

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 1-5. All information must match the information CamaPlan has on file for the participant.
3. Read the terms and sign the directive in section 5.
4. Mail, email, or fax a copy of the signed Roth Conversion Directive.

ADDRESS:

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

EMAIL:

Operations@CamaPlan.com

FAX:

(973) 302-8622

What's next?

Within 48 hours of our receipt of your Signed Roth Conversion Directive, the conversion will take place.

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 kept open will have a balance of \$1.00 and will incur no annual fees if the balance remains at \$1.00)
- Partial Cash Conversion
Convert the following amount in CASH to the Roth IRA Account \$
(accounts without assets will incur a \$50 annual fee if their cash balance is below \$4,000)

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.

Withholding Election (continued)

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 numbers (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. Signature

I understand that any Roth Conversion is a taxable event.

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 agree to the **\$75.00** fee for this transaction as noted on CamaPlan's Fee Schedule updated as of March 1, 2023.

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.

Participant's Signature

Date