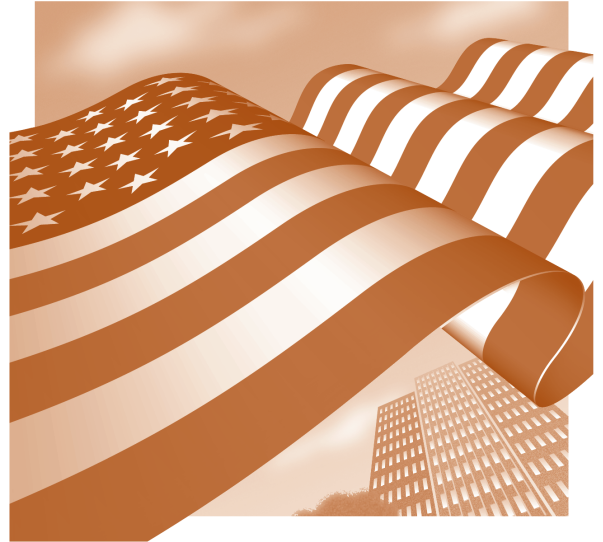


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# 2015-2016



## Trust Comprehensive Roth IRA Amendment

**TRUST—NONDEPOSIT INVESTMENTS NOT FDIC-INSURED.** Under your self-directed Roth IRA, you may use your Roth IRA funds to purchase mutual funds and other nondeposited investment products. nondeposited investment products, such as mutual funds, stocks, bonds, etc., are not FDIC-insured; are not deposits or other obligations of this institution and are not guaranteed by this institution; and involve investment risks, including possible loss of principal.

Dear Roth IRA Grantor:

You have established a Roth Individual Retirement Account (IRA) (under section 408A of the Internal Revenue Code) to provide for your retirement and for the support of your beneficiaries after your death. IRA laws and various IRA limits tend to change quite often. We, as your Roth IRA custodian, are updating or amending the Roth IRA documents (IRS Form 5305-RA, as modified, and the Disclosure Statement) previously furnished you.

We are furnishing you this Comprehensive Roth IRA Amendment so that you are informed of these changes and may take advantage of the law changes. The general rule is that the Roth IRA plan agreement must authorize the transaction being made by a Roth IRA accountholder or an inheriting Roth IRA beneficiary and the Roth IRA custodian.

The IRA Disclosure Statement has been revised to set forth the IRA rules applying for the 2015 and the 2016 tax years. Set forth is a summary of some of these revisions:

1. For 2015 and 2016, the maximum Roth IRA contribution limit is \$5,500 if you are under age 50 as of December 31 of the applicable year, and \$6,500 if you are age 50 or older as of the applicable December 31.
2. Various Roth IRA income limits have increased for 2016 versus 2015 due to the cost of living adjustment. More individuals are eligible to make Roth IRA contributions. You might be one of those individuals. And more individuals are eligible to claim or use the Retirement Savings Contributions Credit. See pages 17, 18, 25 and 26 for an additional discussion.
3. Added a discussion of the new rules allowing a person to directly rollover or rollover basis within his or her 401(k) balances or other pension accounts into a Roth IRA. The IRS announced the new rules in October of 2014. The new rule is generally effective for distributions occurring on or after January 1, 2015.
4. Effective January 1, 2015, a new rollover rule went into effect. This change restricts an IRA accountholder to rolling over only one distribution in a 12-month period regardless of how many IRAs he or she maintains.
5. An additional rollover period for certain airline payments commences on December 18, 2015, and ends on the date which is 180 days after the enactment of the Protecting Americans From Tax Hikes Act of 2015. Since President Obama signed this legislation on December 18, 2015, the deadline is June 15, 2016.
6. Qualified Charitable Contributions/Distributions (QCDs) are now permanent under our federal income tax laws. President Obama signed into law the Protecting Americans From Tax Hikes Act of 2015 on December 18, 2015. QCDs are eligible to be made for 2015 and subsequent years.

There will be times when you will want to conduct additional research, and you will want to contact a tax professional for advice. You will find helpful information at the IRS website, [www.irs.gov](http://www.irs.gov).

We suggest you keep this Comprehensive Roth IRA Amendment in your personal files for safekeeping. The revised and updated Individual Retirement Account (IRA) and Disclosure Statement are both set forth in this Comprehensive Roth IRA Amendment and they replace previously furnished forms.

Your Roth IRA Trustee

as set forth in the ERP. That is, if the ERP mandated that the 5-year rule applies, then the 5-year rule must be applied by the Roth IRA, unless a special election has been made to use the life-distribution rule. If the ERP mandated the life-distribution rule, then the life-distribution rule must be applied by the Roth IRA.

**Special rule and election.** If the 5-year rule applies, the nonspouse beneficiary may elect to use the life-distribution rule rather than the 5-year rule. There are two requirements. First, the funds must be directly rolled over before the end of the year following the year of death. Secondly, the life-distribution rule must be determined using the same nonspouse beneficiary. Note that the amount ineligible to be directly rolled over includes the required distribution amount for any prior year and current year to the extent not distributed.

## **6. Summary of Contractual Terms**

**6.1** You must refer to your savings or time deposit agreement(s) for the terms which govern the investment of your Roth IRA deposits, including an early withdrawal penalty or fee for taking a distribution prior to maturity, if applicable.

**6.2** You have the right to designate a beneficiary or beneficiaries to inherit your Roth IRA account. Refer to Section 1.6 of Article IX so that you can understand the rules and procedures.

**6.3** You do not have any ability to assign your rights in this Roth IRA.

**6.4** We may charge fees as set forth in section 2.6 of Article IX.

**6.5** We may amend the terms of this Roth IRA from time to time to comply with law changes. If we amend it for any other reason, such amendment becomes effective 30 days after we have sent our notice of amendment to you.

**6.6** You are to refer to Article IX for the following topics: withdrawals, withholding rules, reporting errors, changes in the Roth IRA custodian or trustee, good faith payments, termination and resignation of the IRA custodian or trustee, withholding payments and resolution of disputes, transfer and rollovers and payment of taxes.

## **7. Miscellaneous**

**7.1 Approved as to Form.** Your Roth IRA has been approved as to form for use as a Roth IRA by the IRS. This approval as to form does not represent a determination of the merits of such Roth IRA or its investments.

**7.2 Further Roth IRA Information.** The IRS has published guidance on Roth IRAs and this guidance may be found online at [www.irs.gov](http://www.irs.gov). Commencing with the 2014 publications, the IRS is publishing two IRA Publications; Publication 590A, Contributions to Individual Retirement Arrangements (IRAs); and Publication 590B, Distributions from Individual Retirement Arrangements (IRAs). Combined these provide a comprehensive discussion of Roth IRAs.

**7.3 Financial Disclosure Information.** This information was furnished when your IRA was originally established.

**7.4 Administrative Fees or Costs.** We have the right to charge service fees as indicated in Article IX.

**7.5 General Rule—FDIC Insurance Coverage.** Normally FDIC insurance does NOT apply to assets held within a trust Roth IRA because FDIC insurance applies only to certain deposit accounts. Your Roth IRA has primarily been invested or will be invested in investments other than such deposit accounts and therefore will NOT be insured by the FDIC. Stated another way, under your trust Roth IRA, your Roth IRA funds may be used to purchase mutual funds and other nondeposit investment products. The nondeposit investment products are not FDIC insured; are not deposits or other obligations of this institution and are not guaranteed by this institution; and involve investment risks, including loss or principal.

In some instances a portion of your Roth IRA funds will be invested in deposits at this institution or another institution which is an "insured" institution. In such case, such deposits would be insured pursuant to the rules as established by the FDIC. A summary follows. Such Roth IRA deposits are insured on a per institution basis and are insured separately from other deposit accounts, pursuant to the Federal Deposit Insurance Act, up to \$250,000. Any IRA, Roth IRA, most eligible deferred compensation plans described in section 457 of the Internal Code, a Keogh plan as described in Code section 401(d) and any individual account plan as defined in section 3(34) of ERISA shall be aggregated and insured in an amount not to exceed \$250,000. This aggregation requirement applies to a Keogh plan or an individual account plan only when you have the right to direct the investment of your account. Amounts in excess of \$250,000 are not insured.

**5.15 Form 5329 – Reporting Requirements when an Excise Tax applies.** If you or your beneficiary(ies) owe the 6% excise tax on an excess contribution, the 10% additional tax on premature distributions or the 50% excise tax for failing to satisfy the minimum distribution requirements, you or your beneficiary(ies) must file IRS Form 5329. If you only owe the 10% additional tax for premature distributions, and the payer properly shows the correct code on the Form 1099-R, you may not have to file Form 5329. See the instructions for Form 5329 for more information. You may be required to file Form 5329 even though your income level would not otherwise require the filing of an income tax return (i.e. Form 1040 or 1040A). If you engaged in a prohibited transaction and you were under age 59½ as of the first day of the year, then you must report the entire Roth IRA's value as of such day as being distributed.

**5.16 IRS Reporting Duties of the Roth IRA Accountholder and the Inheriting Roth IRA Beneficiary.** You as the Roth IRA accountholder and/or your inheriting Roth IRA beneficiary have federal tax reporting duties. You must report certain Roth IRA contributions and you and your beneficiaries must report certain Roth IRA distributions.

You are to complete the following IRS tax forms as applicable: Form 1040, 1040A, 8606 (Nondeductible contributions) and Form 5329 (Additional Taxes on IRAs and Other Tax-Favored Accounts).

Form 1040 is the standard U.S. Individual Income Tax Return. Form 1040A is the shorter version of the U.S. Individual Income Tax Return as the standard deduction is used and a person may not itemize deductions. You will use such forms to report a Roth IRA distribution and/or to claim the Retirement Savings Contribution Credit. Somewhat surprisingly, the IRS does not have an individual inform the IRS that he or she has made an annual Roth IRA contribution for a given tax year. The Roth IRA custodian/trustee will report such annual Roth IRA contribution on the Form 5498. You will want to maintain a file containing copies showing all of your Roth IRA contributions. If you do make a Roth conversion contribution during a current year you must complete Part II of Form 8606 as a Roth conversion contribution is a special type of nondeductible contribution.

In order for a Roth IRA accountholder or an inheriting Roth IRA beneficiary to report information regarding a Roth IRA penalty tax, Form 1040 and Form 5329 must be completed.

With respect to reporting a Roth IRA distribution on the Form 1099-R, the Roth IRA custodian/trustee will inform both the individual and the IRS whether the distribution is qualified (tax-free) or nonqualified (possibly taxable). The Roth IRA custodian/trustee makes its determination only by considering when the Roth IRA was established with it. You are to complete Form 1040 or Form 1040A to report a qualified distribution. Such distribution is tax-free. You are to complete Part III of Form 8606 if the distribution is a nonqualified distribution. This distribution may or may not need to be included in income. Note that a Roth IRA custodian may complete the Form 1099-R to show a distribution as nonqualified since the 5-year rule has not been met at such institution, but the distribution is qualified as you met the 5-year rule on account of making earlier contributions at another Roth IRA custodian.

If you are required to file one or more of the required tax forms, but fail to do so, the IRS may assess a tax penalty. The same is true for an inheriting beneficiary.

Form 1040EZ (Income Tax Return for Single and Joint Filers With No Dependents) is not to be used to report any traditional IRA or Roth IRA transaction, be it a contribution, rollover contribution, a contribution credit or any IRA distribution.

**5.17 RMDs for Beneficiaries of an Inherited Roth IRA Arising from a Direct Rollover from a Designated Roth Account with in a 401(k) Plan or Other Eligible Employer Retirement Plan (ERP)**

On or after January 1, 2007, if you are a nonspouse beneficiary of a deceased plan participant, then you will be able to directly roll over your designated Roth account inherited funds into a new type of inherited Roth IRA, if the plan is amended to authorize such a direct rollover. Prior to 2007, a nonspouse beneficiary of a pension plan participant was unable to roll over such inherited funds. He or she was required to take distributions from the pension plan as the plan stipulated.

You will be required to take required distributions from this new type of inherited Roth IRA. The IRS has adopted the approach that the inherited Roth IRA established to receive the direct rollover must apply the same required distribution rules

## Roth Individual Retirement Trust Account

### FORM

This is Form 5305-R as issued by the Department of Treasury, Internal Revenue Service in March of 2002. Do not file with the IRS. This Roth IRA account is established under section 408A of the Internal Revenue Code.

