

# IRA RECHARACTERIZATION REQUEST

*The term IRA will be used below to mean Traditional IRA, Roth IRA and SIMPLE IRA, unless otherwise specified.*

<b>IRA HOLDER'S NAME AND ADDRESS (Current IRA)</b>			<b>CURRENT IRA TRUSTEE'S OR CUSTODIAN'S NAME AND ADDRESS</b>		
<b>Social Security Number</b>	<b>Date of Birth</b>	<b>Home Phone</b>	<b>IRA Account Identification (Current IRA)</b>	<b>Trustee's or Custodian's Phone Number</b>	

ORIGINAL CONTRIBUTION INFORMATION		
Type of Contribution (Current IRA)	Contribution Date (Current IRA)	Contribution For Tax Year (Current IRA)*
<b>Select One:</b> <b>TRADITIONAL IRA</b> <b>ROTH IRA</b> <input type="checkbox"/> Regular <input type="checkbox"/> Regular <input type="checkbox"/> Conversion (from Traditional IRA) <input type="checkbox"/> Conversion (from SIMPLE IRA) <input type="checkbox"/> Rollover (from eligible employer-sponsored plan, other than a rollover of Roth elective deferrals and earnings)		*Only applicable for regular contributions (including spousal contributions).

RECHARACTERIZATION INSTRUCTIONS
Recharacterize the contribution amount of \$ _____ adjusted for the earnings or loss attributable to the contribution of \$ _____ . <span style="float: right;"><i>(see formula on page 2)</i></span>
Total value to be recharacterized \$ _____. Please make a check payable as follows: _____ as <input type="checkbox"/> Trustee <input type="checkbox"/> Custodian of the _____ IRA. <span style="display: flex; justify-content: space-between; font-size: small;"> <span>(Name of Accepting Organization)</span> <span>(Name of IRA Holder)</span> </span>
This recharacterization amount should be placed in a <input type="checkbox"/> Traditional IRA <input type="checkbox"/> Roth IRA. <b>CAUTION:</b> Limits apply to the number of reconversions which can be made for tax purposes.

ASSET HANDLING INSTRUCTIONS				
Asset Description	Quantity Or Amount In Current IRA	Quantity Or Amount To Be Recharacterized	Liquidate Immediately	Recharacterize In Kind
1.			<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>
4.			<input type="checkbox"/>	<input type="checkbox"/>

AUTHORIZED SIGNATURE
<p>I understand that I am responsible for determining my eligibility to recharacterize within the limits set forth by tax laws, related regulations and plan agreements, and I authorize the recharacterization of the IRA funds or property in the manner described above. Due to the important tax consequences of recharacterizing funds or property, I have been advised to see a tax professional. All information provided by me is true and correct and may be relied on by the Trustee or Custodian. I assume full responsibility for this recharacterization and will not hold the Trustee or Custodian liable for any adverse consequences that may result.</p> <p>I hereby irrevocably designate this contribution of the funds and/or property indicated above as a recharacterization.</p>
_____ <small>(IRA Holder or Authorized Individual)</small> <small>(Date)</small>
_____ <small>(Notary Public/Signature Guarantee)</small> <small>(Date)</small>

ACCEPTING IRA TRUSTEE OR CUSTODIAN
<p>Our organization agrees to serve as the new Trustee or Custodian for the account of the above-named individual, and as Trustee or Custodian, we agree to accept the assets being recharacterized.</p> <p>Account Identification of Accepting IRA _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
_____ <small>(Authorized Signature of New Trustee or Custodian)</small> <small>(Date)</small>

**DETERMINING EARNINGS ATTRIBUTABLE TO A CONTRIBUTION**

Assuming the IRA holder timely filed his or her Federal income tax return, if the contribution is recharacterized before October 15 of the year following the year the contribution was completed (or the due date (plus extensions)), the earnings attributable to the contribution must also be recharacterized.

$$\text{Earnings} = \frac{\text{Contribution} \times \text{Total Earnings}}{\text{Adjusted Opening Balance}}$$

**Contribution**

The amount of the contribution to be recharacterized. \$ \_\_\_\_\_

**Total Earnings**

The total earnings on the IRA are determined in the following manner.

- |  | \$ _____ | <b>ACCUMULATIVE<br/>TOTAL</b> |
|--|----------|-------------------------------|
| 1. Determine the IRA balance as of the date of withdrawal .....  | \$ _____ |                               |
| 2. Add the amount of any withdrawals taken between the period beginning immediately prior to the time the contribution was made and the date of withdrawal ..... | \$ _____ | \$ _____                      |
| 3. Subtract all contributions made between the period beginning immediately prior to the time the contribution was made and the date of withdrawal .....         | \$ _____ | \$ _____                      |
| 4. Subtract the IRA balance as of the period beginning immediately prior to the time the contribution was made .....   | \$ _____ | \$ _____                      |
| 5. Subtract any time deposit (or other investment) penalties that will be applied due to the recharacterization .....  | \$ _____ |                               |

**TOTAL EARNINGS: \$ \_\_\_\_\_**

**Adjusted Opening Balance**

The balance of the IRA at the beginning of the period immediately prior to the time the contribution was made plus all contributions made up until the date of withdrawal of the contribution is the adjusted opening balance. \$ \_\_\_\_\_

**Earnings**

**Calculate the Earnings**

Earnings =  $\frac{\$ \text{_____ (Contribution)} \times \$ \text{_____ (Total Earnings)}}{\$ \text{_____ (Adjusted Opening Balance)}}$

Recharacterize the amount of earnings attributable to the contribution. This is the figure determined in the formula above. \$ \_\_\_\_\_