

Roth IRA Contribution Instructions

1 ROTH IRA OWNER INFORMATION

| | | | |
|-------------------------------------|------------------------|---------------|----------------------|
| NAME, ADDRESS, CITY, STATE, AND ZIP | | | |
| | | | |
| ROTH IRA ACCOUNT NUMBER | SOCIAL SECURITY NUMBER | DATE OF BIRTH | DAYTIME PHONE NUMBER |
| | | | |

2 CONTRIBUTION INFORMATION (See Additional Information included with this form.)

| AMOUNT | CONTRIBUTION DATE | TAX YEAR | TAX YEAR OF FIRST ROTH IRA CONTRIBUTION/CONVERSION |
|--|-------------------|----------|--|
| \$ | | | |
| CONTRIBUTION TYPE: <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Regular (including Catch-Up) <input type="checkbox"/> Rollover** <input type="checkbox"/> Transfer <input type="checkbox"/> Recharacterization <input type="checkbox"/> Conversion </div> <div style="width: 48%;"> <input type="checkbox"/> Rollover** or Direct Rollover from an Eligible Retirement Plan <input type="checkbox"/> Rollover** or Direct Rollover from a Designated Roth Account <input type="checkbox"/> Qualified Reservist/Designated Disaster Distribution Repayment* <input type="checkbox"/> Disaster/Combat Zone Postponed Contribution* *Reason Code (if applicable) _____ ** <input type="checkbox"/> Check if Rollover is made after 60 days with self-certification </div> </div> | | | |

3 SIGNATURES

I certify that I am the Roth IRA owner or individual legally authorized to complete this form. I certify the accuracy of the information set forth in this form, and I authorize this transaction. I certify that this contribution is eligible for deposit. Except as otherwise provided by law, I assume full responsibility for determining my eligibility and for ensuring the eligibility of the contribution. My designation of the tax year for the contribution, and any election to treat a contribution as a rollover or recharacterization, is irrevocable. I indemnify and agree to hold the custodian/trustee harmless from any resulting liabilities. I acknowledge that the custodian/trustee cannot provide, and has not provided, me with tax or legal advice. I have been advised to seek the guidance of a tax or legal professional.

Signature of Roth IRA Owner

Date

Signature of Custodian/Trustee

Date

ADDITIONAL INFORMATION

Purpose. The Roth IRA Contribution Instructions form is used to document a Roth Individual Retirement Account (IRA) contribution transaction.

Additional Documents. Applicable law or policies of the Roth IRA custodian/trustee may require additional documentation. For a recharacterization, the Internal Revenue Service (IRS) requires you to provide a written notice of recharacterization.

For Additional Guidance. It is in your best interest to seek the guidance of a tax or legal professional before completing this document. You should also reference the Roth IRA agreement and disclosure statement and/or amendments provided by the custodian/trustee. For more information, refer to IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*, IRS Form 5498, *IRA Contribution Information*, your local IRS office, or the IRS's web site at www.irs.gov.

Terms. A general understanding of the following terms may be helpful in completing your transactions.

Conversions. A conversion is a reportable movement of assets from a traditional IRA or SIMPLE IRA to a Roth IRA.

Designated Roth Account. A designated Roth account is an account that is part of an Internal Revenue Code (IRC) Section 401(a) or 403(b) plan that accepts salary deferrals designated as Roth contributions. Common names for these plans include Roth 401(k) and Roth 403(b) plans.

Disaster/Combat Zone Postponed Contribution. IRA owners serving in a combat zone or hazardous duty area, or affected by a federally declared disaster area, have an additional period after the normal contribution due date of April 15 to make annual IRA contributions for a prior year. Indicate the reason code as provided by the reporting instructions for IRS Form 5498 (e.g., FD for a postponed contribution due to an extension of the contribution due date because of a federally declared disaster).

Eligible Retirement Plan. Eligible retirement plans include qualified trusts under IRC Section 401(a), annuity plans under IRC Section 403(a), annuity contracts under IRC Section 403(b), and certain governmental IRC Section 457(b) plans. Common names for these plans include 401(k), profit sharing, pension, money purchase, federal thrift savings, and tax-sheltered annuity plans.