### NOTICE OF AGREEMENT

Since your name appears on the application, you understand that you are establishing a Roth Individual Retirement Trust Account (Roth IRA) (under section 408A of the Internal Revenue Code) to provide for your retirement and for the support of your beneficiaries after your death. The Trustee named on the application has given you the disclosure statement under the Income Tax Regulations under section 408(i) of the Code. You have deposited in cash the sum indicated on the application. You and the trustee make the following agreement with the following terms:

### ARTICLE I

Except in the case of a rollover contribution described in section 408A(e), a recharacterized contribution described in section 408A(d)(6), or an IRA Conversion Contribution, the trustee will accept only cash contributions up to \$3,000 per year for tax years 2002 through 2004. That contribution limit is increased to \$4,000 for tax years 2005 through 2007 and \$5,000 for 2008 and thereafter. For individuals who have reached the age of 50 before the close of the tax year, the contribution limit is increased to \$3,500 per year for tax years 2002 through 2004, \$4,500 for 2005, \$5,000 for 2006 and 2007, and \$6,000 for 2008 and thereafter. For tax years after 2008, the above limits will be increased to reflect a cost-of-living adjustment, if any.

### ARTICLE II

1. The annual contribution limit described in Article I is gradually reduced to \$0 for higher income levels. For a single grantor, the annual contribution is phased out between adjusted gross income (AGI) of \$95,000 and \$110,000; for a married grantor filing jointly, between AGI of \$150,000 and \$160,000; and for a married grantor filing separately, between AGI of \$0 and \$10,000. In the case of a conversion, the trustee will not accept IRA Conversion Contributions in a tax year if the grantor's AGI for the tax year the funds were distributed from the other IRA exceeds \$100,000 or if the grantor is married and files a separate return. Adjusted gross income is defined in section 408A(c)(3) and does not include IRA Conversion Contributions.
2. In the case of a joint return, the AGI limits in the preceding paragraph apply to the combined AGI of the grantor and his or her spouse.

### ARTICLE III

The grantor's interest in the balance in the trust account is nonforfeitable.

### ARTICLE IV

1. No part of the trust account funds may be invested in life insurance contracts, nor may the assets of the trust account be commingled with other property except in a common trust fund or common investment fund (within the meaning of section 408(a)(5)).
2. No part of the trust account funds may be invested in collectibles (within the meaning of section 408(m)) except as otherwise permitted by section 408(m)(3), which provides an exception for certain gold, silver, and platinum coins, coins issued under the laws of any state, and certain bullion.

### ARTICLE V

1. If the grantor dies before his or her entire interest is distributed to him or her and the grantor's surviving spouse is not the designated beneficiary, the remaining interest will be distributed in accordance with (a) below or, if elected or there is no designated beneficiary, in accordance with (b) below:
  - (a) The remaining interest will be distributed, starting by the end of the calendar year following the year of the grantor's death, over the designated beneficiary's remaining life expectancy as determined in the year following the death of the grantor.

- (b) The remaining interest will be distributed by the end of the calendar year containing the fifth anniversary of the grantor's death.
2. The minimum amount that must be distributed each year under paragraph 1(a) above is the account value at the close of business on December 31 of the preceding year divided by the life expectancy (in the single life table in Regulations section 1.401(a)(9)-9) of the designated beneficiary using the attained age of the beneficiary in the year following the year of the grantor's death and subtracting 1 from the divisor for each subsequent year.
3. If the grantor's surviving spouse is the designated beneficiary, such spouse will then be treated as the grantor.

#### ARTICLE VI

1. The grantor agrees to provide the trustee with all information necessary to prepare any reports required by sections 408(i) and 408A(d)(3)(E), Regulations sections 1.408-5 and 1.408-6, or other guidance published by the Internal Revenue Service (IRS).
2. The trustee agrees to submit to the IRS and grantor the reports prescribed by the IRS.

#### ARTICLE VII

Notwithstanding any other articles which may be added or incorporated, the provisions of Articles I through IV and this sentence will be controlling. Any additional articles inconsistent with section 408A, the related regulations, and other published guidance will be invalid.

#### ARTICLE VIII

This agreement will be amended as necessary to comply with the provisions of the Code, the related regulations, and other published guidance. Other amendments may be made with the consent of the persons whose signatures appear on the application.

#### ARTICLE IX

Article IX may be used for any additional provisions. If provisions are added, they must comply with applicable requirements of state law and the Internal Revenue Code.

#### Introduction

In this Article, the words "you" and "your" mean the person for whose benefit the Roth IRA has been established. The words, "we," "us," and "our" mean the Trustee of your Roth IRA. In addition to the provisions of Articles I-VIII, you and we agree that your Roth IRA will be governed by these terms.

#### 1. Your Duties and Rights.

**1.1 Notice and Address Change.** You and your beneficiaries must deliver or mail any required information to our office unless we ask that you send it elsewhere. Any notice or election is effective only upon actual receipt. You or your beneficiaries must notify us of any change in address.

**1.2 Tax Consequences.** Because Roth IRAs are so influenced by tax laws, you expressly acknowledge that you should consult with your tax advisor before making almost any Roth IRA transaction. You are responsible for the tax consequences of any contribution or distribution, including rollovers, transfers, excess contributions, and prohibited transactions. You acknowledge that you have not relied upon us for any advice concerning such tax consequences.

Notwithstanding the provisions of Article II, you agree to be solely responsible for determining your eligibility to convert any portion of your traditional IRA(s) to a Roth IRA. You also assume sole responsibility if you choose to recharacterize any contribution. You further agree that you will be solely responsible for any record-keeping of such deposits for federal income tax purposes, including but not limited to, the timing and ordering of distributions.

**1.3 Investments and Selection of Investments.** You will have the right to self-direct the assets of this Roth IRA only if so indicated on the application page. If so, you, or your authorized investment manager, may direct us to invest your Roth IRA funds or some portion in any other assets as described in section 2.6.

You agree to notify us in writing with sufficient direction so that we may properly exe-

her lifetime. One means one. Therefore, if a person has two or more IRAs and wants to use amounts in multiple IRAs to make the tax-free transfer, if eligible, the individual must first make an IRA to IRA or Roth IRA or Roth IRA to Roth IRA transfer of the amounts to be distributed into a single IRA, and then make the one tax-free transfer. A person who has both a traditional IRA and a Roth IRA will only be able to do the transfer from one or the other IRA.

A person will be able to transfer SEP-IRA or SIMPLE-IRA funds to his or her HSA only if the SEP or SIMPLE is not an "on-going" plan. That is, the transfer is permissible as long as the employer has not made an employer contribution for the plan year ending with or within the SEP-IRA or SIMPLE-IRA owner's tax year.

There are special testing period taxes if you make this special type of transfer and then end your coverage under an HDHP before a one-year time period has expired.

The testing period starts with the month in which the qualified HSA funding contribution is contributed to the HSA and ends on the last day of the 12th month following such month.

If, at any time during the testing period, you are no longer an eligible individual, then you will be penalized as follows. You will have to add to your income all contributions which had been excluded from income. This is required for the first month you become ineligible. The tax you owe will depend on what marginal tax rate applies. You will also owe an additional 10% tax.

**Caution** — Once the IRA funds are contributed to the HSA, there is no authority or provision in the law to recontribute the funds to the IRA. However, if the recontribution took place within the standard 60-day rollover period, it would be permissible.

**5.13.H Discussion of the Special Rules Applying to Distributions to Expatriates.** The Heroes Earnings Assistance and Relief Tax Act of 2008 changed the tax laws regarding expatriation. President Bush signed this bill into law on June 17, 2008. The expatriation changes apply to any individual whose expatriation date is on or after June 17, 2008.

An expatriate is any United States citizen who relinquishes his or her citizenship and any long term resident of the United States who ceases to be a lawful permanent resident. An individual's expatriation date is the date he or she relinquishes citizenship or ceases being a permanent resident. A covered expatriate, in general, is an expatriate who meets the requirements of subparagraphs (A), (B), or (C) of Internal Revenue Code section 877(a)(2). However, there are exceptions where such a person is not treated as a covered expatriate. An individual will need to consult with his or her attorney or tax advisor.

There are special tax rules applying to IRA accounts and other tax preferred accounts. Any IRA of a covered expatriate is deemed totally distributed on the day before his or her expatriation date. The 10% early distribution tax does not apply. There are to be appropriate adjustments made with respect to subsequent distributions from the account to reflect the deemed distribution. Special withholding rules apply.

#### 5.14 Special Taxes that Apply Even Though No Distribution.

**5.14.A Six Percent Excise Tax on Excess Contributions.** You must pay a 6% excise tax each year on excess amounts that remain in your Roth IRA. The tax cannot be more than 6% of the value of your Roth IRA as of the end of the tax year. In general, an excess contribution is the amount paid to your Roth IRA which exceeds your contribution limit (lesser of 100% of compensation or the applicable contribution limit) or which is an improper rollover amount.

If the excess contribution is made for the current tax year, you will not have to pay the 6% excise tax if you withdraw or eliminate the excess amount by the date, including extensions, your tax return is due for the current year.

If the excess contribution is attributable to a prior year, you will not have to pay the 6% excise tax if you withdraw or eliminate the excess by December 31 of the current year. The carryback concept does not apply in this situation.

**5.14.B Fifty Percent Excise Tax on Excess Accumulations Within an Inherited Roth IRA.** There is a 50% excise tax on any excess accumulations which occur within your Roth IRA after your death if your beneficiary(ies) do not comply with the required distribution rules. An excess accumulation is the difference between the amount actually distributed to your beneficiary, and the amount required to be distributed as explained in Disclosure Statement Section 4.7.

tribution (code 7 if you are 59½ or older and code 1 if less than age 59½). You will be required to complete lines 15a and 15b of your federal income tax return to show what portion is taxable, if any. If the total distribution is an HFD, then enter 0 on line 15b and write HFD next to line 15b.

#### **5.13.E An IRA Distribution May Disqualify a Person For the Premium Tax Credit.**

The premium tax credit (PTC) is a refundable tax credit authorized under the Affordable Care Act. It assists individuals and families with low or moderate income to afford health insurance purchased through a health insurance marketplace. A person is ineligible for this credit if the health insurance coverage is purchased outside the marketplace. A person who is eligible to enroll in certain employer-sponsored coverage or government programs such as Medicare, Medicaid or TRICARE is ineligible. To be eligible and to obtain this credit a person must meet certain requirements and must file a federal income tax return. One of the requirements is that a person's household income must fall within a certain range.

If you are receiving this credit, before taking any IRA distribution you will want to determine that such an IRA distribution will not make you ineligible to receive this credit. You become ineligible for this credit if the increase in your household income increases to more than 400% of the Federal poverty line for your family size. You will be required to repay any advance payment you receive for which you later become ineligible. For 2015, the limit is \$45,960 for an individual, \$62,040 for a family of two and \$94,200 for a family of four. You will want to review Publication 974 and other IRS guidance.

**5.13.F Transfer Incident to Divorce and/or Election to Treat as Own.** When a Roth IRA is transferred from one spouse to another by a divorce decree or written document relating thereto, or after the death of one spouse, the transfer is not a distribution and is deemed tax free. The Roth IRA becomes the Roth IRA of the transferee as of the date of transfer, subject to all rules governing Roth IRAs.

**5.13.G Discussion of the Special Rules Applying to Tax-Free Transfers to Health Savings Accounts.** On or after January 1, 2007, a person who is eligible to make an HSA contribution and who has funds within a traditional IRA or Roth IRA may make a special election once during their lifetime to transfer a certain amount from such IRA to their HSA. This type of special transfer is called a qualified HSA funding distribution. Such an election, once made, is irrevocable. The amount transferred in such a direct trustee-to-trustee transfer will be excluded from the person's income.

This one-time transfer rule would allow a person to change funds which would be taxable (money distributed from an IRA) to funds which will escape taxation if they are withdrawn from the HSA and used to pay qualified medical expenses.

The right allowing a person to transfer funds from an IRA to an HSA tax-free applies even when the person has inherited an IRA. When a beneficiary transfers funds from his or her inherited IRA to an HSA, such a transfer will count to satisfy his or her IRA required distribution from the inherited IRA.

The amount contributed to an HSA, when transferred from an IRA, does count against the HSA contribution limit for such year.

