

# IRA Contribution

## Recharacterization Election Form



Use this form to request a recharacterization from one type of IRA to another. You may elect to recharacterize cash and/or securities. Merrill will process your requested transaction based solely on your direction as provided on this form.

If you made a contribution to a Roth or traditional IRA, you may recharacterize all or some of those assets (plus earnings) to a different type of IRA as follows:

- A contribution to a Roth IRA can be recharacterized into a traditional IRA
- A contribution to a traditional IRA can be recharacterized into a Roth IRA

The IRS permits you to recharacterize in the following situations:

- You change your mind about a contribution that was previously completed, or
- You are not eligible to contribute to a Roth account

Your recharacterization must take place on or before the tax filing deadline (including extensions) for the year for which the contribution was made. The recharacterization must include any earnings or losses attributable to the contribution.

### Complete, sign and send this form:

- To your Merrill Lynch Wealth Management Advisor
- or
- For Merrill Edge Self-Directed and Merrill Guided Investing Accounts:
  - Fax to: 1.877.229.7160
  - Or, you can mail to the following address:  
Merrill Document Processing  
PO Box 31024  
Tampa, FL 33631-3024

Note: Before proceeding with your election, please note that, for tax years beginning after 2017, the ability to recharacterize a conversion to a Roth account account has been repealed. Roth IRA conversions made on or after January 1, 2018, cannot be recharacterized. We do not provide tax advice. Therefore, we urge you to consult a tax advisor before submitting a request to recharacterize.

## PART 1: Account Owner Information

\_\_\_\_\_  
Your Name (Please Print)

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
Phone Number:

## PART 2: Contribution to be Recharacterized

(a) Date of original Contribution (MM/DD/YYYY) \_\_\_\_\_ Applied to tax year \_\_\_\_\_

(b) Amount of Contribution to be recharacterized, including earnings/losses\* \$ \_\_\_\_\_

(c) Trustee/Custodian that received Contribution (if not Merrill) \_\_\_\_\_

\*Note- Earnings or losses attributable to the original contribution must be included in the dollar amount provided. You are responsible for calculating any earnings/losses attributable to the original contribution.

### PART 3: Recharacterization Instructions

(a) Losing Account Number \_\_\_\_\_

Gaining Account Number \_\_\_\_\_

(b) Total Amount to be Recharacterized:

☐ 1. Part of my account

☐ Cash only \$ \_\_\_\_\_

☐ Securities in-kind only *(described at right)*

☐ Cash \$ \_\_\_\_\_ AND securities in-kind  
*(described at right)*

☐ 2. The entire account (Your account will be closed)

**Description of Securities:** *Use descriptions as they appear on your account statement. If you select more securities than the space provides, attach a supplemental list of securities to be distributed in-kind.*

**Quantity**

**Security Name or Symbol**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### PART 4: Signature

The rules governing recharacterizations can be complex. Please consult your tax advisor for further guidance prior to completing this irrevocable transaction.

I have reviewed this form in its entirety, and I certify that all information as it appears is correct and may be relied upon by the custodian. I authorize and request Merrill to complete the recharacterization instructions indicated above.

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

\_\_\_\_\_  
Date (MM/DD/YYYY)



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Are Not Bank Guaranteed

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