

Roth IRA Conversion Request

Please note:

- This form is to be used by an individual only to convert a Traditional IRA to a Roth IRA.

For questions or help with this form, call us at **800-990-7626**.

Throughout this form, “the Company” refers to the issuing company.¹

1 Contract Information (please print clearly)

Contract Number		
Owner	Last Four Digits SSN/TIN	
Joint Owner (if applicable)	Last Four Digits SSN/TIN	
Address		
City	State	Zip Code
Email Address	Phone Number	

2 Direct Conversion Information

Required Minimum Distribution Conversion Restriction

Is there any Required Minimum Distribution with respect to your IRA for this year that you have not taken? ☐ Yes ☐ No ☐ N/A

Note: You may not deposit the funds into an existing Roth Conversion IRA which contains conversion contributions made during another calendar year.

¹ Clear Spring Life and Annuity Company is authorized to transact business in all states (except New York) and is a member of Group1001. Clear Spring Life and Annuity Company is responsible for its own financial condition and contractual obligations.

3 Signature(s)

I have read and understand the conversion rules and conditions on all pages of this form and I have met the requirements for making a conversion. Due to the important tax consequences of converting funds or property to a Roth IRA, I have been advised to consult a tax professional. All information provided by me is true and correct and may be relied upon by the Company. I assume full responsibility for this conversion transaction and will not hold the Company liable for any adverse consequences that may result. I hereby irrevocably designate this contribution in cash and/or property as a conversion contribution.

Note: If you are signing as a fiduciary (power of attorney, trustee, guardian, custodian, etc.) for the contract owner, you must sign in your fiduciary capacity and not in your individual capacity. We will need your authorizing documents to process this request. If we do not have them on file, please attached them to this form.

The Contract Owner must sign this form.

By signing this form below, I acknowledge that I have read and understand the Conversion Rules and Conditions in section 4 of this form.

Owner Signature X	Date (mm/dd/yyyy)
Please Print Owner Name	
Joint Owner Signature (if applicable) X	Date (mm/dd/yyyy)
Please Print Joint Owner Name	

4 Conversion Rules and Conditions

General Information

A conversion is a way to move money or property from an IRA to a Roth IRA plan. The Internal Revenue Code (IRC) determines how the Company must report the transaction. By properly completing this form you are certifying to the Company that you have satisfied the rules and conditions applicable to your conversion and that you are making an irrevocable election to treat the transaction as a conversion.

Direct Conversion

Required Minimum Distribution Conversion Restriction: If this conversion is being made during a year for which a Required Minimum Distribution must be made with respect to your Traditional IRA, you cannot convert your Traditional IRA if you have not yet received the Required Minimum Distribution for the year.

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 payments made from pension, profit sharing, stock bonus, annuity, and certain deferred compensation plans, IRAs, and commercial annuities. The method and rate of withholding depend on (a) the kind of payment you receive; (b) whether the payments are to be delivered outside the United States or its possessions; and (c) whether the recipient is a nonresident alien individual, a nonresident alien beneficiary, or a foreign estate.

Purpose of Form W-4P: Unless you elect otherwise, Federal income tax will be withheld from payments from Individual Retirement Annuities (IRAs). You can use Form W-4P, or a substitute form, such as that contained on this form, furnished by the Company, to instruct the Company to withhold no tax from your IRA distributions (or to revoke this election). This substitute form should only be used for distributions from IRAs which are payable upon demand.

Nonperiodic Payments: Payments from IRAs that are payable upon demand are treated as nonperiodic payments for Federal income tax purposes. Generally, nonperiodic payments must have income tax withheld at a flat 10 percent rate.

You generally can elect to have no income tax withheld from a nonperiodic payment (IRA payment) by filing Form W-4P or a substitute form with the Company and checking the appropriate box on that form. Your election will remain in effect for any subsequent distribution unless you change or revoke it. No election out of withholding is permitted if you do not provide the correct taxpayer identification number (SSN/TIN) or if the payment is to be delivered outside of the United States or its possessions. A foreign person should submit Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting, to the Company.

For more information, please see Publication 505, Tax Withholding and Estimated Tax, available online at IRS.gov.

Revoking the Exemption from Withholding: If you previously chose not to have Federal income tax withheld and you now want withholding, file another Form W-4P with the Company and write "Revoked" next to the checkbox on line 1.

Statement of Income Tax Withheld from Your IRA: By January 31 of next year, you will receive a statement from the Company showing the total amount of your IRA payments and the total Federal income tax withheld during the year. Copies of Form W-4P will not be sent to the IRS by the Company.

Caution: Remember that there are penalties for not paying enough during the tax year, through either withholding or estimated tax payments. New retirees should see Publication 505 at IRS.gov. 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.

Contact Us

By mail

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By phone

Customer Service **800-990-7626** M-F 8:00 a.m.-5:00 p.m., ET