The maximum amount which can be transferred tax-free is determined at the time of the transfer and not later in the year. A person who is covered under a HDHP in March of the current year may transfer from an IRA to an HSA in March the "family" amount even though later in the current year he switches to a "single" HDHP.

The amount to be excluded is limited. It shall not exceed the annual contribution limit for single or family coverage, as applicable, as based on the HDHP coverage as of the time of the special transfer, or, in some cases, the amount of an earlier qualified HSA funding distribution. Thus, the maximum amount eligible for this special transfer for 2013 will be \$3,250 for single coverage and \$6,450 for family coverage plus any applicable catch-up amount.

Any traditional IRA and/or Roth IRA funds may be transferred to an HSA, including non-taxable basis. However, if a person chooses to transfer his or her basis from either a traditional IRA and/or Roth IRA, the individual will not be able to carry over this basis to his or her HSA. The IRS has adopted the position that the general HSA distribution rule will be applied even if a person has transferred IRA basis into his or her HSA.

The general rule is that a person is allowed only one tax-free transfer during his or

cutte the transaction. You also agree to comply with any other conditions or requests we may require for administrative reasons. You expressly agree that your Roth IRA will be charged for all transaction costs and other fees related to any directed investments. Such costs and fees are in addition to any other fees we may charge under this agreement.

You may invest your Roth IRA assets only in assets which are clearly permitted by the laws governing Roth IRAs. Thus, you cannot direct that your Roth IRA assets be invested in any investment so that a prohibited transaction occurs. And, although we may permit you to self-direct the investments, we reserve the right to refuse to follow any investment direction.

When you direct your investments, you assume full responsibility and we shall not be liable for any loss you suffer. We shall be able to rely fully on your directions without making any inquiry or investigation. We are granted the discretion to decline your investment direction for any reason. We shall have the right to request that you furnish us with a written attorney's opinion that the proposed transaction will not be a prohibited transaction.

You may also instruct us in writing to invest your Roth IRA into one or more of the savings or time deposit instruments which we are offering at that time. You expressly authorize this even though we are acting as the Roth IRA trustee of your Roth IRA. Our name is set forth on the Roth IRA application. Such deposit account must bear a reasonable rate of interest as determined by the terms of the deposit instruments and the short and long term economic conditions. the terms of any such accounts are incorporated by reference into this agreement.

If on the application you have indicated that we will fully invest your Roth IRA funds on your behalf, then section 2.6 sets forth our powers, rights and duties.

FDIC insurance will only apply to the portion of your Roth IRA funds invested in our time and savings accounts or those of another insured institution, and then only to the extent provided under governing rules. Such insurance does not apply to Roth IRA funds which you self-direct into other types of investments. Securities are not bank deposits or FDIC insured, are not obligations of or guaranteed by the Trustee, and involve risk to principal.

**1.4 Withdrawals/Termination.** You may withdraw any amount of money from your Roth IRA at any time. You must, however, complete our distribution form and furnish us with the reason for your distribution. If you indicate the distribution is because of a disability or death or a substantially equal periodic payment, then you must provide us with the necessary verification in the format we require. With any distribution, including transfers, you will be required to pay from your Roth IRA funds, if applicable, the interest penalty for the early surrender of a time deposit(s) and/or any fees related to the distribution.

**1.5 Special Distribution Rules to Ensure Compliance with Required Distribution Rules by Beneficiaries and Special Provisions for an Inherited Roth IRA(s).** You agree to inform any person who is your beneficiary that he or she is your beneficiary and he or she must inform us of your death. We have the right to require that your beneficiary(ies) furnish us with a certified copy of your death certificate or other documentation as we feel appropriate to verify your death.

An inheriting beneficiary is subject to these terms of your IRA. Your beneficiary is required to complete such forms and furnish such information as we deem appropriate in order to handle a distribution request, including a transfer distribution.

After your death, there are rules which mandate that your Roth IRA funds be distributed to your beneficiary(ies) on or before certain time deadlines. These deadlines are explained in the Disclosure Statement portion of this Roth IRA booklet.

Upon your death, your Roth IRA will be converted into one or more inherited Roth IRAs. The number of inherited Roth IRAs to be created depends upon the number of your primary beneficiaries alive as of the date of your death. There will be an inherited Roth IRA created for each such beneficiary. The following rules will govern such inherited Roth IRAs. These rules are in addition to the other rules of this agreement and will govern if there is a conflict.

You agree that we have the right to establish an inherited Roth IRA account for each beneficiary on our data processing system even before a beneficiary instructs us as to how he or she will take withdrawals. We will have the authority to move the funds from your Roth IRA to one or more new inherited Roth IRA accounts. We will have the right, if necessary, because of data processing or administrative requirements,

to surrender the savings and time deposits which comprised your account and establish new ones for the inherited Roth IRAs.

There will be earnings (or losses) from the time of your death until the time the separate inherited IRAs are set-up. Such earnings (or losses) will be allocated on a pro rate basis in a reasonable and consistent manner between the separate inherited Roth IRAs. An inheriting beneficiary is only entitled to receive a distribution with respect to his or her inherited Roth IRA.

There may be times when your estate will be the beneficiary of your Roth IRA upon your death. You hereby authorize us to establish separate inherited IRAs for the beneficiaries of your estate if the following requirement is met. If the estate's attorney will furnish a legal opinion that under federal and state law that it is permissible for the estate to pass-through to its beneficiaries the estate's right to withdraw the Roth IRA funds over your life expectancy, then the Roth IRA custodian shall establish such separate inherited Roth IRAs. You agree that your estate and your beneficiary(ies) will hold us (i.e. the Roth IRA custodian/ trustee) harmless with respect to taxes, penalties, and all other tax and non-tax consequences should the IRS or any other party contest this procedure.

There may be times when your trust will be the beneficiary of your Roth IRA upon your death. You hereby authorize us to establish separate inherited IRAs for the beneficiaries of your trust if the trustee or trustees of such trust decide to terminate this trust. You hereby authorize the amendment of your trust to accomplish this result. An attorney for the trust shall furnish a legal opinion that under federal and state law that it is permissible for the trust to pass-through to its beneficiaries the trust's right to withdraw the Roth IRA funds using the measuring life of the oldest beneficiary of the trust. In such case the Roth IRA custodian shall establish separate inherited Roth IRAs. You agree that your trust and the beneficiary(ies) of such trust will hold us (i.e. the Roth IRA custodian/trustee) harmless with respect to taxes, penalties and all other tax and non-tax consequences should the IRS contest this procedure.

We will transfer an inherited Roth IRA to another Roth IRA custodian or trustee, but only if the requesting beneficiary and the receiving Roth IRA custodian/trustee will furnish us with a special transfer of inherited Roth IRA administrative form so it is clearly acknowledged that it is an "inherited Roth IRA" which is being transferred. Inherited Roth IRAs are not eligible to be rolled over unless the beneficiary is a spouse.

Each beneficiary will be required to instruct us in writing as to how he or she will withdraw funds from his or her inherited Roth IRA so that the required minimum distributions rules will be satisfied.

A beneficiary who wishes to disclaim his or her interest must do so within nine months of your death or by the attaining the age of 21, if later and must comply with the requirements of Code section 2518 and applicable state law. Your beneficiary will be required to furnish us a written disclaimer as prepared by his or her attorney.

We have forms available which can be used by your beneficiary to instruct us which option he or she elects and to establish a distribution schedule. Alternatively, the beneficiary may elect to use the alternative certification method. The beneficiary must furnish us a written notice of his or her intent to use the alternative certification method. We will furnish the beneficiary a form which can be used to make this election, upon his or her request.

If your beneficiary fails to furnish us with his or her instruction as to how he or she will comply with the required distribution rules which apply to the situation, if applicable, then you hereby authorize us to mail a check to the beneficiary or to set-up a non-IRA savings account for such beneficiary and to deposit such funds into such account. We shall have the authority to make such a distribution by November 15 of the applicable year, but not the duty. Any beneficiary shall be solely responsible to make sure that required distributions take place on a timely basis so the 50% excise tax of Code section 4974(a) will not apply. A nonspouse beneficiary must remember that he or she has no rollover rights with respect to a distribution from an inherited Roth IRA.

If the five-year option applies to the beneficiary, and he or she has failed to withdraw his or her inherited Roth IRA funds by October 31 of the year containing the fifth anniversary of your death, then we shall have the right to issue a check to such beneficiary during the period of November 1 to December 31 on a day of our choice.

cation must be furnished on the date of the transfer (i.e. simultaneously) or before the date of the transfer. The notification must also include the following information:

- Type and amount of the contribution to the First IRA that is to be recharacterized;
- The date on which the initial contribution was made;
- A direction to the custodian or trustee of the First IRA to transfer in a custodian/ trustee-to-custodian/trustee transfer, the amount of the contribution plus the allocable net income to the custodian/ trustee of the Second IRA;
- The name of the first trustee and the second trustee; and
- Any additional information needed to make the transfer.

#### **5.13.D Discussion of the Special Rules Applying to Tax-Free Charitable IRA Distributions/Contributions.**

The federal income tax laws governing Qualified Charitable Distributions are now permanent as a result of a new budget and tax bill as signed into law by President Obama on December 18, 2015.

The IRS has issued guidance that a qualified charitable distribution will count towards your required minimum distribution.

A qualified charitable distribution (QCD) is a non-taxable distribution made directly by the trustee of your IRA (other than a SEP or SIMPLE-IRA) to an organization eligible to receive tax-deductible contributions. You must have been at least age 70½ when the distribution was made. Also, you must have the same type of acknowledgement of your contribution that you would need to claim a deduction for a charitable contribution. See Records To Keep in IPS Publication 526. Charitable Contributions. Your total QCDs of the year cannot be more than \$100,000. If you file a joint return, your spouse can also have a QCD of up to \$100,000. However, the amount of the QCD is limited to the amount of the distribution that would otherwise be included in income. If your IRA includes non-deductible contributions, the distribution is first considered to be paid out of otherwise taxable income.

**What requirements must I meet in order to take advantage of this charitable contribution law?** (a) You must be age 70½ or older; (b) You must have a traditional or Roth IRA; (c) You must be allowed to itemize deductions on your Form 1040 income tax return; (d) Your contribution to a qualifying charity must also have been able to qualify as an itemized deduction, but for this special charitable contribution rule under Code section 170 (disregard the percentage limits). **Caution:** You receive the tax-free charitable contribution treatment only if the entire amount would have qualified as a charitable deduction. Thus, if the contribution amount is reduced because of a benefit received by you in exchange, or because the custodian does not obtain sufficient substantiation, the exclusion is not available with respect to any part of the IRA distribution; (e) The distribution, but for this rule, must otherwise have been required to be included in your gross income. The withdrawal of basis (i.e. non-deductible contributions or nontaxable distributions) from a traditional IRA and/or Roth IRA is not includable in income, and consequently, such withdrawal does not qualify as a tax-free charitable contribution; and (f) Payment, no matter in what form (electronic transfer, check, etc.), must be made directly from the IRA to the qualifying charitable organization. The instrument used for payment must not be negotiable by the IRA accountholder. The IRS has stated, however, that the accountholder may hand deliver the payment to the charity.

**IRS Reporting Tasks for QCDs.** There is no special reporting for QCDs by the IRA custodian. Many times IRA accountholders and their tax advisors think the IRA custodian should be preparing the Form 1099-R to show the distribution as being tax-free. This is not the IRS procedure. A QCD is to be reported as a "normal" distribution since you are older than age 59½. You will be required to complete lines 15a and 15b of your federal income tax return. The general rule is that most IRA distributions are fully taxable so line 15a is left blank and the taxable amount is inserted on line 15b. An exception applies to QCDs. If the total distribution is a QCD, enter 0 on line 15b and write QCD next to line 15b. If only part of the distribution is a QCD, enter the part that is not the QCD on line 15b. Enter QCD next to line 15b.

**IRS Reporting Tasks for Qualified HSA Funding Distributions.** There is no special reporting for Qualified HSA Funding Distributions (HFD). Many times IRA accountholders and their tax advisors think the IRA custodian should be preparing the Form 1099-R to show the movement of the IRA funds to their HSA as being tax-free. This is not the IRS procedure. An HFD is to be reported as any other IRA dis-

Retirement benefit or (2) the sum of 85% of the excess of your provisional income over the applicable threshold level plus the lesser of: (a) the amount determined using the applicable threshold described in the immediately preceding paragraph or (b) \$4,500 if you are unmarried, \$6,000 if you are married and filing jointly and \$0 if you are married but are filing a separate return.

