



**(For Internal Conversions Only)**

**NOTE: AN IRA CONVERSION IS A REPORTABLE MOVEMENT OF IRA ASSETS (I.E. TRADITIONAL, INHERITED SPOUSAL, SEP IRA) TO A ROTH IRA**

**1. ACCOUNT REGISTRATION**

<input type="text"/>	<input type="text"/>	<input type="text"/>
FIRST NAME	MI	LAST NAME
<input type="text"/>		<input type="text"/>
SOCIAL SECURITY NUMBER		DATE OF BIRTH
<input type="text"/>	<input type="text"/>	<input type="text"/>
STREET NUMBER	STREET NAME	APT. # / SUITE
<input type="text"/>	<input type="text"/>	<input type="text"/>
CITY	STATE	ZIP CODE
<input type="text"/>		<input type="text"/>
TELEPHONE NUMBER		

*If mailing address above is a post office, a street address is also required by the USA Patriot Act:*

**STREET ADDRESS**

<input type="text"/>	<input type="text"/>	<input type="text"/>
STREET NUMBER	STREET NAME	APT. # / SUITE
<input type="text"/>	<input type="text"/>	<input type="text"/>
CITY	STATE	ZIP CODE

**2. CONVERSION INSTRUCTIONS**

Check the type of IVA Funds IRA you are converting:

- Traditional IRA                       SEP IRA  
 Rollover IRA                               Inherited Spousal IRA

Provide the IVA Fund and account number(s) which contain the assets you wish to convert. Indicate the dollar amount, share amount, percentage or entire position you wish to convert.

<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	or	# <input type="text"/>	or	<input type="text"/> %
<i>Fund</i>	<i>Account Number</i>		<input type="checkbox"/>	Check here to convert all shares.		
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	or	# <input type="text"/>	or	<input type="text"/> %
<i>Fund</i>	<i>Account Number</i>		<input type="checkbox"/>	Check here to convert all shares.		
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	or	# <input type="text"/>	or	<input type="text"/> %
<i>Fund</i>	<i>Account Number</i>		<input type="checkbox"/>	Check here to convert all shares.		
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	or	# <input type="text"/>	or	<input type="text"/> %
<i>Fund</i>	<i>Account Number</i>		<input type="checkbox"/>	Check here to convert all shares.		

### 3. INVESTMENT INSTRUCTIONS

You may invest your converted assets in an existing IVA Funds Roth IRA(s), or you may establish a new Roth IRA for these assets.

Invest the assets from this conversion into my existing IVA Funds Roth IRA(s) listed below:

<input type="text"/> <i>Fund</i>	<input type="text"/> <i>Account Number</i>	\$ <input type="text"/>	or	# <input type="text"/>	or	<input type="text"/> %
<input type="text"/> <i>Fund</i>	<input type="text"/> <i>Account Number</i>	\$ <input type="text"/>	or	# <input type="text"/>	or	<input type="text"/> %
<input type="text"/> <i>Fund</i>	<input type="text"/> <i>Account Number</i>	\$ <input type="text"/>	or	# <input type="text"/>	or	<input type="text"/> %
<input type="text"/> <i>Fund</i>	<input type="text"/> <i>Account Number</i>	\$ <input type="text"/>	or	# <input type="text"/>	or	<input type="text"/> %

Invest the assets from this conversion into a new IVA Funds Roth IRA account. Enclose a completed IRA Application. Each new fund account must meet the \$1,000 initial minimum investment requirement.

### 4. TAX WITHHOLDING ELECTION FOR CONVERSION

**Withholding Instructions.** Under IRS rules, a conversion to a Roth IRA is treated for income tax purposes as a distribution of taxable amounts in the other IRA. IRS rules also require the custodian to withhold 10% of the amount transferred for federal income taxes unless no withholding has been elected. See IRS Publication 505, "Tax Withholding and Estimated Tax" for more information. State tax withholding may also apply if federal income tax is withheld. **Caution:** Withholding income taxes from the amount converted (instead of paying applicable income taxes from another source) may adversely impact the expected financial benefits of transferring from another IRA to a Roth IRA (consult your financial adviser if you have a question). Because of this impact, by electing to convert to a Roth IRA, **you are deemed to elect no withholding unless you check the box below.** In so doing, you acknowledge that you may be required to pay estimated tax and that insufficient payments of estimated tax may result in penalties.

Withhold 10% for federal income taxes (if you want a greater percentage, put it here:  %)

### 5. INVESTOR AUTHORIZATION

I certify the accuracy of the information provided on the IRA Conversion Form and authorize IVA Funds to convert an IVA Funds IRA. I accept full responsibility for complying with all IRS requirements with respect to my IVA Funds – State Street Bank and Trust Company IRA. I hereby indemnify IVA Funds, Boston Financial Data Services, Inc. and State Street Bank and Trust Company, and any affiliate and/or any of their directors, trustees, employees and agents if I fail to meet such IRS requirements.

Signature of IRA Owner

Date (MM/DD/YYYY)

NOTE: Conversions are limited to the calendar year and cannot apply to a prior year. The conversion must be completed by December 31 to count as income for the tax year.

### 6. MAIL COMPLETED FORM TO:

*(Please retain a photocopy of this completed form for your records.)*

**Regular Mail**

IVA Fiduciary Trust  
P.O. Box 8077  
Boston, MA 02266-8077

**Overnight Mail:**

IVA Fiduciary Trust  
c/o Boston Financial Data Services  
30 Dan Road  
Canton, MA 02021

