

# 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 (2025 IRS Form W-4R Withholding Certificate for Nonperiodic Payments):

*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%. For nonperiodic payments, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100%. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its territories. See page 4 for more information.*

*Complete this line if you would like a rate of withholding that is different from the default withholding rate which is 10%. Enter the rate as a whole number (no decimals). See page 4 for the 2025 Marginal Rate Tables. You may use these tables to help you select the appropriate withholding rate for this payment or distribution. Instructions on how to best use them are included.*

Withhold federal income tax for this distribution at a rate of \_\_\_\_\_% (must enter rate between 0-100% as a whole number, no decimals)

**Note:** You may choose to have no federal income tax withheld by entering -0- on the above line.

### 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 or U.S. resident 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 or U.S. resident 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%)

## Withholding Notice

Federal income taxes are required to be withheld (subtracted) from your distribution at a flat rate of 10% unless you provide us with alternate withholding instructions for this transaction. 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, follow the instructions 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.

## Part 5: Signature

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

X \_\_\_\_\_  
Signature (This form is not valid unless you sign it.)

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

### \*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



Merrill Lynch, Pierce, Fenner & Smith Incorporated (also referred to as "MLPF&S" or "Merrill") makes available certain investment products sponsored, managed, distributed or provided by companies that are affiliates of Bank of America Corporation ("BofA Corp."). MLPF&S is a registered broker-dealer, registered investment adviser, Member SIPC and a wholly owned subsidiary of BofA Corp.

### Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
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**General Instructions for IRS Form W-4R Withholding Certificate for Nonperiodic Payments and its substitute. Please complete Part 4: Withholding Election above to document your withholding rate election.**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about any future developments related to Form W-4R, such as legislation enacted after it was published, go to [www.irs.gov/FormW4R](http://www.irs.gov/FormW4R).

**Purpose of form.** Complete Form W-4R to have payers withhold the correct amount of federal income tax from your nonperiodic payment or eligible rollover distribution from an employer retirement plan, annuity (including a commercial annuity), or individual retirement arrangement (IRA). See page 2 for the rules and options that are available for each type of payment. Don't use Form W-4R for periodic

payments (payments made in installments at regular intervals over a period of more than 1 year) from these plans or arrangements. Instead, use Form W-4P, Withholding Certificate for Periodic Pension or Annuity Payments. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

**Caution:** If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. Your withholding choice (or an election not to have withholding on a nonperiodic payment) will generally apply to any future payment from the same plan or IRA. Submit a new Form W-4R if you want to change your election.

**2026 Marginal Rate Tables**

You may use these tables to help you select the appropriate withholding rate for this payment or distribution. Add your income from all sources and use the column that matches your filing status to find the corresponding rate of withholding. See page 2 for more information on how to use this table.

Single or Married filing separately		Married filing jointly or Qualifying surviving spouse		Head of household	
Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more
\$0	0%	\$0	0%	\$0	0%
16,100	10%	32,200	10%	24,150	10%
28,500	12%	57,000	12%	41,850	12%
66,500	22%	133,000	22%	91,600	22%
121,800	24%	243,600	24%	129,850	24%
217,875	32%	435,750	32%	225,900	32%
272,325	35%	544,650	35%	280,350	35%
656,700*	37%	800,900	37%	664,750	37%

\* If married filing separately, use \$400,450 instead for this 37% rate.

**For Privacy Act and Paperwork Reduction Act Notice, see page 3.**

**Nonperiodic payments—10% withholding.** Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments **unless** you enter a different rate on line 2. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Note that the default rate of withholding may not be appropriate for your tax situation. You may choose to have no federal income tax withheld by entering “-0-” on line 2. See the specific instructions below for more information. Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including “-0-”) on any payments to be delivered outside the United States and its territories.

**Note:** If you don't give Form W-4R to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can't honor requests to have a lower (or no) amount withheld. Generally, for payments that began before 2026, your current withholding election (or your default rate) remains in effect unless you submit a Form W-4R.

**Eligible rollover distributions—20% withholding.** Distributions you receive from qualified retirement plans (for example, 401(k) plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over to an IRA or qualified plan are subject to a 20% default rate of withholding

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on the taxable amount of the distribution. You can't choose withholding at a rate of less than 20% (including “-0-”). Note that the default rate of withholding may be too low for your tax situation. You may choose to enter a rate higher than 20% on line 2. Don't give Form W-4R to your payer unless you want more than 20% withheld.