The consequence of this rule may be: (1) any taxable Social Security amounts will increase your AGI for purposes of the income limitations which apply to a Roth IRA and (2) a distribution from your Roth IRA which is partially or totally taxable could result in some of your Social Security benefits being taxable.

### 5.13 Special Withdrawal Rules

**5.13.A Withdrawal of Current-Year Contribution(s) Before the Due Date of the Current Year's Tax Return.** If you satisfy the following two (2) requirements, you will not be taxed on the withdrawal of a contribution from your Roth IRA. First, you must withdraw the contribution by the date, including extensions, your income tax return is due. Second, any interest or other income earned by the contribution must also be withdrawn. The interest or other income earned on the excess contribution must be included in your gross income for the year in which the contribution was made, and the 10% additional tax must be paid, if applicable.

**5.13.B Withdrawal of Prior Year's Excess Contribution After the Due Date of that Year's Tax Return.** Even though the time for filing your income tax return has passed, you may withdraw such an excess contribution. Since you did not claim a deduction with respect to your Roth IRA contribution, you will not be taxed when the excess contribution amount is returned to you. You should be aware, however, that the IRS has not yet addressed many of the tax issues which may exist in this situation.

**5.13.C Recharacterizing a Contribution.** The law now permits you to elect to treat a contribution made to a Roth IRA or traditional IRA (i.e. the First IRA) as made to the other type of IRA (i.e. the Second IRA). This can be accomplished by means of a trustee-to-trustee transfer or it can be done by an internal transfer with the same trustee.

The concept is – the contribution as made to the First IRA which is being recharacterized is treated on your federal income tax return as having been originally contributed to the Second IRA on the same date and (in the case of a regular contribution) for the same taxable year that the contribution was made to the First IRA. The income is considered earned by the Second IRA. A recharacterized contribution is not treated as a rollover for purposes of the one-rollover-per-year limitation.

This election can be made only if accomplished on or before the due date (including extensions) for filing your Federal income tax return for the taxable year for which the contribution was made to the First IRA. For this purpose, an actual distribution from a traditional IRA late in a calendar year which is then rolled over to a Roth IRA (conversion method #1) in the following calendar year is treated as being contributed in the earlier calendar year.

An election to recharacterize a contribution cannot be revoked after the transfer.

In order to have a qualifying recharacterization, the net income attributable to the contribution being recharacterized must be transferred to the Second IRA. The method used to calculate the net income is the method used to calculate the earnings associated with an excess contribution to a traditional IRA.

You cannot recharacterize employer contributions to a SIMPLE-IRA or a SEP IRA as contributions to another type of IRA.

You cannot recharacterize a contribution to the First IRA if it was a tax-free contribution (i.e. a rollover or a transfer).

The fact that a rollover or transfer (i.e. a tax-free transfer) has occurred from the First IRA to a subsequent IRA does not mean that the IRA contributor cannot recharacterize the initial contribution as long as the other rules are met. The subsequent IRA is deemed to be the first IRA for these purposes. The rollover or transfer is ignored and the recharacterization is permissible.

In order to make an election to recharacterize a contribution, you must do the following. You must notify both the custodian/trustee of the First IRA and the Second IRA that you have elected to treat the contribution as having been made to the Second IRA, instead of the First IRA for Federal income tax purposes. This noti-

We shall have the authority but not the duty to distribute any required distribution to your beneficiary(ies). A beneficiary shall be solely responsible to make sure that the required distributions take place on a timely basis.

**1.6 Naming Beneficiaries and Method of Payment.** You may name one or more beneficiaries to receive your Roth IRA assets after your death. We require that you use our beneficiary form and that you sign it and file it with us during your lifetime. You are deemed to have furnished us with your beneficiary designation if you furnished such a form to an entity with respect to which we are considered to be a successor custodian and we have such designation in our files. You may change your beneficiaries at any time, and the consent of a beneficiary is not required unless you reside in a state with community or marital property laws. When you sign a new beneficiary form, you revoke all prior beneficiary designations. If you do not name a beneficiary, or if none of the named beneficiaries are alive on the date of your death, your Roth IRA assets will be paid to your estate. As the beneficial owner of the Roth IRA assets, you can instruct how and when these assets will be paid to the beneficiaries. If you don't instruct, your beneficiaries will have the right to choose how and when the assets will be paid. Any method of payment must satisfy the provisions of Article V and other governing law.

Should any beneficiary pre-decease you, his or her share of the Roth IRA is distributed pursuant to the selection you made on the account application in the Designation of Beneficiary section. The first choice, the pro rata method, terminates the interest of the deceased beneficiary and distributes those funds pro rata according to the remaining beneficiary's share percentage(s). The second choice (a per stirpes method) transfers the deceased beneficiary's share equally to the next generation of his or her living issue. Living issue is defined first as children, then grandchildren, then great-grandchildren (natural and/or adopted). If there are no living issue of a predeceased beneficiary, then the funds shall go to such beneficiary's spouse, if any. Should there be no spouse, the funds shall be transferred to the other primary beneficiary(ies) on a pro rata basis.

In order that your funds be distributed according to your wishes, we strongly recommend you complete a new beneficiary designation as soon as possible when a beneficiary dies before you.

After your death, each primary beneficiary who acquires an interest in your Roth IRA shall have the right to designate his or her own beneficiary(ies) with respect to his or her share. The procedures for designating a beneficiary(ies) which apply to you as the accountholder shall also apply to your beneficiary. When a beneficiary signs a new or revised beneficiary designation form, your beneficiary revokes all of his or her prior beneficiary designations. If the beneficiary does not designate other beneficiary(ies), or if a designated beneficiary is not alive when the beneficiary dies, then the remaining Roth IRA assets will be paid to such beneficiary's estate. Any method of payment must satisfy the provisions of Article V and other governing law.

**1.7 Assignment Rights.** You or your beneficiaries may not borrow from your Roth IRA, or pledge any portion of it as security or otherwise assign or create a lien on any part of your Roth IRA account.

**1.8 Indemnification.** You hereby agree to release us from any and all liability with respect to your Roth IRA except if such liability arises from our intentional misconduct or gross negligence.

**1.9 Sale of Trustee-Successor Trustee.** If another institution should purchase this, the custodian institution, or any of our Roth IRA deposits, or we elect to change our corporate structure via a merger, consolidation or name change, then you hereby consent that the purchasing entity or the resulting corporate entity will be the successor custodian of your Roth IRA funds with all duties and rights listed in Section 2.

**1.10 General Rule—No FDIC Insurance Coverage.** Normally FDIC insurance does NOT apply to assets held within a trust Roth IRA because FDIC insurance applies only to certain deposit accounts. Your Roth IRA has primarily been invested or will be invested in investments other than such deposit accounts and therefore will NOT be insured by the FDIC.

Stated another way, under your trust Roth IRA, your Roth IRA funds may be used to purchase mutual funds and other nondeposit investment products. The nondeposit investment products are not FDIC insured; are not deposits or other obligations of this institution and are not guaranteed by this institution; and involve investment risks,

including loss or principal.

In some instances a portion of your Roth IRA funds will be invested in deposits at this institution or another institution which is an "insured" institution. In such case, such deposits would be insured pursuant to the rules as established by the FDIC. A summary follows. Such IRA deposits are insured on a per institution basis and are insured separately from other deposit accounts, pursuant to the Federal Deposit Insurance Act, up to \$250,000. Any IRA, Roth IRA, most eligible deferred compensation plans described in section 457 of the Internal Code, a Keogh plan as described in Code section 401(d) and any individual account plan as defined in section 3(34) of ERISA shall be aggregated and insured in an amount not to exceed \$250,000. This aggregation requirement applies to a Keogh plan or an individual account plan only when you have the right to direct the investment of your account. Amounts in excess of \$250,000 are not insured.

The FDIC has stated that funds within an Inherited Roth IRA are insured separately from funds within your personal Roth IRA. The reason – the funds are held in a different right and capacity

**1.11 Special Agreement Regarding Prohibited Transactions.** You acknowledge that the prohibited transaction rules set forth in Code section 4975 are complex and can result in harsh tax consequences. Generally, if you or your beneficiary engages in a prohibited transaction in connection with your Roth IRA account at any time during the year, the account stops being a Roth IRA as of the first day of that year. Therefore, you expressly agree that you will consult with your attorney or tax advisor prior to any proposed transaction which might be a prohibited transaction. You shall furnish us with an attorney's written opinion that a prohibited transaction will not occur on account of the proposed transaction. You agree to hold us harmless for any prohibited transaction which occurs unless we would be principally at fault.

Generally, a prohibited transaction is any improper use of your Roth IRA account or annuity by you, your beneficiary, or any disqualified person.

Disqualified persons include your fiduciary and members of your family (spouse, ancestor, lineal descendant, and any spouse of a lineal descendant).

The following are examples of prohibited Roth IRA transactions.

- Borrowing money from it.
- Selling property to it.
- Receiving unreasonable compensation for managing it.
- Using it as security for a loan.
- Buying property for personal use (present or future) with Roth IRA funds.

**Fiduciary.** For these purposes, a fiduciary includes anyone who does any of the following.

- Exercises any discretionary authority or discretionary control in managing your Roth IRA or exercises any authority or control in managing or disposing of its assets.
- Provides investment advice to your Roth IRA for a fee, or has any authority or responsibility to do so.
- Has any discretionary authority or discretionary responsibility in administering your Roth IRA.

**1.12 Express Duty to Notify Us When You Become an Expatriate.** You acknowledge that you have the express duty to notify us (your Roth IRA custodian/ trustee) of your expatriation date when you become an expatriate or covered expatriate. In general, an expatriate is either a United States citizen who has relinquished his or her citizenship or is a long term resident who ceases residence in the United States.

You agree to complete such administrative forms as we believe necessary. In our sole discretion, we will have the right to deduct and pay from your Roth IRA assets any amount which reasonably might be owed to the United States Treasury regarding your expatriation. Refer to section 5.13G for a summary.

**1.13 Power of Attorney.** You may designate in writing one or more individuals to act as your power of attorney with respect to your Roth IRA. He or she will have the full authority to make contributions, take distributions and take other actions with respect to your Roth IRA on your behalf. There is one exception. He or she will not have the authority to name himself or herself as a beneficiary unless the power of

drawal of a contribution from your Roth IRA. First, you must withdraw the contribution by the date, including extensions, your tax return is due. Second, any interest or other income earned by the contribution must also be withdrawn. The interest or other income earned on the excess contribution must be included in your gross income and the 10% additional tax must be paid, if applicable.

**Special Rule.** The IRS has adopted a rule for correcting current-year and excess contributions very similar to the one which it has adopted with respect to recharacterizations. This special rule is set forth in the instructions for Form 8606. You will have 6 months from the due date of your tax return to withdraw an excess contribution plus the related income (or less any loss). For most taxpayers this is October 15 of the following year. The effect of this special rule is that the deadline for correcting an excess contribution (or a current-year contribution) becomes October 15 of the following year rather than April 15 of the following year plus extensions. The effect of your withdrawal on or before October 15 of the following year is that the contribution is treated as if it had never been contributed. You are still required to withdraw the related income, and you will need to include it in your income for the year in which the contribution is made. You should discuss this special rule with your tax advisor or consult the IRS' instructions, as the rules are complicated. If you have already filed your tax return for such year, then you will need to file an amended return with "Filed pursuant to section 301.9100-2" written at the top.

The second way is to recharacterize or transfer, if permissible, the excess from the Roth IRA to a traditional IRA. The related earnings must also be transferred. If such a transfer takes place, the contribution is considered made with the transferred IRA custodian.

**5.8 Must I commence distributions from my Roth IRA at age 70½?** No. The required distribution rules for living accountholders (age 70½ and older) do not apply to distributions from a Roth IRA.

**5.9 What happens to my Roth IRA after I die?** The funds or assets in your Roth IRA will be paid to your designated beneficiaries in any way which either you or they select, as long as the required distribution rules are satisfied.

**5.10 Must my beneficiary(ies) commence required distributions from my Roth IRA after my death?** No, not if your surviving spouse is your sole primary beneficiary and he or she elects to treat your Roth IRA as his or her own.

