

For assistance, please contact us at 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") from another custodian or trustee to a Virtus Mutual Funds Roth IRA. 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	Email Address
City, State, ZIP Code	Account Number	

**3. Investment Instructions for Converted Proceeds**

- New Roth IRA – Follow in investment instructions as provided on the attached application
- 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%

**4. Taxes Withholding Election**

Contact your current custodian or trustee for state tax requirements, if any.

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).

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 59½) 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.

- I elect **NOT TO** have federal income tax withheld from this conversion distribution.
- I elect **TO** have 10% federal income tax withheld from this conversion distribution.
- I elect **TO** have \_\_\_\_\_% federal income tax withheld from this conversion distribution.  
(must be more than 10%)

**5. Current Custodian and Account Information**

To avoid delays, contact your current custodian to verify their correct address and ask if they require a Medallion Signature Guarantee. Please see the Participant Authorization section for an explanation of the Medallion Signature Guarantee. Please also attach your most recent statement, if possible.

Name of Current Custodian \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Investment to Convert: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

Amount to be Distributed:  Liquidate Entire Account  Partial \$ \_\_\_\_\_

For Certificates of Deposit:  Immediately\*  At Maturity Date \_\_\_\_\_

Investment to Convert: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

Amount to be Distributed:  Liquidate Entire Account  Partial \$ \_\_\_\_\_

For Certificates of Deposit:  Immediately\*  At Maturity Date \_\_\_\_\_

**\*Note:** if you wish to have certificates of deposit transferred immediately and they have not matured, you may incur a redemption penalty. We cannot accept requests to convert certificates of deposit more than 60 days before their maturity.

**6. Participant Authorization**

I that I am the Participant authorized to make the above requested distribution and that all information provided is true and accurate. I authorize the current custodian or trustee of my IRA to distribute the amount(s) indicated for the purpose of converting them to a Roth IRA with Virtus Mutual Funds and to issue a check as indicated below. 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 understand it is my responsibility to insure the prompt conversion of assets by the current custodian or trustee. I understand that I am solely responsible for all tax consequences and agree that Virtus Mutual Funds, their Custodian and the employees, officers, directors/trustees and agents of each shall have 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 authorize Virtus Mutual Funds and BNY Mellon Investment Servicing Trust Company to process this request on my behalf.

I have read and understand and agree to be legally bound by the terms of this form. I also understand that the Custodian, Virtus Mutual Funds and their agents will rely on my instructions within this form when accepting my conversion contribution. I understand this conversion is irrevocable.

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

**7. Signature Guarantee – If required by your current custodian or transfer agent.**

An eligible guarantor is a domestic bank or trust company, securities broker/dealer, clearing agency or savings association that participates in a medallion program recognized by the Securities Transfer Agents Association. The three recognized medallion programs are the Securities Transfer Agents Medallion Program (known as STAMP), Stock Exchanges Medallion Program (SEMP), and the Medallion Signature Program (MSP). A notarization from a notary public is NOT an acceptable substitute for a signature guarantee.

**Notarization from a Notary Public is not acceptable.**

**Place Stamp Here**

**Internal Use Only – Resigning Custodian Instructions**

**Issue check payable to:** BNY Mellon Investment Servicing Trust Company as custodian for the Virtus Mutual Funds Roth IRA.

Participant Name: \_\_\_\_\_ Recharacterization A/C# \_\_\_\_\_

Mail to the following: **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