

# IRA/IRRA<sup>®</sup> to Roth IRA Conversion Form



Use this form to convert all or a portion of an existing "traditional" Merrill Individual Retirement Account (IRA), Rollover IRA (IRRA<sup>®</sup>), SEP or SIMPLE (collectively, "IRA/IRRA") to a Roth IRA. You will need to complete a separate form for each account you wish to convert. To open a Roth IRA, call your Merrill Lynch Wealth Management Advisor or a Merrill Service Representative. **Please note an IRA to Roth IRA Conversion cannot be used to satisfy a Required Minimum Distribution (RMD) obligation. Please retain a second copy of this form for your records.**

*It is important that you speak with your tax professional regarding the consequences of a conversion to a Roth IRA.*

## Part 1: Account Owner Information - Who is making the conversion?

_____ Your Name (please print)	_____ Date of Birth (month/day/year)
_____ Street Address	_____ IRA/IRRA Account Number from which distribution is to be made
_____ City                                      State                                      Zip	_____ Roth IRA Account Number to which contribution is to be made

**Note:** Inherited (i.e., "beneficiary controlled" IRA/IRRA accounts may not be converted).

## Part 2: Part Asset-Based Fee Arrangements for Investment Advisory Programs\*

If your IRA or IRRA account is enrolled in a Merrill Lynch Investment Advisory Program ("IA Program"), and the amount to be converted (Part 3) into your Roth IRA less any taxes to be withheld (Part 4) meets the minimum investment requirements for this IA Program, you can elect to have your Roth IRA enrolled in the same IA Program by checking the box below. In making your decision, you should read the third page of this form, which contains additional information and terms relating to the participation of your account(s) in this IA Program.

I would like my Roth IRA to be enrolled in the same IA Program in which my IRA/IRRA account is currently enrolled.

## Part 3: Amount of conversion

**Please check one:**

- (a) Part of my account (check one)
  - Cash<sup>1</sup> only \$ \_\_\_\_\_
  - Securities<sup>2</sup> only (describe below)
  - Cash<sup>1</sup> \$ \_\_\_\_\_ **AND** Securities<sup>2</sup> (describe below)
- (b) My entire account<sup>2</sup> (**Note: Your account will be closed.**)

**Notes:**

<sup>1</sup> Cash will include free credit balances plus money market fund shares or account balances invested through your account's "daily sweep" feature.  
<sup>2</sup> If (i) your distribution includes assets other than cash, and (ii) you have not checked box (a) in Part 3, you must speak to your Financial Advisor about your withholding request. **Note: We cannot sell assets in your account to satisfy withholding without your authorization.**

Description of the Securities and/or Other Assets:

Quantity	Security Name	Symbol
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Note:** Use the descriptions as they appear on your account statement.

## Part 4: Withholding Election

Important: Please read the Withholding Notice before completing this section.

**Withholding Election: You MUST indicate your withholding election below.**

**Complete if you are providing a U.S. Address:**

### Federal Withholding:

**Please note that if you do not make a withholding election, federal income tax will be automatically withheld from your distribution at a rate of 10%.**

- Do not withhold federal income tax from my distribution.
- Withhold federal income tax from my distribution (check one):
- At a rate of 10%     At a rate of \_\_\_\_\_% (must be greater than 10%)
- At \$\_\_\_\_\_ (dollar amount must be greater than 10% of the total distribution value)

### State Withholding:

**State withholding may also be required in certain states. CA and VT state tax withholding is a percentage of the federal tax withholding.\* To determine your state's withholding requirements refer to the supplemental State Tax Withholding Rate Document.**

The minimum required for the state of \_\_\_\_\_ is \_\_\_\_\_.

- Do not withhold state income tax from my distribution.
- Withhold state income tax for the state of \_\_\_\_\_ from my distribution (check one):
- \*At a rate of \_\_\_\_\_%     At \$\_\_\_\_\_

### Local Withholding:

**Local withholding may be applicable for the states of Indiana and New York.**

**Complete if you are providing a Foreign Address:**

**If you are a U.S. citizen with a foreign address, you may not waive the Federal withholding requirement. If you are a Non-Resident Alien, all distributions are subject to a tax treaty rate or 30% tax withholding and you must complete Form W-8BEN. A valid Form W-8BEN expires after 3 years.**

- I am a U.S. Citizen living abroad (check one)
- Withhold:  At a rate of 10%     At a rate of \_\_\_\_\_% (must be greater than 10%)
- At \$\_\_\_\_\_ (dollar amount must be greater than 10% of the total distribution value)
- I am a Non-Resident Alien (check one)
- Withhold:  At a rate of 30%     Tax Treaty rate of \_\_\_\_\_% Country \_\_\_\_\_
- At a rate of \_\_\_\_\_% (must be greater than 30%)

## Part 5: Signature

I have received the Merrill Traditional and Roth IRA Disclosure Statements and Custodial Agreements, and understand the rules governing those retirement accounts.

**X** \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (month/day/year)

## Withholding Notice

Federal income taxes are required to be withheld (subtracted) from your distribution at a flat rate of 10% unless you tell us that you do not want any taxes withheld. State income taxes will be withheld according to the specific requirements of the state in which you reside. You must use this form to instruct us whether you want income taxes withheld from distributions you will receive from your retirement account. Certain states require that you complete their state form to opt-out of state taxes when your distribution is subject to federal income taxes. To determine your state's requirements, please refer to the supplemental State Tax Withholding Rate Document. Even if you elect to not have federal and state taxes withheld from your distribution, you are liable for payment of federal and state income taxes on the taxable portion of your distribution.

### How to choose not to have taxes withheld.

If you do not want any federal taxes withheld from your distributions, check the appropriate box in Part 4 (Withholding Election) on the Distribution Form and sign at the bottom. Your selection will also serve as an election not to have state taxes withheld from your distributions. If you do want state taxes withheld, check the appropriate box and indicate the applicable state withholding rates.

**If you do not make an election, we will assume you choose to have federal and, if applicable, state income taxes withheld from all distributions.**

### Estimated taxes.

Under Internal Revenue Service Rules, if you choose not to have federal income taxes withheld, or if the amount withheld from your distribution is not sufficient, you may be responsible for paying estimated taxes each quarter. When your actual taxes for a year are determined, you could incur IRS penalties if your estimated federal income tax payments were not sufficient. You may incur similar tax penalties under state law.

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### \*Investment Advisory Program Fee Arrangements

If you have elected to enroll your Roth IRA in the same IA Program in which your IRA/IRRA account currently participates, all the terms and conditions of the applicable agreement (the "Agreement") and other related documents you previously received and executed, as amended, shall continue to apply to your Roth IRA. Your election to enroll your Roth IRA in an IA Program constitutes your agreement to the terms described below.

#### For Participants in Investment Advisory Programs or Services

If your entire IRA/IRRA account (less any tax withholding) is to be converted, your Roth IRA will succeed to all rights and obligations of your IRA/IRRA account under the Agreement. However, your IRA/IRRA account will be credited with any applicable advisory fee for such portion of the billing period remaining from the date of conversion, and your Roth IRA will be charged a pro-rated investment advisory fee, in advance for services to be provided during this same time period.

Please note that the associated performance reports will treat this as a new account. Historical performance information for your IRA/IRRA will not transfer to the new Roth IRA account.

The treatment of Investment Advisory fees will be governed by the IA Program client agreement.

#### Applicable Investment Advisory Programs:

- Merrill Lynch Strategic Portfolio Advisor Program
- Merrill Lynch Investment Advisory Program



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#### Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
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