Yes, if the inheriting beneficiary is not your spouse or your spouse does not elect to treat your Roth IRA as his or her own. The general rules were explained previously.

**5.11 What happens if my Roth IRA is transferred incident to a divorce or due to an election to treat as own?** When a Roth IRA is transferred from one spouse to another by a divorce decree or written document relating thereto, or after the death of one spouse, the transfer is not a distribution and is deemed tax free. The Roth IRA becomes the Roth IRA of the transferee as of the date of transfer, subject to all rules governing Roth IRAs.

**5.12 Could my receiving Social Security and Railroad Retirement Benefits affect my eligibility to make a type of Roth contribution and the taxation of a distribution from a Roth IRA?** Yes, there are rules which govern when Social Security benefits and Tier 1 Railroad Retirement benefits must be included in a taxpayer's gross income. If you receive such benefits, then you must include a portion of these benefits in your gross income if your provisional income exceeds either of two threshold amounts. Your provisional income includes modified adjusted gross income (adjusted gross income plus tax-exempt interest plus certain foreign-source income) plus 50% of your Social Security or Railroad Retirement benefit.

If your provisional income exceeds the following applicable threshold amount – \$32,000 for married taxpayers filing joint returns, \$25,000 for unmarried taxpayers and \$0 for married taxpayers filing separate returns – then you are required to include in gross income the lesser of (1) 50% of your Social Security or Railroad Retirement benefit or (2) 50% of the excess of your provisional income over the applicable threshold level.

If your provisional income exceeds the following applicable threshold amount – \$44,000 for married taxpayers filing joint returns, \$34,000 for unmarried taxpayers and \$0 for married taxpayers filing separate returns, then you are required to include in gross income the lesser of (1) 85% of your Social Security or Railroad



What are the four (4) special IRA distribution rules applying to qualified storm damage distributions?

**Special Rule #1.** The 10% additional tax of Code section 72(t) does not apply to any qualified storm damage distribution made on or before December 31, 2006 or December 31, 2009, as applicable.

**Special Rule #2.** There is a special income averaging mechanism. Unless a person elects otherwise and elects to include the entire amount in income for the year of the distribution, a person who receives a qualified storm damage distribution will include 1/3 of the distribution in income for the year of the distribution and then 1/3 of the distribution for each of the following two years. By spreading the distribution over 3 years, an individual will generally lessen the amount of income tax owing than if the entire amount is included in income in just one year.

**Special Rule #3.** Rather than being required to rollover a distribution within 60 days of receiving it, an individual who has received a qualified storm distribution from an IRA or other eligible retirement plan is given 3 years in which to complete the rollover. This special type of rollover is called a repayment. Most qualified storm damage distributions are eligible for repayment to an IRA or other eligible retirement plan.

An individual has 3 years from the day after the day he or she received the qualified storm damage distribution to repay all or part of it to an IRA or other plan to which it could be rolled over. Multiple repayments are permitted. The total amount repaid must equal or be less than the amount of the qualified storm damage distributions. Amounts repaid are treated as a qualified rollover and are not included in income. The way a person reports a repayment(s) on his or her tax return depends on whether the person reported the distributions under the 3-year method or the current year method.

Qualified storm damage distributions, when aggregated, must equal \$100,000 or less. Distributions in excess of \$100,000 (in the aggregate) will not be a qualified storm damage distribution and will be subject to the additional 10% tax, if applicable, and will not receive the other favorable tax treatments.

**5.7 G. General Discussion Of How The Special IRS Relief Rules and Procedures Impact IRAs.** The federal tax laws give the IRS broad authority to grant relief when the President declares a disaster and FEMA designates an area or areas for assistance. This authority is set forth in Code section 7508A and regulation 301.7508. The primary relief given by the IRS is to extend the time a taxpayer has to file various tax returns and pay the tax owing. However, there are many deadlines by which a taxpayer, such as an IRA account holder, must complete a tax transaction. However, it is possible, if there has been a disaster, that the IRS could extend a tax deadline. Regulation section 301.7508-(c)(iii) provides for the postponement by the IRS of rules for making certain IRA contributions, taking certain distributions, recharacterizing IRA contributions or making rollovers. For example, if Jane Doe withdrew \$8,000 from her IRA on June 1, 2008, but she did not complete her rollover within the 60 days, the general rule is that she could not make the rollover contribution. However, if because of a disaster occurring in early June, the IRS had set a new deadline as August 29, 2008, then Jane Doe could complete her rollover by August 29, 2008. An individual must consult with his or her tax advisor and the IRS for the special tax rules applying if there has been a disaster.

**5.7H. Do the withholding rules apply to distributions from a Roth IRA?** The general rule is that the withholding rules do not apply to distributions from Roth IRAs. There are very limited exceptions which, because of their rarity, are not discussed herein.

**5.7 I. If I make an excess contribution to my Roth IRA, are there rules which allow me to correct it?** Yes. An excess contribution to a Roth IRA is any contribution which is not a permitted contribution. Such contributions could arise: (i) if other contributions have been made to a traditional or Roth IRA; (ii) the account holder's adjusted gross income exceeds the applicable limits with respect to a conversion contribution or annual contribution; (iii) the account holder and his or her spouse might have contributed more than their compensation; or if a nonqualifying rollover contribution is made.

There are two ways to correct an excess contribution. The first way is to withdraw the excess contribution before the due date of the current year's tax return.

If you satisfy the following two (2) requirements you will not be taxed on the with-

attorney expressly grants this authority. You agree that this power of attorney continues in full force and effect even if you become incapacitated or unable to conduct your own affairs. You agree to assume all liability and responsibility for the acts of your power of attorney or for his or her failure to act. We shall have no liability for any loss of any kind incurred as a result of actions taken by your power of attorney. We shall have no duty or obligation to question any direction or instruction given by your power of attorney, including taking a distribution closing your Roth IRA. This written power of attorney shall be furnished to us while you are alive. We must find it acceptable. We may rely on your power of attorney designation until we have been notified in writing that you have either revoked or changed such power of attorney. If we have a valid tax or business reason, we may decline to follow a direction or instruction as given by your power of attorney. The power of attorney designation is revoked by your death. The power of attorney no longer has any power to act with respect to your Roth IRA once you die. You agree to inform your power of attorney that he or she has the duty to inform us in writing of your death, if he or she has knowledge of your death. We are not liable for the acts of your power of attorney after your death unless we have received written notification of your death.

**1.14 Required Information to Open this Roth IRA.** When opening a Roth IRA or any other banking account, you are required to provide your name, address of residence, date of birth, and your social security number or other tax identification number. We may ask for additional information to allow us to verify your identity. These requirements are designed to allow a financial institution to participate in the public policy goal of allowing the government to effectively fight the funding of terrorism and money laundering activities.

**1.15 Effective Date.** The effective date of this Roth IRA plan agreement is the date that the Roth IRA trustee signs or accepts the Roth IRA application of the grantor.

**1.16 Counterparts.** The Roth IRA application may be signed in any number of copies, each one shall be deemed to be an original even though the other copies are not available.

## **2. Our Duties and Rights**

**2.1 Reports.** Each year we will provide you or your beneficiary with one or more reports showing the activity in your Roth IRA for the preceding year as required by IRS regulations.

We may furnish these reports by either providing a print version or an electronic version of the forms.

**2.2 Reporting Errors.** You or your beneficiary must carefully review each report for any errors. You are to notify us immediately if there are any errors. If you do not tell us of any errors within 90 days after the date we mailed the report, we are relieved of any responsibility for the error.

**2.3 Corrections of Errors.** We shall have the right to correct any error we make with respect to your Roth IRA unless IRS rules and procedures would not permit us to do so. Such errors include both reporting errors and non-reporting errors.

**2.4 Agents.** We may use agents to assist us in fulfilling our duties under this agreement.

**2.5 Contribution Limitations.** For any tax year, we will only accept contributions to your Roth IRA which do not exceed the maximum dollar amount which a person may be eligible to contribute for federal income tax purposes (see Disclosure Statement Section 4.2). However, if you provide us with a certification, we may accept a rollover contribution, or a transfer contribution.

Your contribution will be reported as a contribution for the year in which it is made, unless you clearly instruct us, in writing, that it is for the prior year. This procedural rule also applies to a direct deposit of your tax refund into your Roth IRA.

**2.6 Investments.** We will invest the assets comprising this Roth IRA unless the application page indicates otherwise. We have the following powers, rights and duties regarding the investment of your Roth IRA assets.

a. You expressly authorize us to invest your Roth IRA funds into one or more deposit accounts as being offered by our financial institution or any related affiliate.

See the application page for our name. Such deposit accounts must bear a reasonable rate of interest as determined by the terms of the deposit instruments

and the short and long term economic conditions. The terms of any such accounts are incorporated by reference into the agreement.

- b. To hold any property in our name or that of our nominee or in any other form we consider desirable.
- c. To invest in bonds, notes, debentures, mortgages, trust interests, investment stock, mutual funds, general and limited partnership interest, deposits which bear a reasonable interest rate in the trustee, or in such other property, real or personal, within the United States, as the trustee may deem advisable, or as directed by you.
- d. To invest in common trust funds and common investment funds (within the meaning of Code section 408(a)(5)).
- e. To hold in cash such portion of the Roth IRA assets as shall be reasonable under the circumstances.
- f. To exercise any powers and rights of any individual owner with respect to any property of the Roth IRA including, but not limited to, conducting business or litigation, participating in a voting trust, merger, borrowing funds and to do all other acts in its judgment necessary or desirable for the investment of your Roth IRA assets even though the specific power to do such acts is not listed.
- g. To allow you (the Roth IRA grantor) pursuant to written policy to direct the investment of your Roth IRA assets. For purposes of this section, the term "you" includes any Investment Manager which you have named. When we permit you to direct the investment, we shall not be liable for any loss you suffer.

**2.7 Termination and Resignation as Custodian.** We may resign or terminate our position as custodian of your Roth IRA at any time by giving you written notice. You may then instruct us in writing to distribute your Roth IRA assets to you or transfer them to another Roth IRA custodian if done within 30 days of our written notice. If you fail to so instruct us in writing within 30 days of our written notice, the Roth IRA assets will be paid to you.

**2.8 Amendments.** We may amend this agreement at any time in order to meet the requirements of the tax laws or regulations. We will send you a copy of any such amendment. You also agree that we may amend any provision of Article IX and it will become effective 30 days after it is mailed to you or your beneficiary.

**2.9 Good Faith Payments.** We are not liable for any payments we make in good faith. We can rely fully on any information or direction you give us or on any document which we believe sufficient to determine a person's identity. We can rely on the latest beneficiary form in our possession. We may presume that a beneficiary is fully competent until we are told otherwise. If a beneficiary is a minor or is incompetent, we may make payments to the beneficiary's legal representative, or to the person with whom the beneficiary resides or to the beneficiary directly.

**2.10 Withholding Payments and Resolution of Disputes.** We shall have the right to withhold payments from your Roth IRA assets if there is any dispute or uncertainty with respect to these assets. For example, disputes could arise in a divorce situation, or different individuals could claim that they were entitled to be paid as your beneficiaries. This right of ours to withhold payment is expressly authorized until the dispute or uncertainty is settled to our satisfaction by all of the parties. At any time, we shall have the right (but not the duty) to request a judicial determination from a Court of law as to ownership of the assets. The Court's determination shall be binding upon us, you and all persons claiming an interest in the assets. You expressly authorize and agree that we have the right to be paid (i.e. deduct) from your Roth IRA assets any fees and expenses including but not limited to legal and accounting fees, whether internal or external, associated with resolving any dispute.

**2.10A Legal Claims Against Your Roth IRA.** We will attempt to notify you if we are served with any type of legal process which affects or might affect your Roth IRA. The provisions of section 2.10 will apply to this situation except rather than request a judicial determination as to the ownership of the assets there would be a request to determine the validity of the legal process against your Roth IRA assets. Your Roth IRA will be responsible for all fees and expenses associated with responding to the legal process claim.

**2.11 Notices.** We may give a notice or report to you or your beneficiary by mailing it to you or your beneficiary at the address last furnished to us. The notice or report is considered given when it is mailed by either an agent or us.

What types of income are defined to be non-investment income?

Distributions from IRAs, pension plans, 401(k) plans, tax sheltered annuities, etc. are not investment income. Social security benefits are not investment income. Wages and income or profits from a nonpassive business including self-employment income are not investment income. Unemployment compensation and workers compensation are not net investment income.