Qualified Reservist/Designated Disaster Distribution Repayment. If you are a qualified reservist ordered or called to active duty after September 11, 2001 for more than 179 days (or for an indefinite period), and take an IRA distribution or take certain elective deferrals from an eligible retirement plan after September 11, 2001, and before the end of your active duty, you may make one or more contributions of these assets to your IRA within two years of the end of your active duty.

Subject to IRC Section 1400Q, individuals in certain federally declared disaster areas may be given the opportunity to take qualified distributions (subject to applicable time periods defined by law) in aggregation from IRAs and other eligible retirement plans up to the prescribed limit (e.g., \$100,000 for Midwestern Disaster). Typically, these rules permit an individual to prorate any amounts required to be included in gross income over a three tax year period or include it all in the year of distribution. In addition, an individual may be allowed three years after the date of receipt to roll over all or part of the qualified distribution without being subject to the one rollover per 1-year limitation or the 60-day requirement. Certain first-time homebuyer or hardship distributions may be eligible for rollover within a prescribed time period. Indicate the reason code as provided by the reporting instructions for IRS Form 5498 (e.g., DD for repayment of a federally designated disaster distribution). For additional disaster area information and IRS guidance on associated tax relief, refer to IRS notices and publications, or visit the IRS's web site at www.irs.gov.

Reason Code. The reporting instructions for IRS Form 5498 provide a code for use with designated IRA contribution types. Enter the code, if applicable, to indicate the reason for the contribution.

Recharacterization. A recharacterization is the method by which an IRA owner can redesignate the type of IRA contribution made for the year. The deadline to recharacterize a contribution, plus earnings, for any tax year is the IRA owner's tax-filing due date, including extensions. The IRS also requires you to provide a written notice of recharacterization.

Rollover or Direct Rollover from a Designated Roth Account. If you have assets in a designated Roth account, these assets may be rolled over or directly rolled over to a Roth IRA.

Rollover or Direct Rollover from an Eligible Retirement Plan. You may roll over or directly roll over any eligible assets from an employer plan to a Roth IRA. The taxable portion of the direct rollover amount is subject to federal income tax.

Self-Certification. The IRS provides for a self-certification procedure (subject to verification on IRS audit) that you may use to claim eligibility for a waiver of the prohibition against making a rollover after the 60-day period. The IRA custodian/trustee may rely on the certification in accepting and reporting receipt of the rollover contribution.

Tax Year of First Roth IRA Contribution/Conversion. Roth IRA owners can avoid paying tax on earnings if they do not remove earnings during the five-year period that begins with the tax year the first contribution was made, regardless of contribution type.

Catch-Up Contributions. Catch-up contributions are IRA regular contributions made in addition to any other IRA regular contributions. You are eligible to make catch-up contributions if you meet the eligibility requirements for regular contributions and you attain age 50 by the end of the taxable year for which a catch-up contribution is being made.

Contribution By Your Spouse. If you are married and file a joint federal income tax return, you and/or your spouse may make a contribution on your behalf for that tax year if you and/or your spouse have compensation. This contribution must be made into your IRA, and it cannot exceed the contribution limits applicable to IRA regular contributions.

Maximum Contribution Limits. Your IRA regular (including catch-up) IRA contributions are limited to the lesser of 100 percent of your and/or your spouse's compensation or the dollar amount announced each year. The IRS announces the maximum contribution limits each year providing cost-of-living adjustments, if any, as required under the IRC. Refer to IRS Publication 590-A or your tax or legal professional to determine the amount you are eligible to contribute for a tax year.

Roth IRA Contributions. An annual contribution, commonly referred to as a regular contribution, is your contribution for the tax year, and is based on your and/or your spouse's compensation. Your designation of the tax year for your contribution is irrevocable. You may direct all or a portion of any tax refund directly to an IRA.

Spouse as Beneficiary. A spouse beneficiary may roll over inherited eligible retirement plan or Roth IRA assets to his/her own Roth IRA. This is not available to any nonspouse beneficiary.

Two-Year Rule. After a two-year period that begins on the date of the initial contribution to SIMPLE IRA, you are allowed to convert assets from a SIMPLE IRA to a Roth IRA.