



# Roth IRA Conversion Request

Use this form to request a conversion of all or any of your Traditional IRA, or SEP-IRA to an **existing** Roth IRA Account with the Pear Tree Funds.

**Due to the important tax consequences of converting funds or property to a ROTH IRA, we strongly encourage you to consult your tax advisor.**  
Pear Tree Funds cannot provide you with tax advice.

## 1 ACCOUNT INFORMATION (please print as it appears on your existing IRA)

Name <i>first, middle, last</i>		Account Number	Fund(s)	
Last Four Digits SSN or Tax ID #	Date of Birth <i>mm/dd/yyyy</i>	Email Address		
Daytime Phone <i>area code, number, extension</i>		Evening Phone <i>area code, number, extension</i>		
Address	City	State	Zip Code	

## 2 CONVERSION INSTRUCTIONS

I wish to convert my existing IRA indicated in Section 1 to a Roth IRA as specified below:

Roth Account # \_\_\_\_\_

- Full conversion in-kind:** Convert the entire balance of my IRA to a Roth IRA. *(The conversion will be based on the existing positions in your IRA as of the date of the conversion)*
- Partial conversion in cash:** Convert the following dollar amount from my IRA to a Roth IRA.

Dollar amount to convert: \$ \_\_\_\_\_

## 3 INCOME TAX WITHHOLDING (form W-4P)

Generally, retirement distributions are subject to federal and, in some states, state income tax. The law requires 10% Federal Tax withholding unless you elect to have an additional amount withheld or elect to have no withholding. This does not apply to Roth IRA distributions. You may make a withholding election by selecting one of the options below. Your election will remain in effect for any subsequent distributions unless you change or revoke it by providing us with a new election. Regardless of your withholding election, you must pay any tax due on the taxable portion of your withdrawals.

**Please select one of the following:**

- I elect not to withhold Federal income taxes from my distribution(s)
- I elect to withhold the minimum 10% of the distribution for Federal income tax
- I elect to withhold the following percentage (must be greater than 10%) or specific dollar amount for Federal income tax

\_\_\_\_\_ % OR \$ \_\_\_\_\_

**Caution:** Even if you elect not to have Federal income tax withheld, you are liable for payment of Federal income tax on the taxable portion of your distribution. You also may be subject to tax penalties under the estimated tax payment ruled if your payments of estimated tax and withholding, if any, are not adequate.

Some states require state income tax withholding if federal taxes are withheld. If your IRA is located in one of these states, we will withhold the minimum required by your state unless you specify a higher amount below.

Some states require withholding unless you specifically elect not to have tax withheld. We will automatically withhold the minimum required by your state unless you check one of the boxes below.

- I elect not to withhold state income tax from my distribution(s)
- I elect to withhold my state's minimum requirement
- I elect to withhold the following percentage or specific dollar amount for State income tax *(must be greater than your state's minimum requirement)*

\_\_\_\_\_ % OR \$ \_\_\_\_\_

## 4 TAX CERTIFICATION AND SIGNATURE

Under the penalties of perjury, I certify that: I have read and understand the conversion rules and conditions on this form and I have met the requirements for making a Roth conversion. Due to the important tax consequences of conversion funds or property to a Roth IRA, I have been advised to see a tax professional. All information provided by me is true and correct and may be relied on by the Custodian or Trustee. I assume full responsibility for this conversion transaction and will not hold the Custodian or Trustee liable for any adverse consequences that may result.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date mm/dd/yyyy

SIGNATURE GUARANTEE: (required if redemption amount is over \$100,000)

Signature guaranteed by: \_\_\_\_\_

Name of Bank or Dealer Firm

\_\_\_\_\_  
Signature of Officer and Title



### Mailing Address:\*

Pear Tree Funds  
Attention: Transfer Agent  
55 Old Bedford Road, Suite 202  
Lincoln, MA 01773



### Phone Number:

(800)-326-2151



### Website:

[www.peartreefunds.com](http://www.peartreefunds.com)