What types of income are net investment income and so they might be subject to the 3.8% tax?

Investment income includes interest, dividends, gains from the sale of stocks, bonds, mutual funds, capital gain distributions from mutual funds, certain sales related to real estate, rental and royalty income, non-qualified annuities, income from businesses involved in trading of financial instruments or commodities, business income arising from certain passive activities, and the sale of an interest in a partnership and S corporations by an individual who had a passive interest. Such investment income is reduced by certain expenses properly allocable to the income. And any income or gain excluded from gross income for regular income tax purposes is also excluded from a person net investment income (e.g. \$250,000 exclusion for sale of primary residence).

This new 3.8% tax is different from the new 9/10ths of 1 percent Additional Medicare tax which also went into effect on January 1, 2013.

If you have net investment income for a tax year, then you should review the IRS instructions for Form 8960, Net Investment Income Tax – Individuals, Estates and Trusts to determine if you are required to complete and file this form.

**5.7 F Special Rules Applying To IRAs For Relief Related to Hurricanes, Storms, Floods and Tornadoes.** There are special rules applying to withdrawals and repayments from an IRA for taxpayers who suffered an economic loss as a result of certain federally declared disasters such as hurricanes, storms, floods and tornadoes. This is a complex tax topic. A person needs to determine if there is a public event which qualifies for the special rules and if he or she qualifies for the special tax rules. You should visit the IRS web site at [www.irs.gov](http://www.irs.gov) and review the guidance for tax relief in disaster situations. You should consult with your tax advisor. Most of the special tax relief laws applying to persons impacted by the 2005 Hurricanes - Katrina, Rita And Wilma will now apply to certain persons located in the Midwest impacted by storms, tornados and for floods occurring in 2008. The concept of the law is - many times an individual and the community, after suffering losses from a disaster, will benefit if he or she can access his or her IRA and/or other retirement funds within employer plans and not be subject to the same tax provisions applying to the non-disaster situation. There are special rules for "qualified storm damage distributions". An individual is still required to include the qualified storm damage distribution in income, but there are special rules allowing him or her to pay fewer taxes than he or she normally would.

Here is a short summary. A qualified storm damage distribution is any distribution received by an individual during a set period of time from a traditional IRA, Roth IRA, SIMPLE IRA or SEP IRA or other eligible retirement account/plan as long as the following conditions are met.

1. The distribution was made on or after the disaster date.
2. The individual's main home was located in a qualified storm damage disaster area as listed later on the date shown for the applicable storm area.
3. The individual sustained an economic loss because of such storms. Examples of an economic loss include, but are not limited to (a) loss, damage to, or destruction of real or personal property from fire, flooding, looting, vandalism, theft, wind or other causes; (b) loss related to displacement from their home; or (c) loss of livelihood due to temporary or permanent layoffs.

If an individual meets all of these conditions, he or she then has the right to designate a distribution as a qualified storm damage distribution. Note that the law does not require an individual to have suffered economic loss of a certain minimum amount. Actually, there is no minimum dollar limit. This means many individuals who were located in the storm damage area are able to take advantage of these new rules (tax planning opportunities) regardless of whether he or she incurred much damage or loss. The individual only needs to have incurred some loss.

Distributions made from a Roth IRA will not be subject to the 10% premature distribution penalty tax if the funds are used to pay the qualified higher education expenses of yourself, your children or grandchildren for the year for education furnished at an eligible education institution.

Qualified higher education expenses include tuition, fees, books, supplies, and equipment required for enrollment or attendance at an eligible educational institution. This amount may also include, for students who are carrying at least one-half of the normal full-time course load, reasonable expense amounts incurred for room and board.

An eligible educational institution is generally any accredited college, university, junior college, community college or postsecondary vocational institution that is approved to participate in the Department of Education student aid programs.

The amount of educational expenses for which a distribution from a Roth IRA can be used and not be subject to the penalty under this exception must be reduced by the amount of any qualified scholarship, educational assistance allowance, or payment that is excludable from gross income.

The ninth exception is if the distribution has occurred because of an IRS levy.

The tenth exception is that the 10% additional tax will not apply to certain military reservists. A military reservist called to active duty for 180 days or more on or after September 11, 2001, is not subject to the 10% premature penalty tax of Code section 72(t), as long as the distribution was or is made during his or her time on active duty. This provision is retroactively effective as of September 11, 2001. If you took a distribution during the period of September 11, 2001, to August 17, 2006, you may be entitled to a tax refund.

The eleventh exception is that the 10% tax will not apply if you are a covered expatriate and you are deemed to have received a distribution of your entire IRA account under the special tax rules applying to expatriates

**5.7.E A Tax to Consider Before Withdrawing IRA Funds.** Effective as of January 1, 2013, a 3.8% tax went into effect. The IRS has chosen to call this tax, the Net Investment Income Tax.

This tax may apply only if you are withdrawing income from your Roth IRA and such income must be included in your income and is taxable to you and results in your having to pay the 3.8% tax as explained in the remainder of this section.

This new 3.8% tax applies to certain individuals having net investment income and certain estates and trusts having net investment income. To determine the tax owing, a person will multiply 3.8% time the lesser of: (1) his or her net investment income (NI) or a person's modified adjusted gross income as reduced by a threshold amount as set forth in the following table:

Filing Status	Threshold Amount
Married filing jointly	\$250,000
Married filing separately	\$125,000
Single	\$200,000
Head of household (with qualifying person)	\$200,000
Qualifying widow(er) with dependent child	\$250,000

This tax will be owed only if an individual has net investment income and his or her modified adjusted gross income exceeds the applicable threshold amount.

The new tax means an individual before taking a Roth IRA distribution will want to determine if he or she will have to pay the 3.8% tax on account of such distribution. For most people and situations, a person will not owe the 3.8% tax on account of his or her IRA or pension distribution, but in some situations the tax would be owed.

There will be times, however, when a person's Roth IRA distribution will mean the individual will have to pay the 3.8% tax on account of the Roth IRA distribution.

There will also be times when a person will take a Roth IRA distribution and he or she will be required to pay the 3.8% tax, but the amount owed does not increase because of such Roth IRA distribution.

**2.12 Transfers, Rollovers, Conversions, Recharacterizations, and Special Recontributions.** We may request certification acceptable to us before we will accept any transfer, rollover, conversion, recharacterization or special retribution. We reserve total discretion whether or not we will transfer your Roth IRA assets to another custodian or trustee. You also expressly state that you have the sole responsibility for complying with all IRS eligibility rules for conversions, recharacterizations, recontributions and rollovers, including the rule that you are allowed only one rollover per 12 months. Also, since the IRS has not expressly ruled whether an individual has until the following Monday or business day when the 60th day ends on a Saturday, Sunday, or holiday, you accept full responsibility if you make such a rollover contribution.

**2.13 Fees.** You agree to pay us the fees specified in our current schedule of fees, if any, for establishing and maintaining your Roth IRA. We may replace or change our fee schedule at any time, upon giving you 30 days written notice. You hereby authorize us to deduct these fees from your Roth IRA assets. However, in the case of an administrative fee, we will allow you to pay such fee with nonRoth IRA funds, but we have no duty to inform you of this option other than herein.

If your Roth IRA is escheated to a state, we will have the discretion to charge a \$50 fee. In addition, we will have the discretion to charge a \$50 fee if we use the IRS missing person programs or similar programs to find you or your beneficiary or to try to find you or a beneficiary. If state law does not permit such fee or fees, then these fees shall not apply. You expressly authorize us to use the IRS' program if we have not had contact with you for a period of 12 months.

**2.14 Authority to Deduct Taxes.** In our sole discretion, you authorize us to deduct and pay from your Roth IRA assets the amount necessary to pay any and all taxes which relate to this Roth IRA for which it may be liable.

### 3. General Provisions

**3.1 Entire Agreement/Reproductions.** This agreement is made up of two documents: (1) the application form and (2) the IRS model Form 5305-RA plan agreement along with Article IX. You and we have received or retained a copy of these documents. You also acknowledge the fact that we have given you a Roth IRA Disclosure Statement. A copy of these documents shall be admissible in evidence in any judicial or administrative proceeding as if they were originals. This agreement contains the entire agreement of the parties. It may not be changed orally; you and we must agree to any changes according to the procedure set forth in Section 2.8.

**3.2 Controlling Law.** The laws of the state in which our principal office is located will govern this agreement for purposes of the relationship between us (i.e. the Roth IRA custodian and the Roth IRA accountholder or the inheriting beneficiary). However, if controlling law must be determined for another reason, then the laws of the state of the accountholder's domicile shall govern this agreement.

**3.3 Waiver of a Breach and Severability.** Your waiver or our waiver of a breach of any provision of this agreement by the other party shall not operate or be construed as a waiver of any subsequent breach. If any provision of this agreement is held to be illegal or nonenforceable, the remaining provisions shall be construed as if that provision had not been included.

**3.4 Privacy Policies.** We will furnish you our privacy policies as required by applicable banking laws. We hereby incorporate into this Agreement the terms of our Privacy Policies.

**3.5 Special Plan Agreement Change for the Law Changes Impacting Roth IRA Conversion Contributions.** To the extent necessary, the provisions of Article II are modified to authorize a Roth IRA custodian/trustee to accept a Roth IRA conversion contribution for tax year 2010 and subsequent years without regard to the modified adjusted gross income and filing status requirements. Such requirements applied to a Roth IRA conversion made before January 1, 2010, but were repealed or eliminated for conversion contributions made on or after January 1, 2010. These changes are discussed in the Disclosure Statement.

**3.6 Special Plan Agreement Changes for the Roth IRA Law Change Made by the Heroes Earned Retirement Opportunities Act.** To the extent necessary, the previous provisions are modified to authorize the special Roth IRA tax benefits allowed under the Heroes Earned Retirement Opportunities Act. These changes are discussed under Section 5.4.B of the Disclosure Statement.

**3.7 Special Plan Agreement Changes for the Roth IRA Law Changes Affecting**

**Certain Reservists as Set Forth in the Pension Protection Act of 2006.** To the extent necessary, the previous provisions are modified to authorize the special Roth IRA tax benefits relating to certain reservists. These changes are discussed under Section 5.4.G of the Disclosure Statement. In general, certain reservists are entitled to retribute funds during a 2-year time period. The standard 60-day rollover period will not apply.

**3.8 Special Plan Agreement Changes Authorizing Tax-Free Charitable Distributions.** To the extent necessary, the previous provisions are modified to authorize the special Roth IRA tax benefits for years 2006-2014 relating to tax-free charitable distributions. These changes are discussed under Section 5.13.D of the Disclosure Statement. Unless there is another tax law enacted extending this special rule to 2015 and subsequent years, it will not apply for 2015.

**3.9 Various Contribution Amounts, Income Limits and Limits Relating to the Saver's Tax Credit are to be Adjusted for Cost of Living Beginning, in General, in 2007, as Set Forth in the Pension Protection Act of 2006.** To the extent necessary, the previous provisions are modified to authorize these adjustments. These changes are discussed in the Disclosure Statement.

**3.10 Special Plan Agreement Change Authorizing Roth IRA Funds to be Transferred Tax-Free to Health Savings Accounts.** On or after January 1, 2007, a person who is eligible to make an HSA contribution, who has taxable funds within a Roth IRA may make a special election once during their lifetime to transfer a certain amount from their Roth IRA to their HSA. This type of special transfer is called a qualified HSA funding distribution. Such an election, once made, is irrevocable. The amount transferred in such a direct trustee-to-trustee transfer will be excluded from your income.

**3.11 Special Plan Agreement Changes Authorizing a New Type of Inherited Roth IRA as Set Forth in the Pension Protection Act of 2006.** To the extent necessary the previous provisions are modified to authorize the special Roth IRA tax benefits relating to the new type of inherited Roth IRA arising from direct rollovers of a designated Roth account of nonspouse beneficiaries. These changes are discussed under Section 5.17 of the Disclosure Statement.

**3.12 Special Plan Agreement Changes Authorizing Funds from an Eligible Employer Retirement Plan (ERP) to be Directly Converted to a Roth IRA.** On or after January 1, 2008, you will be eligible to directly roll over some or all of your account balance into a Roth IRA. The standard eligibility rules for a conversion apply. The amount moved to the Roth IRA will be a conversion contribution. You will be required to include the distribution your income for federal income tax purposes.