Note that the following payments are not eligible rollover distributions for purposes of these withholding rules:

- Qualifying “hardship” distributions;
- Distributions required by federal law, such as required minimum distributions;
- Distributions from a pension-linked emergency savings account;
- Eligible distributions to a domestic abuse victim;
- Qualified disaster recovery distributions;
- Qualified birth or adoption distributions;
- Qualified long-term care distributions; and
- Emergency personal expense distributions.

See Pub. 505 for details. See also *Nonperiodic payments—10% withholding above*.

## General Instructions (*continued*)

**Payments to nonresident aliens and foreign estates.** Do not use Form W-4R. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

**Tax relief for victims of terrorist attacks.** If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, enter “-0-” on line 2. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

### Specific Instructions

#### Line 1b

For an estate, enter the estate’s employer identification number (EIN) in the area reserved for “Social security number.”

#### Line 2

**More withholding.** If you want more than the default rate withheld from your payment, you may enter a higher rate on line 2.

**Less withholding (nonperiodic payments only).** If permitted, you may enter a lower rate on line 2 (including “-0-”) if you want less than the 10% default rate withheld from your payment. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter “-0-”.

**Suggestion for determining withholding.** Consider using the Marginal Rate Tables on page 1 to help you select the appropriate withholding rate for this payment or distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on those sources of income has not been paid through other withholding or estimated tax payments, you can pay that tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

The marginal tax rate is the rate of tax on each additional dollar of income you receive above a particular amount of income. You can use the table for your filing status as a guide to find a rate of withholding for amounts above the total income level in the table.

To determine the appropriate rate of withholding from the table, do the following. Step 1: Find the rate that corresponds with your total income not including the payment. Step 2: Add your total income and the taxable amount of the payment and find the corresponding rate.

If these two rates are the same, enter that rate on line 2. (*See Example 1 below.*)

If the two rates differ, multiply (a) the amount in the lower rate bracket by the rate for that bracket, and (b) the amount in the higher rate bracket by the rate for that bracket. Add these two numbers; this is the expected tax for this payment. To get the rate to have withheld, divide this amount by the taxable amount of the payment. Round up to the next whole number and enter that rate on line 2. (*See Example 2 below.*)

If you prefer a simpler approach (but one that may lead to overwithholding), find the rate that corresponds to your total income including the payment and enter that rate on line 2.

**Examples.** Assume the following facts for Examples 1 and 2. Your filing status is single. You expect the taxable amount of your payment to be \$20,000. Appropriate amounts have been withheld for all other sources of income and any deductions or credits.

**Example 1.** You expect your total income to be \$70,000 without the payment. Step 1: Because your total income without the payment, \$70,000, is greater than \$66,500 but less than \$121,800, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$90,000, is greater than \$66,500 but less than \$121,800, the corresponding rate is 22%. Because these two rates are the same, enter “22” on line 2.

**Example 2.** You expect your total income to be \$60,000 without the payment. Step 1: Because your total income without the payment, \$60,000, is greater than \$28,500 but less than \$66,500, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$80,000, is greater than \$66,500 but less than \$121,800, the corresponding rate is 22%. The two rates differ. \$6,500 of the \$20,000 payment is in the lower bracket (\$66,500 less your total income of \$60,000 without the payment), and \$13,500 is in the higher bracket (\$20,000 less the \$6,500 that is in the lower bracket). Multiply \$6,500 by 12% to get \$780. Multiply \$13,500 by 22% to get \$2,970. The sum of these two amounts is \$3,750. This is the estimated tax on your payment. This amount corresponds to 19% of the \$20,000 payment (\$3,750 divided by \$20,000). Enter “19” on line 2.

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request additional federal income tax withholding from your nonperiodic payment(s) or eligible rollover distribution(s); (b) choose not to have federal income tax withheld from your nonperiodic payment(s), when permitted; or (c) change a previous Form W-4R (or a previous Form W-4P that you completed with respect to your nonperiodic payments or eligible rollover distributions). To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s).

Failure to provide a properly completed form will result in your payment(s) being subject to the default rate; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.