose.** The Request for Transfer or Direct Rollover to a Roth Beneficiary IRA form is designed to assist you in the movement of assets from a Roth individual retirement account (IRA), or an eligible retirement plan to your Roth beneficiary IRA.

**Additional Documents.** A transfer can avoid income and penalty taxes but, to be successful, additional documentation may be required by the Current Roth IRA's Custodian/Trustee. Eligibility for a direct rollover will be determined by the employer or its plan administrator.

For a direct rollover to be successful, the employer's plan and/or your beneficiary IRA's custodian/trustee may require additional documentation.

**For Additional Guidance.** It is in your best interest to seek the guidance of your tax or legal professional before completing this document.

For a transfer, your first reference should be the Roth beneficiary IRA agreement and disclosure statement you received upon establishing your Roth beneficiary IRA and/or amendments provided by the custodian/trustee. For more information, refer to Internal Revenue Service (IRS) Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*, Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*, instructions to your federal income tax return, or the IRS's web site at [www.irs.gov](http://www.irs.gov).

For a direct rollover, refer to the employer's plan document and the summary plan description provided. For more information, refer to IRS Publication 575, *Pension and Annuity Income*, or the IRS's web site at [www.irs.gov](http://www.irs.gov).

**Terms.** A general understanding of the following terms may be helpful in completing your transaction.

**Direct Rollover.** A direct rollover avoids federal income tax withholding and, though similar to an IRA-to-IRA transfer, is reported to the IRS. The employer or the plan administrator of the eligible retirement plan can inform you of your eligibility and rules to roll the retirement assets directly to your Roth beneficiary IRA.

**Election of Payment.** This is a document that describes the beneficiary's election or the payment method the beneficiary is required to follow for required minimum distribution calculations.

**In Kind.** If a Roth IRA or eligible retirement plan contains stocks, bonds, mutual fund shares, or other types of property, it may be possible to move such property to a Roth beneficiary IRA without liquidation. This type of "in kind" transaction would require that the property be reregistered in the name of the requesting IRA custodian/trustee for the benefit of your Roth beneficiary IRA.

**Required Minimum Distribution (RMD).** Roth IRA beneficiaries must satisfy an annual RMD. The penalty for failing to take the annual RMD for any distribution year is a 50 percent excise tax on the amount not distributed. Although the rules may permit you to transfer your RMD, it must still be satisfied by December 31 of the distribution year.

**Transfer.** A transfer is the nonreportable movement of assets between IRAs of the same type.