

# Roth IRA Conversion Request



Please return the completed form by mail or fax to:

For standard mail delivery:  
Sun Life Financial  
P.O. Box 9133  
Wellesley Hills, MA 02481  
Phone: (800) 752-7215  
Fax: (781) 304-5383

For overnight mail delivery:  
Sun Life Financial  
112 Worcester Street  
Wellesley Hills, MA 02481

**Sun Life Assurance Company of Canada (U.S.)** issues annuities in Puerto Rico, the District of Columbia, and all states except New York.

**Sun Life Insurance and Annuity Company of New York** issues annuities in New York. Each of these companies is responsible for its own financial condition and contractual obligations

## 1 Contract/Certificate Information

Please PRINT clearly.

Sun Life Assurance Company of Canada (U.S.) Contract/Certificate Number		
Participant/Owner Name (Last, First, Middle Initial)	Social Security Number 	
Address (Number and Street)		
City	State	Zip Code
Participant/Owner Phone Number (area code first)	Best time to call	<input type="checkbox"/> AM <input type="checkbox"/> PM

## 2 Direct Conversion Information

For an eligible direct conversion, questions 1 through 4 must be answered either "No" or "N/A."

### 1. 70½ CONVERSION RESTRICTION

If you are age 70½ or older in this calendar year, is there any required minimum distribution for this year that you have not taken from your IRA?

Yes  No  N/A

### 2. RECONVERSION RESTRICTION

If this is a reconversion of a prior conversion, is it within the same taxable year of the prior conversion or, if later, within 30 days of recharacterizing the prior conversion?

Yes  No  N/A

### 3. TWO YEAR RESTRICTION

If this is a conversion from a SIMPLE IRA, has it been less than two years since you first participated in a SIMPLE IRA plan sponsored by your employer?

Yes  No  N/A

### 4. INHERITED IRA RESTRICTION

Are you a beneficiary who inherited this IRA from someone other than your spouse?

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. In addition, limits apply to the number of reconversions which can be made for tax purposes.

**3 Tax Information**

See Page 3 of this form for the withholding notice information.

**Federal Income Tax Withholding Election**

You are liable for the payment of Federal income taxes on the taxable portion of your withdrawal. Sun Life Financial will not withhold any Federal income taxes unless you elect a withholding amount below. Your election will also apply to future withdrawals unless you change it and you may do so at any time by notifying Sun Life Financial in writing.

Please note that if you do not have enough tax withheld from your distribution, you may have to pay estimated taxes. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient.

**State taxes may apply if you choose to withhold federal income tax.**

Yes. I want Federal income taxes withheld from my withdrawal.

Withhold \$ \_\_\_\_\_ or \_\_\_\_\_% (please choose a percentage between 10% and 50%).

**4 Authorization - THIS SECTION MUST BE COMPLETED**

Participant/Owner and/or authorized signer **MUST** sign.

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 on by Sun Life Financial. I assume full responsibility for this conversion transaction and will not hold Sun Life Financial 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 (guardian/conservator/trustee/attorney-in-fact, etc.) for the Participant/Owner, you must sign this form in your fiduciary capacity and not in your individual capacity.

**THE PARTICIPANT/OWNER MUST SIGN THIS FORM BELOW.**

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

Please Print Participant/Owner Name	Date (mm/dd/yyyy)
Participant/Owner Signature	Date (mm/dd/yyyy)

**5 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) limits who can complete a conversion and how Sun Life Financial must report the transaction. By properly completing this form you are certifying to Sun Life Financial 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

**1. 70½ CONVERSION RESTRICTION**

If this conversion is being made during or after the year in which you turn age 70½, you cannot convert your Traditional IRA if you have not yet received this year's required minimum distribution.

**2. RECONVERSION RESTRICTION**

If you are reconverting a conversion made during the same taxable year or, if later, within 30 days of when the conversion was recharacterized back to the IRA, you cannot reconvert at this time.

**3. TWO YEAR RESTRICTION**

If you are converting from a SIMPLE IRA, you cannot convert to a Roth IRA within two years from when you first participated in a SIMPLE IRA plan sponsored by your employer.

**4. INHERITED IRA RESTRICTION**

You are not eligible to convert your Traditional IRA if it is registered as a decedent IRA because you inherited it from someone other than your spouse. This same conversion restriction is also applicable if your Sun Life Financial IRA was established with funds that were transferred from such an inherited IRA.

**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.

**Purpose Of Form W-4P**

Unless you elect otherwise, 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 that contained on this form, furnished by Sun Life Financial, to instruct Sun Life Financial to withhold no tax from your IRA payments (or to revoke this election). This substitute form should be used only 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 rate not less than 10 percent.

You can elect to have no income tax withheld from a nonperiodic payment (IRA payment) by filing Form W-4P or a substitute form with Sun Life Financial and checking the appropriate box on that form. Your election will remain in effect for any subsequent distribution unless you change or revoke it.

For more information, please see Publication 505, Tax Withholding and Estimated Tax, available from most IRS offices.

**Revoking The Exemption From Withholding**

If you want to revoke your previously filed exemption from withholding, file another Form W-4P with Sun Life Financial and check the appropriate box on that form.

**Statement Of Income Tax Withheld From Your IRA**

By January 31 of next year, you will receive a statement from Sun Life Financial 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 Sun Life Financial.

***Caution:** Remember that there are penalties for not paying enough tax during the 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.*