

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

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8880 W. Sunset Rd., Suite 250, Las Vegas, NV 89148

Section 1 IRA Owner Information

First Name MI Last Name

Email Last Four Digits of Social Security Number

Converting from Account Number Account Type
 Traditional IRA SEP IRA SIMPLE IRA

Converting Assets to Roth IRA Account Number

Please note that if you have not already opened the receiving account with us, you must also fill out an Application and submit it to us with this conversion form for processing. Refer to the current Fee Schedule for any applicable fees.

Section 2 Processing Options

If you would like expedited processing, please select one of the options below. If no option is selected, "Normal Processing" will apply. Processing fees will be paid from the cash available in your account unless you indicate otherwise. See current Fee Schedule for applicable fees.

For "Next-Day" or "Same-Day" Service, all documents must be received, and in good order, by 10 a.m. PST.

- Normal Processing** Processed within three business days.
- Next-Day Service** Processed by 4 p.m. PST next business day.
- Same-Day Service** Processed within the same day.
- I elect to pay the fees related to this transaction with the credit card I have on file. (If you do **NOT** have a credit card on file, please complete a **Credit Card Authorization Form**.)

Section 3 Conversion Instructions

All conversion requests must be accompanied by a recent, third party Fair Market Valuation (dated within the past 30 days of the submission).

Please select Option A or Option B below.

- Option A: Convert entire account balance** – This conversion will close my IRA after the transaction is completed. We will waive the closing fee on your converting account if you are maintaining another account with us.
- Option B: Convert a portion of the account** – This transfer will keep my IRA open after the conversion is completed. You must maintain a minimum of \$500 cash balance in each IRA, at all times.

Section 4

Assets to Convert

See current Fee Schedule for applicable fees.

Cash to Convert

Dollar Amount to Convert

Assets to Convert

	Asset Description <i>(i.e. Cash Balance, Property Address, Policy ID, etc.)</i>	Dollar Amount to be Transferred	Units to be Transferred <i>(if applicable)</i>
Asset 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asset 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asset 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asset 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 5

Withholding Information *(Form W-4P/OMB No. 1545-0074)*

Your withholding election will remain in effect until you change or revoke it. If no option is selected below, 10% federal withholding will apply and any previous withholding election will be revoked.

Federal Withholding *(Select one)*

Withhold Federal Income Tax of % from the amount withdrawn. *(Must be 10% or greater.)*

Do Not Withhold Federal Income Tax

I understand that I am liable for the payment of federal income tax on the amount of any distribution received and that I may be subject to penalties under the estimated tax payment rules if my payments of the estimated tax and withholding are insufficient.

State Withholding *(If applicable, select one)*

Name of Withholding State

Withhold State Income Tax of % from the amount withdrawn.

Withhold State Income Tax of \$ from the amount withdrawn.

DO NOT Withhold State Income Tax. *(Varies by state; please check your state's laws to determine applicability.)*

I understand that I am still liable for the payment of state income tax on the amount of any distributions received and that I may be subject to penalties if my payments are insufficient.

Section 6

IRA Owner Agreement and Authorization

I authorize the conversion of these IRA assets and certify that all information provided by me is true and accurate. I understand that I am responsible for determining that this IRA conversion qualifies under the rules that apply to such conversions and agree to comply with those rules. I assume responsibility for any consequences that may result from this conversion and I agree that the custodian is not responsible for any consequences that may arise from executing this conversion request. I hereby irrevocably designate this contribution as a conversion into the accepting account.

IRA Owner Signature

IRA Owner Name *(Please type or print)*

Date



Congratulations! You are now able to submit your completed request.

Before you submit this form please review all completed information prior to signing. When ready, mail, email, or fax this completed form to:

Mail to: Provident Trust Group
8880 W. Sunset Rd., Suite 250
Las Vegas, NV 89148

Email to: assets@trustprovident.com

Fax to: (702) 253-7565

Withholding Notice Information (Form W-4P/OMB No. 1545-0074)

Basic Information About Withholding From Pensions and Annuities. Generally, federal income tax withholding applies to the taxable part of payments made from pension, profit sharing, stock bonus, annuity, and certain deferred compensation plans; from IRAs; and from commercial annuities.

Caution: There may be penalties for not paying enough tax during the year, through either withholding or estimated tax payments. New retirees should see Publication 505, *Tax Withholding and Estimated Tax*. It explains the estimated tax requirements and penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your IRA using form W-4P.

Purpose of Form W-4P. Unless you elect otherwise, 10 percent federal income tax will be withheld from payments from individual retirement accounts (IRAs). You can use Form W-4P (or a substitute form, such as this form), provided by the custodian, to instruct your custodian to withhold no tax from your IRA payments or to withhold more than 10 percent. This substitute form should be used only for distributions from IRAs that are payable upon demand.

Nonperiodic Payments. Payments made from IRAs that are payable upon demand are treated as nonperiodic payments for federal income tax purposes. Generally, nonperiodic payments must have at least 10 percent income tax withheld. Your election will remain in effect for any subsequent distribution unless you change or revoke it.

Payments Delivered Outside of the U.S. A U.S. citizen or resident alien may not waive withholding on any distribution delivered outside of the U.S. or its possessions. Distributions by a nonresident alien generally are subject to a tax withholding rate of 30 percent. A reduced withholding rate may apply if there is a tax treaty between the nonresident alien's country of residence and the United States and if the nonresident alien submits Form W-8BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*, or satisfies the documentation requirements as provided under federal regulations. The Form W-8BEN must contain the foreign person's taxpayer identification number.

For more information, Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*, and Publication 519, *U.S. Tax Guide for Aliens*, are available on the IRS website at www.irs.gov or by calling 1-800-TAX-FORM.

Revoking the Exemption From Withholding. If you want to revoke your previously filed exemption from withholding, file another Form W-4P with the custodian and check the appropriate box on that form. If you receive a Form W-4P or substitute form and do not make a withholding election, you will be deemed to have revoked your prior withholding election and 10% federal income tax will be withheld.

Statement of Income Tax Withheld From Your IRA. By January 31 of next year, your custodian will provide a statement to you and to the IRS showing the total amount of your IRA distributions and the total federal income tax withheld during the year. Copies of Form W-4P will not be sent to the IRS by the custodian.

You must supply all requested information for the distribution so the custodian can properly report the distribution on IRS Form 1099-R, *Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.*

State Withholding. Depending on your state of residency, the custodian may be required to withhold state income tax at a rate specified by your state, unless you waive it.