



Virtus Mutual Funds  
 PO Box 9874  
 Providence RI 02940-8074

**Roth IRA Conversion  
 Request Form (Internal)**

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

**1. Important Information**

Use this form to convert a traditional, SEP or SIMPLE (after the required two year holding period) Individual Retirement Account ("IRA") within Virtus Mutual Funds. If establishing a new Roth IRA, attach a completed Roth Individual Retirement Account Application and Adoption Agreement. This form is not intended for initiating conversions from employer sponsored plans; 401(k) or 403(b) plans (contact your plan's administrator for instructions).

Beginning in 2010, there are no eligibility requirements for converting a traditional, SEP or SIMPLE IRA into a Roth IRA under the Tax Increase Prevention and Reconciliation Act of 2006 ("TIPRA"). You should consult your tax advisor or the Internal Revenue Service (IRS) website [www.irs.gov](http://www.irs.gov) for more information.

**2. Participant Information**

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

**3. Distribution Instructions**

Indicate below the existing Virtus Mutual Funds IRA you wish to convert to a Virtus Mutual Funds Roth IRA:

Account Number: \_\_\_\_\_

Type of Account:  Traditional/Rollover IRA  SEP IRA  SIMPLE IRA (after the required two year holding period)

Amount:  Distribute entire account balance across all funds, (or)  
 Partial account conversion: \$ \_\_\_\_\_

Distribute From:

Fund: _____	Amount: \$ _____	or Percentage: _____ %
Fund: _____	Amount: \$ _____	or Percentage: _____ %
Fund: _____	Amount: \$ _____	or Percentage: _____ %
Fund: _____	Amount: \$ _____	or Percentage: _____ %
Total Amount \$ _____		Total 100%

**4. Taxes (continued on next page)**

**Federal Tax Withholding Election**

IRS regulations require the custodian or trustee of your IRA to withhold federal income taxes from the conversion distribution at the rate of 10% unless you elect not to have withholding apply. Withholding will apply to the entire amount of the conversion distribution, including the amount of any nondeductible contributions that may have been made to the IRA. You may not convert any portion of required minimum distributions (RMDs).

Please make an election:

- I elect **NOT TO** have federal income tax withheld from this conversion distribution from my traditional IRA. (This option is only available for accounts registered with an address in the United States.)
- I elect **TO** have 10% federal income tax withheld from this conversion distribution from my traditional IRA.
- I elect **TO** have \_\_\_\_\_% federal income tax withheld from this conversion distribution from my traditional IRA.  
(must be more than 10%)

**Important:** If you elect to have no federal income taxes withheld from your distribution, or if you do not have enough federal income tax withheld from your distribution, you will remain liable for payment of any federal income tax on the conversion distribution and you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient.

If you elect to have federal income taxes withheld, you may still invest the entire amount of the conversion distribution into your Virtus Mutual Funds Roth IRA by using other assets to replace amounts withheld as a prepayment of federal income taxes.

Remember, if you use your IRA assets to pay taxes on the conversion distribution amount (either by liquidating additional shares or by not replacing amounts withheld for federal income tax), the IRA assets used to pay those taxes may be considered a premature distribution (if you are under the age of 59 ½) since they are not being converted into the Roth IRA or rolled over into another IRA and you could also be subject to a 10% early withdrawal penalty.

**4. Taxes, continued.**

State Income Tax Withholding Election

Your state of residence will determine your state income tax withholding requirements, if any. Those states with mandatory withholding will require state income tax to be withheld from payments if federal taxes are withheld. Voluntary states let individuals determine whether they want state taxes withheld. Some states have no income tax on retirement payments. You may wish to consult with a tax advisor or your state's tax authority for additional information on your state requirements.

I elect NOT TO have state income tax withheld from my retirement account distributions (only for residents of states that do not require mandatory state withholding).

I elect TO have the following dollar amount or percentage from my retirement account distribution withheld for state income taxes (for residents of states that allow voluntary state withholding).

\$ \_\_\_\_\_ or \_\_\_\_\_%

**5. Investment Instructions for Converted Proceeds**

New Roth IRA – Follow Application investment instructions

Invest the proceed as follows into my existing Roth IRA:

Account Number: \_\_\_\_\_

Fund: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

or Percentage: \_\_\_\_\_%

Fund: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

or Percentage: \_\_\_\_\_%

Fund: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

or Percentage: \_\_\_\_\_%

Fund: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

or Percentage: \_\_\_\_\_%

Total Amount \$ \_\_\_\_\_

Total 100%

**6. Participant Authorization**

I certify that I am the Participant authorized to make the above requested distribution and that all information provided is true and accurate. I authorize Virtus Mutual Funds and the Custodian to make the above requested distribution from my existing IRA and use the distribution proceeds to purchase a conversion contribution into a Roth IRA. I certify that no tax or legal advice has been given to me by the Custodian, Virtus Mutual Funds, or any employee, officer, director/trustee or agent of either of them, and that all decisions regarding the elections made on this form are my own. The Custodian, Virtus Mutual Funds and their agents may conclusively rely on this certification and authorization without further investigation or inquiry. I expressly assume responsibility for any adverse consequences which may arise from the election and agree that the Custodian, Virtus Mutual Funds, and their employees, officers, directors/trustees and agents shall in no way be responsible, and shall be indemnified and held harmless, for any tax, legal or other consequences of the election made on this form. I understand this conversion is irrevocable.

**I have read and understand and agree to be legally bound by the terms of this form.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail completed form to one of the following addresses:

**First Class Mail**

Virtus Mutual Funds  
PO Box 9874  
Providence, RI 02940-8074

**Overnight Mail**

Virtus Mutual Funds  
4400 Computer Drive  
Westborough, MA 01581-1722