

**PARTICIPANT**  
**IN-PLAN ROTH ROLLOVER**  
**ELECTION FORM**





**IN-PLAN ROTH ROLLOVER ELECTION FORM**

**Instructions:** Before completing the In-Plan Roth Rollover/Conversion form, please make sure that your Plan permits Roth contributions and In-Plan Roth Rollovers/Conversions. Note that an In-Plan Roth Rollover/Conversion is an irrevocable event (this transaction cannot be reversed or undone). Only tax-deferred assets in fully vested accounts may be converted. Accounts with assets not fully vested may not be converted. Please type or print all entries in full (no redactions please). Return your completed form to RPG Consultants for processing (5-15 business day processing timeline). Processing fees apply. You may upload your completed form using our secure file transfer portal at <https://files.rpgconsultants.com/filedrop/Support>. If you prefer to send your form by e-mail, send to [support@rpgconsultants.com](mailto:support@rpgconsultants.com). If you prefer to send by fax, send to 1 (212) 947-4866.

**Taxes:** While taxes will not be withheld as part of the In-Plan Roth Rollover/Conversion, the conversion of tax-deferred assets to Roth assets is subject to Federal and State income taxes. Converted assets are not subject to the 10% early withdrawal penalty. You should be prepared to pay the applicable income taxes. These taxes must be paid with funds from outside of your Retirement Plan. Careful financial planning is necessary. Be sure to consult a qualified tax professional on all tax implications associated with In-Plan Roth Rollover/Conversion before you proceed. Tax-deferred amounts converted to Roth will be reported as taxable income on a Form 1099-R for the year of the conversion, which will be mailed to you at the end of January the following year.

**Required Minimum Distribution (RMD):** If you are over 70½ of age and are required to take a Required Minimum Distribution (RMD) in the current year, your RMD will be distributed to you prior to processing your In-Plan Roth Rollover/Conversion. Please also complete and submit a Required Minimum Distribution Election Form, available at <http://forms.rpgconsultants.com>

**Loans:** If you have one or more outstanding loans in your account, the In-Plan Roth Rollover/Conversion will not affect your loan(s). Payments will continue to be allocated back to the Money Type/Source from which the loan(s) was initially withdrawn and will not be automatically converted to Roth assets in your account.

**SECTION A - PERSONAL INFORMATION**

Employer Name:		Social Security No.:	
Participant Name:		Date of Birth:	
Address:		Date of Hire:	
Apt/Suite:		Date of Termination:	
City, State, Zip:		E-mail Address:	
Current Age:		Phone No.:	

**SECTION B - CONVERSION AMOUNT**

- Total account conversion: I elect to convert 100% of eligible assets in my account.
- Partial account conversion: I elect to convert the following portion(s) of my account (enter percent or dollar amount):

Source Name:		Percent:	%	or	Dollar amount:	\$
Source Name:		Percent:	%	or	Dollar amount:	\$
Source Name:		Percent:	%	or	Dollar amount:	\$
Source Name:		Percent:	%	or	Dollar amount:	\$
Source Name:		Percent:	%	or	Dollar amount:	\$

I have read the “Special Tax Notice Regarding Plan Payments” available at <http://specialtaxnotice.rpgconsultants.com> and understand that In-Plan Roth Rollover/Conversion amounts are taxable and that I will be responsible for paying any applicable taxes to the IRS. I also understand that an In-Plan Roth Rollover/Conversion is an irrevocable event and cannot be undone. I acknowledge that a processing fee will apply. I hereby waive the applicable waiting period for processing under IRS rules, and acknowledge that the processing timeline ranges between 5 and 15 business days from receipt of a completed form.

\_\_\_\_\_ Date \_\_\_\_\_ Name (Please Print) \_\_\_\_\_ Signature