**3.13 Special Plan Agreement Changes Authorizing The Rollover of Certain Death Gratuities Into a Roth IRA as Set Forth in Heroes Earnings Assistance and Relief Tax Act of 2008.** To the extent necessary, the previous provisions are modified to authorize a rollover contribution relating to contributions of military death gratuities. This change is discussed under Section 5.4.C.

**3.14 Special Plan Agreement Changes for Special Conversion/Rollover Contributions Arising from Certain Amounts Received in an Airline Carrier Bankruptcy.** To the extent necessary, the previous provisions are modified to authorize the special rollover or conversion contributions arising from the Airline Carrier Bankruptcy rules as set forth in the "Worker, Retiree, and Employer Recovery Act of 2008" These changes are discussed in Section 5.4.C of the Disclosure Statement.

**3.15 Special Plan Agreement Changes for Special Rollover Contributions Arising from Exxon Valdez Litigation.** To the extent necessary, the previous provisions are modified to authorize the special rollover contributions arising from the Exxon Valdez litigation rules as set forth in the Emergency Economic Stabilization Act of 2008. These changes are discussed in the Disclosure Statement.

**3.16 Special Plan Agreement Changes Authorizing Rollovers of Airline Payments to Traditional IRAs and Recharacterizations of Previous Rollovers of Airline Payments to Roth IRAs.** To the extent necessary, the previous provisions are modified to authorize the special rollover contributions and transfer contributions as authorized by the FAA Modernization as signed into law on February 14, 2012. This law has been modified by the Protecting Americans From Tax Hikes Act of 2015. These changes are discussed in the Disclosure Statement.

for the 10% excise tax if any of the following exceptions apply.

The first exception is if you are age 59½ or over at the time of the distribution.

The second exception is if you are disabled. You are considered disabled if you can furnish proof that you cannot do any substantial gainful activity because of your physical or mental condition. A physician must determine that your condition can be expected to result in death or to be of long, continued, and indefinite duration.

The third exception is if you die. Payments to a beneficiary are not subject to the 10% additional tax.

The fourth exception is for substantially equal periodic payments. The 10% additional tax will not apply if the distribution is part of a series of substantially equal periodic payments (not less frequently than annually) made for your life (or life expectancy) or the joint lives (or joint life expectancies) of you and your beneficiary. However, if this schedule is changed prior to the later of attaining age 59½ or the schedule being in effect for 5 years, then a new penalty tax will be imposed. This tax will be equal to the tax that would have been imposed had the "substantially equal" exception not applied (i.e. all previous distributions will be assessed the 10% tax plus an amount equal to the accrued interest).

The fifth and sixth exceptions are for certain distributions used to pay medical expenses or to pay certain health insurance premiums. The 10% additional tax will also not apply on or after January 1, 1997, in the case of certain distributions made for the payment of certain medical expenses and the payment of certain health insurance premiums. The additional 10% tax will not apply if the distribution is used to pay medical expenses that exceed 10% of your adjusted gross income for 2013 and subsequent years. This means that the medical expenses must qualify as an itemized deduction on your federal income tax return. The 10% additional tax will also not apply to a distribution which is used to pay health insurance premiums in certain situations after you become unemployed. In order to qualify for this special rule, you must have been receiving unemployment benefits for at least 12 consecutive weeks. The distribution must occur in either the year you received the unemployment benefits or during the next tax year. This special rule no longer applies to distributions made once you have been reemployed for at least 60 days after your initial separation from service. You will qualify to use this unemployment exception even if you are self-employed, if you would have been eligible for unemployment benefits but for your self-employment.

The seventh exception is if the distribution is used to pay certain first-time home buyer expenses.

Qualified first-time home buyer distributions are distributions from a Roth IRA which are used to pay the qualified acquisition costs of the principal residence of the first-time home buyer.

The first-time home buyer can be you, your spouse or your child or grandchild, and any ancestor of you or your spouse. To qualify as a first-time home buyer, you, and if married, your spouse, must not have had any ownership interest in a principal residence for the two-year period ending on the date of acquisition of the principal residence being purchased under this exception. The date of acquisition is defined as the date a binding contract to purchase the residence is entered into, or the date on which construction or reconstruction of the residence begins.

Qualified acquisition costs include the cost of acquiring, constructing, or reconstructing a residence. The term also includes any usual and reasonable settlement, financing and closing costs. The funds that are distributed for the first-time home purchase must be used within 120 days after the day the funds were received to pay the qualified acquisition costs.

If the distributed amount is recontributed, i.e. rolled over, within the 120-day period, there will be no income tax or penalty tax consequences. Written documentation will be necessary to insure compliance with these rules. If the funds are not recontributed within this time period, the amount will be taxable and subject to the 10% premature distribution penalty, if applicable.

Under this exception, you are limited to an aggregate amount of \$10,000 for your lifetime. While you may be able to use this exception more than once in your lifetime, the total lifetime distribution that can fall under this exception is \$10,000.

The eighth exception is if the distribution is used to pay certain higher education expenses.

Roth IRA on the same date and for the same taxable year that the contribution was made to the traditional IRA.

**5.7.C** All conversion contributions received during the same tax year by all of the individual's Roth IRAs are aggregated. Thus, if there are two conversion contributions in 1998 and three in 1999, then the two 1998 conversion contributions will be aggregated, as will the 1999 conversion contributions. However, there is a special rule. The conversion contributions received in 1999 must be segregated into two types. Type one is comprised of those Roth conversion contributions withdrawn in 1998 but recontributed in 1999 and with respect to which the 4-year spread method was selected. Type two is comprised of all other Roth conversions contributed in 1999.

There are three special rules.

First, a rollover contribution from another Roth IRA is disregarded.

Second, the making of an excess contribution is disregarded if it is corrected in accordance with the rules.

There is also a special rule arising from the recharacterization rules. If an individual recharacterizes a regular or a conversion contribution made to a Roth IRA by transferring it to a traditional IRA, then the original contribution to the Roth IRA and the recharacterizing transfer are disregarded in determining the amount of both contributions and distributions for the Roth IRA.

If you die before the five-year requirement has been satisfied, then a portion of any distribution may be required to be included in income. If there are multiple beneficiaries, there must be a method to allocate the different types of contributions to the beneficiaries. The method to be used is a pro rata method. Assume the following: a Roth IRA account holder dies in 2006; the Roth IRA contains regular/annual contributions of \$4,000; a conversion contribution of \$20,000 and earnings of \$2,000; beneficiary #1 is to receive 50%, beneficiary #2 is to receive 30% and beneficiary #3 is to receive 20%; and beneficiary #3 is distributed \$3,000. The share for beneficiary #3 is \$5,200 allocated as follows: \$800 ( $\$4,000 \times 20\%$ ) of regular contributions;  $\$4,000 (\$20,000 \times 20\%)$  of conversion contributions; and  $\$400 (\$2,000 \times 20\%)$  of earnings. Of the \$3,000 withdrawn, \$800 is allocated to regular contributions and the remainder of \$2,200 is allocated to conversion contributions.

The 10% additional tax of Code section 72(t) applies to that portion of a distribution from a Roth IRA which is includable in gross income unless an exception applies.

The 10% additional tax of Code section 72 (t) also applies even if the distribution from the Roth IRA is not includable in gross income if the distribution is allocable to a conversion contribution which is withdrawn before a five-year requirement is met.

Note that for the purpose of this additional 10% tax, there is a separate five-year requirement for each conversion contribution. This five-year period begins on the first day of the individual's tax year (normally January 1) in which the conversion contribution is made. This five-year period ends on the last day of the individual's fifth consecutive taxable year beginning with the taxable year described in the preceding sentence (normally this is December 31).

This five-year requirement for the purpose of this additional 10% tax need not be the same period as the five-year period calculated to determine if the distribution is a qualified distribution for purposes of determining if the income will not be taxed. For example, Jane Doe, a calendar-year taxpayer, withdraws \$10,000 from her traditional IRA on December 30, 2015. She makes a conversion contribution on February 24, 2016, by contributing the distributed amount to a Roth IRA in a qualifying rollover contribution and simultaneously makes a regular Roth contribution for 2015. For purposes of assessing the 10% additional tax, the five-year period commences on 1-1-16, whereas the five-year period for purposes of determining if the income will be excluded is 1-1-15.

This additional 10% tax applies only to the amount of the conversion which is includable in gross income as a result of the conversion and then, only if none of the exceptions of Code section 72(t) apply.

**5.7.D Will the 10% excise tax ever be assessed?** Yes. If you are not age 59½ (and none of the other exceptions apply at the time you withdraw funds from your Roth IRA), then you will be liable to pay the 10% excise tax on that portion of the distribution which is taxable (i.e. the income or earnings). You will not pay the 10% excise tax when your contributions or basis is returned to you. You will not be liable

#### **4. Special Amendment to Article V**

**4.1** The Internal Revenue Service (IRS) in IRS Notice 98-49 states that the model Roth IRA forms may be amended to provide a designated spouse beneficiary with options to comply with the required distribution rules which apply to a Roth IRA which are different than those set forth in Article V.

Therefore, Paragraph 3 of Article V is amended to read as follows:

3. If the depositor's spouse is the sole beneficiary on the depositor's date of death, such spouse will then be treated as the depositor unless he or she expressly elects in writing on or before September 30 of the year following the year of the depositor's death to elect to be distributed the entire remaining interest either by December 31 of the year containing the fifth anniversary of the depositor's death or have it be distributed over his or her life expectancy starting no later than December 31 of the year the depositor would have attained age 70½. In addition, if a federal court or state court construes the Internal Revenue Code of 1986, as amended, as providing the spouse beneficiary with more rights than set forth in regulation 1.408A or regulation 1.401(a)(9)-9 then the spouse beneficiary shall have such additional rights.

## **Roth IRA Disclosure Statement**

### **1. Revocation Procedure**

You are entitled to revoke or cancel your Roth IRA for any reason within seven (7) calendar days of the day you established it. You revoke your Roth IRA by mailing or delivering a written notice to the Custodian's/ Trustee's representative as shown on the application page. If you mail your notice, it is deemed mailed on the post-mark date if you deposited it, properly addressed, in the United States mail with first class postage. Your timely revocation within the first seven days will mean your original contribution will be returned to you without any adjustment. Be advised that the current procedures of the Internal Revenue Service require us to report your contribution and distribution even if you exercise this right to revoke your Roth IRA.

### **2. Introduction**

This Roth IRA Disclosure Statement is an explanation of the rules which govern your Roth IRA, because that is the type of IRA which you have established.

You have not established a traditional IRA or a SIMPLE-IRA. You would need to sign other special documents if you would like any of these special types of IRA.

This summary or explanation of your Roth IRA is intended to be a nontechnical explanation. However, as with any plan or program created by the Internal Revenue Code, these rules are complicated. Note that this is a summary and you may well wish to conduct additional research. You are advised to always seek professional tax advice.

### **3. Overview**

What is a Roth Individual Retirement Account (Roth IRA)? A Roth IRA is a type of tax-preferred savings and investment account authorized by Internal Revenue Code section 408A. The Roth IRA allows you to accumulate assets for retirement purposes and for other purposes.

What is the basic concept of a Roth IRA and what are the associated tax benefits? If you are eligible, you may make contributions, within limits, to the Roth IRA. You make these contributions with after-tax dollars. The earnings realized by the Roth IRA are not presently taxed, and if certain distribution rules are met, will never be taxed. For example, if you are age 42 on January 1, 2014, and you contribute \$1,000 a year for 34 years (2014-2047) to a Roth IRA, then your contributions of \$34,000 would accumulate to \$110,434.88 as of December 31, 2047, if an earnings rate of 6% compounded annually was realized. You and your beneficiary(ies) would, of course, not pay any federal income tax on the contribution amount of \$34,000 when distributed, because you cannot claim a tax deduction for your contributions. However, the great tax benefit to be realized from a Roth IRA is that you and your beneficiary(ies) will not have to include in your taxable income the earnings of \$76,434.88 (and subsequent future earnings) when distributed to you or your beneficiary(ies) as long as the distributions are qualified distributions as defined later. You are not required to withdraw any required distribution amount from a Roth IRA while you are alive. And, even though your beneficiaries will be required to receive

certain required distributions, these distributions will be made over a number of years. This means the funds (contributions and earnings) within your Roth IRA which your beneficiary(ies) will have inherited will continue to accumulate for some time within the inherited Roth IRA and will not be taxed when distributed.

