



INTERNAL ROTH CONVERSION FORM

MAILING ADDRESS
Horizon Trust Company
P.O. Box 30007
Albuquerque, New Mexico 87190

FOR OVERNIGHT NIGHT MAIL ONLY:
Horizon Trust Company
6301 Indian School Rd. NE, Suite 614
Albuquerque, NM 87110

P: 888-205-6036 • F: 505-288-3905 • Operations@Horizontrust.com

ACCOUNT HOLDER INFORMATION

Name (First, Middle, Last): _____

Email Address: _____ Primary Contact Number: _____

Internal Conversion
**Both accounts at Horizon Trust*

Conversion in from another firm/Self
• Self/Personal Check
• Firm Name _____

ACCOUNT INFORMATION

Converting From (Type of Account): Traditional SEP IRA Simple IRA* (2-year rule applies)

Converting from Account #: _____ Roth IRA Account # (If already established): _____

**Conversions are ineligible for Simple plans that have not been established for 2 years from date of first contribution*

CONVERSION INFORMATION

Election:

- Full Conversion (Close Account)
 Partial Conversion

Funded By:

- Cash \$ _____
 INKIND Asset(s) **complete section below*

In-Kind Assets to Convert:

Asset Description: _____ Fair Market Value \$: _____

Asset Description: _____ Fair Market Value \$: _____

RECONVERSION ONLY

Date Of Original Conversion: _____ Date Of Recharacterization: _____

Election:

- Full Conversion (Close Account)
 Partial Conversion

Funded By:

- Cash
 INKIND Asset(s)

In-Kind Assets to Convert:

Asset Description: _____ Fair Market Value \$: _____

Asset Description: _____ Fair Market Value \$: _____

Fair Market Valuation by independent third party required for assets

NOTE: It is prohibited to reconvert in the same year as the original conversion and must be at least 30-days after the recharacterization.

My IRA account is self-directed and I alone am responsible for determining eligibility for all conversions and re-conversion requests. I understand that I am initiating the conversion and I agree to indemnify and hold harmless Horizon Trust Company arising from an ineligible conversion and to consult with my own tax professional regarding the movement or possible tax consequences.

Signature : _____ Date : _____