



Virtus Mutual Funds  
 C/O State Street Bank & Trust Co.  
 PO Box 8301  
 Boston MA 02266-8301

**State Street Bank & Trust  
 Roth IRA Conversion Request**

For assistance, please contact us at 1-800-243-1574 or visit our website at Virtus.com

**1. Account Information**

Shareholder Name	Date of Birth	U.S. Social Security Number
Address	Daytime Phone Number	Email Address
City, State, ZIP Code	Fund and Account Number	

**2. Important Information**

- This form is to be used when converting your existing Virtus Mutual Fund IRA to a Virtus Mutual Fund Roth IRA.
- Conversions from an IRA held outside of Virtus Mutual Funds must complete an IRA Application and a Direct Rollover or Transfer of Assets Form.
- A new IRA Application must be completed and submitted with this form if you do not already have an existing Roth IRA account with Virtus Mutual Funds.

**3. Conversion Information**

Please list the Virtus Mutual Fund account number(s) that you wish to convert. The fund(s) you are currently invested in will remain the same. All shares will be converted unless otherwise indicated.

\_\_\_\_\_  
 (1) Existing Traditional IRA Fund and Account Number      (2) Existing Traditional IRA Fund and Account Number      (3) Existing Traditional IRA Fund and Account Number

\_\_\_\_\_  
 (1) Conversion % or Amount      (2) Conversion % or Amount      (3) Conversion % or Amount

Please provide us with the allocation of the converted assets. Check one box:

- Establish a new Virtus Mutual Fund Roth IRA Account. A completed IRA Application must accompany this form or an account cannot be established.
- Deposit the conversion assets into a corresponding fund(s) under my existing Virtus Mutual Fund Roth IRA. The existing Roth IRA fund and account number(s) are as follows:

\_\_\_\_\_  
 (1) Existing Roth IRA Fund and Account Number      (2) Existing Roth IRA Fund and Account Number      (3) Existing Roth IRA Fund and Account Number

**4. Taxes**

Federal Taxes will automatically be withheld at the minimum rate of 10% unless you indicate a larger percentage below or elect not to have taxes withheld. If you are a resident of CA, DE, IA, KS, ME, MA, NC, OK, OR or VT, and elect federal withholding, the applicable state taxes will also be withheld.

*Note:* If you elect not to have taxes withheld, you will remain liable for payment of federal income tax on the taxable portion of the withdrawal. You may also be subject to tax penalties if your payments of estimated tax or the tax withheld are insufficient under IRS guidelines.

- Do not withhold taxes       Withhold federal taxes at the rate of \_\_\_\_\_%

**5. Authorizing Signature**

I understand that converting my Traditional IRA to a Roth IRA will have income tax implications, and that any withholding is subject to normal taxation and may be subject to penalties. All options other than systematic withdrawal plans currently maintained on the Traditional IRA account will be added to the new Roth IRA account unless otherwise indicated on the accompanying application. Beneficiary information will also remain the same unless otherwise indicated.

\_\_\_\_\_  
 Print Name      Signature      Date

**Circular 230 Notice:** The information contained in this communication (including any attachments) is not intended to (and cannot) be used by anyone to avoid penalties under the Internal Revenue Code. This communication supports the promotion and marketing of the products or matters discussed. Individuals should seek independent tax advice based on their own circumstances.