

Use this form to convert a traditional, SEP or SIMPLE (after the required two year holding period) Individual Retirement Account ("IRA") from another custodian or trustee to a Touchstone Investments Roth IRA. If establishing a new Roth IRA, attach a completed Roth Individual Retirement Account Application and Adoption Agreement. This form is not intended for initiating conversions from employer sponsored plans; 401(k) or 403(b) plans (contact your plan's administrator for instructions).

Effective January 1, 2018, a Roth IRA conversion cannot be recharacterized back to a traditional, SEP or SIMPLE IRA. A Roth IRA conversion is considered an irrevocable election which cannot be "reversed" or "corrected".

**PARTICIPANT INFORMATION**

Name: \_\_\_\_\_ Daytime Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**INVESTMENT INSTRUCTIONS FOR CONVERTED PROCEEDS**

New Roth IRA - follow the investment instructions as provided on the attached application.

Invest the proceeds as follows into my existing Roth IRA: Account Number: \_\_\_\_\_

Fund Name: \_\_\_\_\_ Dollar Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %

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Must equal 100%

**TAX WITHHOLDING ELECTION** – contact your current custodian or trustee for state tax withholding requirements, if any.

**A. Federal Withholding**

IRS regulations require the custodian or trustee of your IRA to withhold federal income taxes from the conversion distribution at the rate of 10% unless you elect not to have withholding apply. Withholding will apply to the entire amount of the conversion distribution, including the amount of any nondeductible contributions that may have been made to the IRA. You may not convert any portion of required minimum distributions (RMDs).

If you elect to have federal income taxes withheld, you may still invest the entire amount of the conversion distribution into your Touchstone Investments Roth IRA by using other assets to replace amounts withheld as a prepayment of federal income taxes. Remember, if you use your IRA assets to pay taxes on the conversion distribution amount (either by liquidating additional shares or by not replacing amounts withheld for federal income tax), the IRA assets used to pay those taxes may be considered a premature distribution (if you are under the age of 59½) since they are not being converted into the Roth IRA or rolled over into another IRA and you could also be subject to a 10% early withdrawal penalty.

I elect **NOT TO** have federal income tax withheld from this conversion distribution.

I elect **TO** have 10% federal income tax withheld from this conversion distribution.

I elect **TO** have \_\_\_\_\_ % federal income tax withheld from this conversion distribution.  
(must be more than 10%)

**B. State Withholding**– contact your current custodian or trustee for state tax withholding requirements, if any.

Your state of residence will determine your state income tax withholding requirements, if any. Those states with mandatory withholding may require state income tax to be withheld from payments if federal income taxes are withheld or may mandate a fixed amount regardless of your federal tax election. Voluntary states let individuals determine whether they want state taxes withheld. Some states have no income tax on retirement payments. Please consult with a tax advisor or your state's tax authority for additional information on your state requirements.

I elect **TO NOT** have state income tax withheld from my retirement account distribution (only for residents of states that do not require mandatory state tax withholding).

I elect **TO** have the following dollar amount or percentage from my retirement account distribution withheld for state income taxes (for residents of states that allow voluntary state tax withholding). \$ \_\_\_\_\_ or \_\_\_\_\_ %

# ROTH IRA CONVERSION REQUEST FORM - (EXTERNAL) Continued

## CURRENT CUSTODIAN AND ACCOUNT INFORMATION

To avoid delays, contact your current custodian to verify their correct address and ask if they require a Medallion Signature Guarantee. Please see the Participant Authorization section for an explanation of the Medallion Signature Guarantee. Please also attach your most recent statement, if possible.

Current Custodian: \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

1) Investment to Convert: \_\_\_\_\_ Account Number: \_\_\_\_\_

Distributing Account Type:  Traditional/Rollover IRA  SEP IRA  SIMPLE IRA – (after the required two year holding period)

Amount to be Distributed:  Liquidate Entire Account  Partial \$ \_\_\_\_\_

For Certificates of Deposit:  Immediately\*  At Maturity Date \_\_\_\_\_

2) Investment to Convert: \_\_\_\_\_ Account Number: \_\_\_\_\_

Distributing Account Type:  Traditional/Rollover IRA  SEP IRA  SIMPLE IRA – (after the required two year holding period)

Amount to be Distributed:  Liquidate Entire Account  Partial \$ \_\_\_\_\_

For Certificates of Deposit:  Immediately\*  At Maturity Date \_\_\_\_\_

**\*Note:** if you wish to have certificates of deposit transferred immediately and they have not matured, you may incur a redemption penalty. We cannot accept requests to convert certificates of deposit more than 60 days before their maturity.

## PARTICIPANT AUTHORIZATION

I authorize the current custodian or trustee of my IRA to distribute the amount(s) indicated for the purpose of converting them to a Roth IRA with Touchstone Investments and to issue a check as indicated below. I understand it is my responsibility to insure the prompt conversion of assets by the current custodian or trustee. I understand that I am solely responsible for all tax consequences and agree that neither Touchstone Investments nor their Custodian shall have responsibility for any tax consequences resulting from my instructions. I authorize Touchstone Investments and BNY Mellon Investment Servicing Trust Company to process this request on my behalf.

I have read this form and understand and agree to be legally bound by the terms of this form. I also understand that the Custodian, Touchstone Investments and their agents will rely on my instructions within this form when accepting my conversion contribution. I understand this conversion is irrevocable.

**X**

Participant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Medallion Signature Guarantee Stamp and Signature (if required by your current custodian or transfer agent): An eligible guarantor is a domestic bank or trust company, securities broker/dealer, clearing agency or savings association that participates in a medallion program recognized by the Securities Transfer Agents Association. The three recognized medallion programs are the Securities Transfer Agents Medallion Program (known as STAMP), Stock Exchanges Medallion Program (SEMP), and the Medallion Signature Program (MSP). A notarization from a notary public is NOT an acceptable substitute for a signature guarantee.

Medallion Signature Guarantee Stamp
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## INTERNAL USE ONLY – RESIGNING CUSTODIAN INSTRUCTIONS

Issue check payable to: BNY Mellon Investment Servicing Trust Company as custodian for the Touchstone Investments Roth IRA.

Participant Name: \_\_\_\_\_ Roth IRA Conversion A/C # \_\_\_\_\_

Mail to the following:

**First Class Mail:**  
Touchstone Investments  
P.O. Box 9878  
Providence, RI 02940-8078

**Overnight Mail:**  
Touchstone Investments  
4400 Computer Drive  
Westborough, MA 01581  
1-800-543-0407