

(888) 205 - 6036 (505) 212 - 0494 operations@horizontrust.com

Horizon Trust Correspondence, PO BOX 27068, Newark NJ 07101

All conversion requests must be accompanied by a recent (dated within the past 30 days of the document submission), third-party Fair Market Valuation statement.

PART 1. ACCOUNT OWNER INFORMATION

First Name:	M.I.:	Last Name:	Account #:
<input style="width: 95%;" type="text"/>			

Last 4 SSN Digits:	Date of Birth: (MM/DD/YYYY)	Email Address:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

PART 2. CONVERSION INFORMATION

Account Information

Account # to Convert:	Account Type:	<input type="checkbox"/> Traditional IRA	<input type="checkbox"/> SEP IRA	<input type="checkbox"/> SIMPLE IRA
<input style="width: 95%;" type="text"/>				

Existing Roth IRA Account #:

! If you have not already established the receiving Roth IRA account, you **must** include a completed Roth IRA application.

Conversion Type

Option A: Conversion of Entire Account and Close Account *(Termination fees may apply.)*

Option B: Partial Conversion of the following:

! All accounts must maintain a \$500 minimum cash balance. If your request would reduce your cash balance below this amount, your request may not be processed.

Cash (Gross Amount): \$

Reregister the following asset(s):

	Asset Name:	Amount:
1.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
2.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
3.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

PART 3. WITHHOLDING INFORMATION (Form W-4P/OMB No. 1545-0074)

Your withholding election will remain in effect until you change or revoke it. If no option is selected below, 10% Federal Withholding will apply and any previous withholding election will be revoked.

Federal Withholding (Select one option)

Withhold the following percentage of Federal Income Tax from the amount withdrawn: (Must be 10% or greater.) %

DO NOT withhold Federal Income Tax

! I understand that I am liable for the payment of federal income tax on the amount of any distribution received and that I may be subject to penalties under the estimated tax payment rules if my payments of the estimated tax and withholding are insufficient.

State Withholding (Select one, if applicable; The following states do not allow withholding: AK, FL, NV, SD, TX, WA, and WY.)

The elections below will apply to the following Withholding State:

Withhold the following percentage of State Income Tax from the amount withdrawn: %

Withhold the following amount of State Income Tax from the amount withdrawn: \$

DO NOT withhold State Income Tax (Varies by state; Please check your state's laws to determine eligibility.)

! I understand that I am liable for the payment of state income tax on the amount of any distribution received and that I may be subject to penalties if my payments are insufficient.

PART 4. ACCOUNT OWNER AUTHORIZATION

Important: Please read before signing.

I authorize the conversion of these IRA assets and certify that all information provided by me is true and accurate. I understand that I am responsible for determining that this IRA conversion qualifies under the rules that apply to such conversions. I have received a copy of the Withholding Notice Information. No tax advice has been given to me by the trustee or custodian. All decisions regarding this conversion are my own and I expressly assume responsibility for any consequences that may arise from this conversion, and I agree that the trustee or custodian is not responsible for any consequences that may arise from executing this direct conversion.

Signature of IRA Owner:

IRA Owner Name: (Print or Type)

Date: (MM/DD/YYYY)

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Basic Information About Withholding From Pensions and Annuities. Generally, federal income tax withholding applies to the taxable part of payments made from pension, profit sharing, stock bonus, annuity, and certain deferred compensation plans; from IRAs; and from commercial annuities.

Caution: There may be penalties for not paying enough tax during the year, through either withholding or estimated tax payments. New retirees should see Publication 505, Tax Withholding and Estimated Tax. It explains the estimated tax requirements and penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your IRA using form W-4P.

Purpose of Form W-4P. Unless you elect otherwise, 10 percent federal income tax will be withheld from payments from individual retirement accounts (IRAs). You can use Form W-4P (or a substitute form, such as this form), provided by the trustee or custodian, to instruct your trustee or custodian to withhold no tax from your IRA payments or to withhold more than 10 percent. This substitute form should be used only for withdrawals from IRAs that are payable upon demand.

Nonperiodic Payments. Payments made from IRAs that are payable upon demand are treated as nonperiodic payments for federal income tax purposes. Generally, nonperiodic payments must have at least 10 percent income tax withheld.

Your election will remain in effect for any subsequent withdrawal unless you change or revoke it.

Payments Delivered Outside of the U.S. A U.S. citizen or resident alien may not waive withholding on any withdrawal delivered outside of the U.S. or its possessions. Withdrawals by a nonresident alien generally are subject to a tax withholding rate of 30 percent. A reduced withholding rate may apply if there is a tax treaty between the nonresident alien's country of residence and the United States and if the nonresident alien submits Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, or satisfies the documentation requirements as provided under federal regulations. The Form W-8BEN must contain the foreign person's taxpayer identification number.

For more information, Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Publication 519, U.S. Tax Guide for Aliens, are available on the IRS website at www.irs.gov or by calling 1-800-TAX-FORM.

Revoking the Exemption From Withholding. If you want to revoke your previously filed exemption from withholding, file another Form W-4P with the trustee or custodian and check the appropriate box on that form.

Statement of Income Tax Withheld From Your IRA. By January 31 of next year, your trustee or custodian will provide a statement to you and to the IRS showing the total amount of your IRA distributions and the total federal income tax withheld during the year. Copies of Form W-4P will not be sent to the IRS by the trustee or custodian.

RULES AND CONDITIONS APPLICABLE TO DIRECT CONVERSIONS

You must supply all requested information for the conversion so the trustee or custodian can properly report the conversion.

If you have any questions regarding a conversion, please consult a competent tax professional or refer to IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs), for more information. This publication is available on the IRS website at www.irs.gov or by calling 1-800-TAX-FORM.

DIRECT CONVERSION FROM A TRADITIONAL IRA OR SIMPLE IRA

Required Minimum Distribution. Distributions that represent required minimum distributions paid to an IRA owner or beneficiary may not be converted.

SIMPLE IRA Restriction. A conversion contribution may not be made from a SIMPLE IRA within two years of the first contribution to your SIMPLE IRA.