

When to use this form:

Please use this form to convert an existing CamaPlan Traditional, SEP, Simple, 401(k), or Inherited/Beneficiary IRA account into a Roth account.

NOT for HSA, ESA, or Precious Metals accounts.

To complete your Roth IRA Conversion Directive:

1. If you do not have a CamaPlan Roth account, please complete the new account application.
2. Complete all fields in sections 1-6. All information must match the information CamaPlan has on file for the participants.
3. Read the terms and sign the directive in section 5.
4. Mail, email, or fax a copy of the signed conversion directive.

ADDRESS:

CamaPlan
122 E. Butler Ave, Suite 100
Ambler, PA 19002

EMAIL:

Operations@CamaPlan.com

FAX:

(973) 302-8622

5. APPRAISED ASSET VALUATION

Attach a qualified third-party valuation report to this Roth Conversion Directive. Please Note: CamaPlan Fair Market Valuation Forms with not be accepted.

6. RETITLING

If the investment documents are titled in the account from which this asset will be transferred, the documents need to be retitled to a new account number.

For example, CamaPlan FBO (your originating Traditional IRA account) IRA needs to be retitled to CamaPlan FBO (your destination Roth IRA account). If the documents are titled CamaPlan FBO John Smith IRA, then it is recommended to retitle to CamaPlan FBO John Smith Roth IRA, but it is not required.

What's next?

You will be notified within 48 business hours of the receipt of documentation and the status of your Roth Conversion. Please note, the Conversion will not take place until complete documentation has been received and reviewed.

CamaPlan will not guarantee any client mandated deadlines. If you need to have a Roth Conversion completed by a set date, then you must provide ample time to ensure all documents are complete. Incomplete documentation will extend the conversion date and can result in additional fees.

Please consult with a tax professional to discuss the ramifications of a Roth Conversion. You may need to file form 8606 with your taxes as a result of the Roth Conversion.

If you have any questions, please contact Operations.

Operations@CamaPlan.com
(866) 559-4430

1. Participant Details

Participant Legal Name

Address

Street

City

State

ZIP

Soc. Sec. No.

Date of Birth

Phone

2. Current Account Details

CamaPlan Account Number (to be converted)

The account to be converted to a Roth IRA is CURRENTLY a

- Traditional IRA
- SEP IRA
- Simple IRA (Must be open a minimum of (2) years)
- Employer-Sponsored Account (401(K) or qualified plan)

3. Conversion Instructions

Choose a conversion destination.

- Create NEW Roth IRA Account
(attach CamaPlan Roth IRA application)
- Convert to EXISTING Roth IRA Account
Account Number

Conversion Amount

- Full Conversion
(choose one option below)
- I authorize CamaPlan to close the existing account upon conversion.
- I wish to keep the existing account open (accounts you wish to keep open will have a balance of \$1.00 and will incur no annual fees if the balance remains at \$1.00)
- Partial Conversion
Convert the Assets(s) specified below to Roth IRA account.

1. Cash to be Converted

Accounts without assets will incur a \$50 annual fee if their cash balance is below \$4,000

2. Asset Description

Appraised Asset Value* \$

Interest to be converted \$/%

3. Asset Description

Appraised Asset Value* \$

Interest to be converted \$/%

*Appraised asset valuation must be provided with supporting documentation.



4. Withholding Election

The distributions you receive from your Individual Retirement Account established at this institution are subject to Federal income tax withholding unless you elect not to have withholding apply. You may elect not to have withholding apply to your distribution payments by completing the "Withholding Election" in section 3 of this form. If you do not complete the "Withholding Election" section by the date your distribution is scheduled to begin, Federal income tax will be withheld from the amount withdrawn at a minimum rate of 10%. If you elect not to have withholding apply to your distribution payments, or if you do not have enough Federal income tax withheld from your distribution, you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient.

Federal Tax

Choose either Option 1 or Option 2:

- Option 1**
Withhold Federal income tax
- at the rate of: %
(not less than 10%)
- an amount off: \$
(from the amount withdrawn)

- Option 2**
I elect not to have Federal income tax withheld. (US Residents only)

State Tax

Must be whole number (no cents should be included.)

Choose either Option 1 or Option 2:

- Option 1**
Withhold State income tax
- at the rate of: %
(not less than 10%)
- an amount off: \$
(from the amount withdrawn)

- Option 2**
I elect not to have State income tax withheld. (US Residents only)

Note: Many states require income taxes to be withheld from the IRA distributions. Please consult your financial advisor or your state tax authority.

- I understand that I am still liable for the payment of Federal and/or State income tax on the taxable amount. I also understand that I may be subject to tax penalties under the estimated tax payment rules, if my payments of estimated tax and withholding, if any, are not adequate.

5. Authorization

- I understand that any Roth Conversion is a taxable event.
- I certify that any asset valuations submitted with this Roth Conversion Directive were obtained from qualified third parties capable of assessing the true and complete value and condition of this asset.

Please select one of the following:

- I certify that there are no agreements/liquidations being considered, in process or in place, prior to this conversion to sell/return all or part of the invested capital in this asset after conversion by any and all parties involved.

OR

- I certify that the third-party valuator was provided with all information in my possession pertaining to any and all subsequent events (sales agreements, potential liquidations, MLS Listings, etc.) and determined the valuation with these events considered in the valuation of the asset.

6. Signature

I hereby certify, acknowledge and agree as follows:

- 1.** That I have been advised to seek the advice of independent legal and tax professionals prior to entering into this Roth Conversion Directive.
- 2.** That I have or will establish a Roth IRA with CAMA Self Directed IRA, LLC (Administrator) in order to accommodate the instant Roth Conversion.
- 3.** That I am responsible to determine whether I am eligible to initiate the instant Roth Conversion and that such Conversion qualifies as a valid rollover contribution to my Roth account.
- 4.** That I am responsible for obtaining a qualified 3rd party evaluation of the asset(s) converted to my Roth account and providing such valuation to the Administrator.
- 5.** That the Asset Valuation is current as of the date of the conversion of the asset.

By signing below, I hereby waive any and all claims, causes of action and/or liability that may arise and hereby release and hold Administrator and Custodian harmless from any such claims, causes of action and liability that may arise as a result of entering into this Roth Conversion Directive upon the terms hereof.

Attach a qualified 3rd party evaluation.

Participant's Signature

Date