

## When to use this form:

For converting an existing investment in a CamaPlan Traditional, SEP, SIMPLE, 401(k), or Inherited/Beneficiary IRA to a Roth IRA.

NOT for Health Savings or Education Savings accounts.

## To complete your Roth Conversion Directive:

### 1. COMPLETE NEW ACCOUNT APPLICATION, IF NECESSARY

If you do not already have a CamaPlan Roth IRA, a new account application is required.

### 2. CAREFULLY FILL OUT ALL SECTIONS OF THIS CONVERSION FORM

Incomplete forms will delay processing.

### 3. APPRAISED ASSET VALUATION

Assets must be appraised by a qualified third-party valuator. CamaPlan Fair Market Value forms will not be accepted.

### 4. RETITLING

If the investment documents are currently titled in the name of your employer plan, Traditional, SIMPLE, or SEP IRA, the documents need to be titled in the name of the Roth IRA.

- Example: Documents titled with the investor name as "CamaPlan FBO John Doe Traditional IRA" need to be changed to "CamaPlan FBO John Doe Roth IRA". However, if the documents list "CamaPlan John Doe IRA", retitling is not required but still recommended.

### 5. SUBMIT TO CAMAPLAN:

- Completed Roth Conversion Form, including line 2 of Form W-4R
- Valuation Report
- Retitled Documents (if necessary)
- New Account Application (if necessary)

### Submit your Roth Conversion Directive:

- Fax: (973) 302-8622
- Email: [Operations@CamaPlan.com](mailto:Operations@CamaPlan.com)
- Mail: CamaPlan  
122 E. Butler Ave, Suite 100  
Ambler, PA 19002

## What's Next?

You will be notified within 2 business days of the status of your Roth Conversion. The conversion cannot be processed until all 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, please provide ample time for processing. Incomplete documentation will extend the conversion date and can result in additional fees.

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

## 1. Participant Details

Participant Name

Mailing Address (must match address on file)

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)

Choose a conversion destination

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

## 3. Withholding Election

Notice of Withholding on Nonperiodic Distributions:

Certain 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

Enter your federal withholding election as a **whole percentage** between 0-100% (no dollar amounts, no decimals):

 %

- You may choose to have no federal income tax withheld by entering "-0-".
- Please also enter your election on line 2 of Form W-4R (next page).

### State Tax

Choose either Option 1 or Option 2

- ☐ **Option 1**  
Withhold State income tax
- ☐ at the rate of:  %
- ☐ a flat dollar amount of: \$   
(from the amount withdrawn)

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

Form **W-4R**Department of the Treasury  
Internal Revenue Service**Withholding Certificate for Nonperiodic Payments and  
Eligible Rollover Distributions**

OMB No. 1545-0074

**2024**

Give Form W-4R to the payer of your retirement payments.

**1a** First name and middle initial

COMPLETED IN SECTION 1 OF FORM

Last name

COMPLETED IN SECTION 1 OF FORM

**1b** Social security numberCOMPLETED IN SECTION  
1 OF FORM

Address

COMPLETED IN SECTION 1 OF FORM

City or town, state, and ZIP code

COMPLETED IN SECTION 1 OF FORM

Your withholding rate is determined by the type of payment you will receive.

- 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% on line 2. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its territories.

- ~~For an eligible rollover distribution, the default withholding rate is 20%. You can choose a rate greater than 20% by entering the rate on line 2. You may not choose a rate less than 20%. REMOVED BY CAMAPLAN~~

See page 2 for more information.

**2** Complete this line if you would like a rate of withholding that is different from the default withholding rate. See the instructions on page 2 and the Marginal Rate Tables below for additional information. Enter the rate as a whole number (no decimals) . . . . .

**2**

%

**Sign  
Here**

COMPLETED IN SECTION 7 OF FORM

COMPLETED IN SECTION 7 OF FORM

Your signature (This form is not valid unless you sign it.)

Date

**General Instructions**

Section references are to the Internal Revenue Code.

**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.

**2024 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%
14,600	10%	29,200	10%	21,900	10%
26,200	12%	52,400	12%	38,450	12%
61,750	22%	123,500	22%	85,000	22%
115,125	24%	230,250	24%	122,400	24%
206,550	32%	413,100	32%	213,850	32%
258,325	35%	516,650	35%	265,600	35%
623,950*	37%	760,400	37%	631,250	37%

\*If married filing separately, use \$380,200 instead for this 37% rate.

## General Instructions (*continued*)

**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 2024, 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 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;
- Generally, distributions from a pension-linked emergency savings account;
- Eligible distributions to a domestic abuse victim;
- Qualified disaster recovery distributions;
- Qualified birth or adoption distributions; and
- Emergency personal expense distributions.

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

**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 \$62,000 without the payment. Step 1: Because your total income without the payment, \$62,000, is greater than \$61,750 but less than \$115,125, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$82,000, is greater than \$61,750 but less than \$115,125, 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 \$43,700 without the payment. Step 1: Because your total income without the payment, \$43,700, is greater than \$26,200 but less than \$61,750, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$63,700, is

greater than \$61,750 but less than \$115,125, the corresponding rate is 22%. The two rates differ. \$18,050 of the \$20,000 payment is in the lower bracket (\$61,750 less your total income of \$43,700 without the payment), and \$1,950 is in the higher bracket (\$20,000 less the \$18,050 that is in the lower bracket). Multiply \$18,050 by 12% to get \$2,166. Multiply \$1,950 by 22% to get \$429. The sum of these two amounts is \$2,595. This is the estimated tax on your payment. This amount corresponds to 13% of the \$20,000 payment (\$2,595 divided by \$20,000). Enter "13" 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.



## Withholding Election (continued)

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.

## 4. Conversion Instructions

### ☐ Full Conversion

☐ I authorize CamaPlan to close the existing account upon conversion.

OR

☐ 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 Asset(s) specified below to Roth account.

#### 1. Cash to be Converted

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

Note: If leaving \$1 in the account or deducting the \$75 conversion fee from the old account balance, please consider that before entering the gross amount.

Gross Cash Conversion Amount \$

(reported on IRS Form 1099-R)

Federal Tax Withheld -\$

(Calculate from section 3 or "0" if not withheld)

State Tax Withheld -\$

(Calculate from section 3 or "0" if not withheld)

Net Cash to Roth \$

#### 2. Asset Description

Appraised Asset Value\* \$

Interest to be converted \$/%

#### 3. Asset Description

Appraised Asset Value\* \$

Interest to be converted \$/%

#### 4. Asset Description

Appraised Asset Value\* \$

Interest to be converted \$/%

\*Appraised asset valuation must be provided with supporting documentation.

## 5. Transaction Fee

How will the conversion fee of \$75 be paid?

### ☐ Payment Method on File

➤ Entered via the online portal. Payment method can be added by logging in to your portal at [sys.camaplan.com](https://sys.camaplan.com).

### ☐ Credit Card (call the office)

➤ 3.5% service charge will apply

### ☐ Check

### ☐ CamaPlan Account

(continue to next page)

## 6. 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 of this asset with these events considered.

## 7. 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.

6. That I have read Form W-4R for nonperiodic distributions, including the complete instructions and the marginal tax rate tables.

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.

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**Participant's Signature**

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**Date**