Request for In-Plan Roth Transfer

Mail To:	Email To:	Questions:
AMI Benefit Plan Administrators, Inc. 100 Terra Bella Drive Youngstown, Ohio 44505	PMT@amibenefit.com **Fax To:** 1-866-436-6703	1-800-451-2865 www.amibenefit.com

Information Regarding In-Plan Roth Transfers

Please consult your Summary Plan Description for more information. An In-Plan Roth Transfer is a transfer of your pre-tax money to Roth money, prior to meeting the conditions for an in-service distribution from your plan. In-service distributions are permissible plan provisions starting at age 59.5, but your plan document may have a later age. In-Plan Roth Transfers are commonly limited to your pre-tax salary deferral contributions only. Other sources of money in the plan, including employer contributions are usually not permitted to be transferred prior to in-service age.

The taxable portion of the In-Plan Roth Transfer will be included in your gross income for the year of the transfer. This will be reported to you on Form 1099-R.

The 10 percent early distribution penalty tax does not apply unless a distribution is taken within five years of the In-Plan Roth Transfer (known as the five-year recapture rule). This rule is in place to discourage individuals from processing an In-Plan Roth Transfer and then immediately taking a tax-and penalty-free distribution from their account.

My Information

Company Name ____

Employee Name ____

Employee Address ____

Street

___________________________ ______________________________ ________________

City State Zip

SSN (last four) ______________ DOB _____/_____/_____ DOH ____/____/____ Married? Y ☐ N ☐

Phone number (______) _______________ Email Address__________________________________

Amount Requested

Amount of Pre-Tax Deferral to convert to Roth Deferral $ ____________________

Signature

Signature ____ Date: ____/____/____