#### 4. Statutory Requirements of a Roth IRA

**4.1 Cash Contributions.** Your Roth IRA contribution must be in cash unless it is a rollover contribution, a recharacterized contribution or a Roth IRA conversion contribution.

**4.2 Eligibility and Contribution Limits.** The first eligibility requirement for a Roth IRA is that you have compensation. The second requirement is that you not have too much modified adjusted gross income (MAGI). Individuals whose MAGI exceeds a certain level are not allowed to contribute to a Roth IRA. The income levels under which the ability to contribute to a Roth IRA is phased out depends on the accountholder's tax-filing status. See Disclosure Statement Section 5.4.A for a discussion of these limits.

The maximum amount which may be contributed to the Roth IRA is determined as follows: Maximum amount permitted to be made to a traditional IRA (i.e. the lesser of 100% of compensation or the applicable amount from the Chart of IRA Contribution Limits set forth below) reduced by the amount actually contributed.

Compensation is generally defined to include salaries, wages, self-employment income and other personal service income included in your gross income. Compensation does not include income from property. If you are self-employed, your net earnings must be reduced by any amount allowed as a deduction on your behalf under a qualified plan. Compensation includes any amount includable as alimony in your gross income under section 71(a)(1). As of January 1, 2009, the term compensation also includes any differential wage payment. This is any payment made by an employer to an individual with respect to the time he or she is performing service in the uniformed services while on active duty for a period of more than 30 days and which represents all or a portion of the wages the individual would have received from the employer if he or she was performing service for the employer.

On May 22, 2006, President Bush signed the Heroes Earned Retirement Opportunities Act (HEROA), which provides that an individual who has nontaxable combat-zone pay on or after January 1, 2004, may use such pay to make his or her Roth IRA contribution for 2004, 2005, 2006, or subsequent years, as applicable. HEROA is retroactive for tax years beginning in 2004.

To compute your permissible Roth contribution, you must determine your "modified adjusted gross income" (MAGI). If you file Form 1040, use the amount on the page 1 "adjusted gross income" line, but modified (changed) by figuring it without taking any Foreign earned income exclusion, Foreign housing exclusion or deduction, or exclusion of series EE bond interest shown on Form 8815, and by not including the amount includable in income because of converting a traditional IRA to a Roth IRA. In addition, beginning in 2005, you will also not include any amount attributable to a required minimum distribution. Unlike the traditional IRA, you are allowed to determine your MAGI by taking an IRA deduction under section 219 into account.

#### Chart of Roth IRA Contribution Limits

Tax Year	Amount If	Amount If
	Not Age 50	Age 50
	or Over	or Over
2002-2004	\$3,000	\$3,500
2005	\$4,000	\$4,500
2006-2007	\$4,000	\$5,000
2008-2012	\$5,000	\$6,000
2013-2016	\$5,500*	\$6,500*

\*The limits for subsequent years may be larger than \$5,500 and \$6,500 as they may be adjusted by a COLA.

**4.3 Custodian/Trustee Requirements.** The custodian or trustee of your Roth IRA must be a bank, trust company, savings and loan association, a federally insured credit union, or other person approved by the Secretary of the Treasury.

**4.4 No Life Insurance.** Your contributions or any funds in your Roth IRA cannot be invested in life insurance to any extent.

**4.5 Nonforfeitable.** Your contributions and Roth IRA funds are nonforfeitable.

- Made after a five-taxable year period; and
- Made on account of one of the following four reasons:
  1. made on or after the date on which you attain age 59½;
  2. made to a beneficiary or your estate on or after the date of your death;
  3. attributable to you being disabled within the meaning of section 72(m)(7); or
  4. used for a first-time home purchase within the meaning of section 72(t)(2)(F)

After the technical corrections bill, there no longer exists a five-year period for annual contributions and another five-year period for conversion contributions. There is now just one five-year period. The five-year period begins on the first day of your taxable year for which the first regular/annual contribution is made to any Roth IRA or, if earlier, the first day of your taxable year in which the first conversion contribution is made to any of your Roth IRAs.

However, as discussed later, there is a separate 5-year period for inherited Roth IRAs.

Except for the exception discussed below, your death does not require a recalculation of the five-year period. This is true even if a spouse beneficiary elects to treat your Roth IRA as his or her own. This means a person who inherits a Roth IRA will most likely have a separate five-year period for the inherited Roth IRA versus any Roth IRAs which he or she has established for himself or herself.

The exception is a "be kind to spouse" rule. A spouse beneficiary who elects or who is deemed to have elected the deceased spouse's Roth IRA as his or her own will determine just one five-year calculation. His or her five-year period will end on the earlier of the five-year period which applied for the decedent or the five-year period which applies to the surviving spouse's own Roth IRAs.

A distribution from a Roth IRA is not includable in your gross income even if it is not a qualified distribution to the extent that the distribution, when added to the amount of all previous distributions (whether or not they were qualified distributions from your Roth IRA) exceeds your contributions to all of your Roth IRAs.

A distribution from a Roth IRA is not includable in your gross income even if it is not a qualified distribution if it is rolled over to another Roth IRA.

A distribution from a Roth IRA is not includable in your gross income, even if it is not a qualified distribution, if it involves the withdrawal of an excess contribution in accordance with section 408(d)(4). The return of the contribution is not required to be included in income, but the related income must be included in income for the year in which the excess contribution was made.

A distribution from a Roth IRA can be comprised of one or more of the following: regular contributions, conversion contributions or earnings.

The law mandates the following order for distributions: (1) from regular/annual contributions; (2) from conversion contributions on a first-in-first-out basis and (3) from earnings. The order is determined as of the end of the taxable year, and each category must be exhausted before the next is used. With respect to a conversion contribution, it is treated as being made first from the portion, if any, that was includable in gross income as a result of the conversion.

To aid in administering this ordering, the IRS has created the following rules.

**5.7.A** All distributions from all of an individual's Roth IRAs made during a taxable year are aggregated. There are two exceptions.

First, a distribution which is rolled over to another Roth IRA is disregarded.

Second, a distribution of an excess contribution along with the net income is disregarded.

**5.7.B** All regular/annual contributions made for the same taxable year to all of the individual's Roth IRAs are aggregated and added to the undistributed total of regular/annual contributions for prior years. Note that there are two exceptions.

First, a rollover contribution from another Roth IRA is disregarded.

Second, the making of an excess contribution is disregarded if it is corrected in accordance with the rules.

There is also a special rule arising from the recharacterization rules. If you recharacterize a contribution made to a traditional IRA by transferring it to a Roth IRA, the contribution to the Roth IRA is taken into account. It is treated as contributed to the

plan, and certain voluntary employee contributions. This total contribution amount must be reduced by certain distributions which occur during a testing period. The testing period for a tax year is comprised of the current tax year, the two preceding tax years, and the carry-back period for such tax year (i.e. January 1 to April 15), plus extensions.

Therefore, the total contribution amount must be reduced by any distribution amounts paid to you or your spouse during the above-described period from a section 401(a) plan, 401(k) plan, section 402(a) plan, section 457 plan, a traditional IRA, or a Roth IRA, which are not rolled over. However, a technical correction was enacted to make clear that a reduction in the allowable credit will not be required for that portion of any distribution which is not includable in gross income by reason of a trustee-to-trustee transfer of a rollover distribution.

The applicable percentage for 2015 is based on modified adjusted gross income (AGI) and your tax-filing status, and is determined by the following table:

**Joint Return**

AGI Over	AGI Not Over	Percentage
\$0	\$36,500	50%
\$36,500	\$39,500	20%
\$39,500	\$61,000	10%
\$61,000	N/A	0%

**Head of Household**

AGI Over	AGI Not Over	Percentage
\$0	\$27,375	50%
\$27,375	\$29,625	20%
\$29,625	\$45,750	10%
\$45,750	N/A	0%

**Other Filers Including Married, Filing Separately**

AGI Over	AGI Not Over	Percentage
\$0	\$18,250	50%
\$18,250	\$19,750	20%
\$19,750	\$30,500	10%
\$30,500	N/A	0%

The applicable percentage for 2016 is based on modified adjusted gross income (AGI) and your tax-filing status, and is determined by the following table:

**Joint Return**

AGI Over	AGI Not Over	Percentage
\$0	\$36,500	50%
\$36,500	\$39,500	20%
\$39,500	\$61,500	10%
\$61,500	N/A	0%

**Head of Household**

AGI Over	AGI Not Over	Percentage
\$0	\$27,375	50%
\$27,375	\$29,625	20%
\$29,625	\$46,125	10%
\$46,125	N/A	0%

**Other Filers Including Married, Filing Separately**

AGI Over	AGI Not Over	Percentage
\$0	\$18,250	50%
\$18,250	\$19,750	20%
\$19,750	\$30,750	10%
\$30,750	N/A	0%

This credit is nonrefundable, and it is meant to be used to reduce a person's regular tax liability and alternative tax liability. If the credit is greater than your tax liability, you may use only the amount of credit necessary to reduce your tax liability to zero (0) — any amount of credit remaining will not be refunded to you.

**5.7 The Distribution and Taxation Rules.** There are numerous tax rules which apply to distributions from a Roth IRA. These rules are discussed and explained below.

You may begin withdrawals at any time. However, you will want to understand the income tax consequences of taking distributions at certain times.

A distribution from a Roth IRA is not includable in your gross income if it is a qualified distribution. A qualified distribution is one that is both—

**4.6 Segregated Funds.** Your Roth IRA funds must be kept separate from other property, although these assets may be combined with other property in a common Roth IRA trust fund.

**4.7 Distributions Which Must Be Taken by a Roth IRA Beneficiary.** After the death of the depositor, the beneficiaries will be required to withdraw required minimum distributions according to the following rules.

If your spouse is your sole beneficiary, then he or she may elect to treat your Roth IRA as his or her own. Or, he or she may postpone distributions until when you would have attained age 70½.

If your spouse is not your sole beneficiary, then the interest of each beneficiary, including your spouse, in your Roth IRA must be totally paid to that beneficiary, on or before December 31 of the calendar year containing the fifth anniversary of your death, unless the beneficiary commences, on or before the December 31 of the calendar year following the year of death, the payment of his or her interest over a period not greater than his or her life expectancy. Note that if your beneficiary does not timely commence the scheduled payment over his or her life expectancy, he or she must have the funds paid out under the five-year rule (i.e. by December 31 of the year containing the fifth anniversary of your death).

If the distribution method elected by a beneficiary is the life-distribution method, then the minimum annual payment for each beneficiary for each year will be determined by dividing the entire interest as of the close of business on December 31 of the preceding year by the life expectancy of the beneficiary using the attained age of the beneficiary as of the beneficiary's birthday in the year distributions are required to commence and subtracting 1 for each subsequent year.

Roth IRA RMD Formula.

The RMD Formula used to calculate the required distribution for a Roth IRA beneficiary is the same as applies to a traditional IRA beneficiary.

The Formula:

$$\frac{\text{12-31-XX of Preceding Year} \times \text{RMD for Current Year}}{\text{Period from Single Life Table (As Adjusted)}}$$

**4.8 What life-expectancy table is used to determine the life expectancy which applies to an inheriting Roth IRA beneficiary?** Single Life Table

Age of IRA Beneficiary	Distribution Period (in yrs)	Age of IRA Beneficiary	Distribution Period (in yrs)	Age of IRA Beneficiary	Distribution Period (in yrs)	Age of IRA Beneficiary	Distribution Period (in yrs)
0	82.4	28	55.3	56	28.7	84	8.1
1	81.6	29	54.3	57	27.9	85	7.6
2	80.6	30	53.3	58	27.0	86	7.1
3	79.7	31	52.4	59	26.1	87	6.7
4	78.7	32	51.4	60	25.2	88	6.3
5	77.7	33	50.4	61	24.4	89	5.9
6	76.7	34	49.4	62	23.5	90	5.5
7	75.8	35	48.5	63	22.7	91	5.2
8	74.8	36	47.5	64	21.8	92	4.9
9	73.8	37	46.5	65	21.0	93	4.6
10	72.8	38	45.6	66	20.2	94	4.3
11	71.8	39	44.6	67	19.4	95	4.1
12	70.8	40	43.6	68	18.6	96	3.8
13	69.9	41	42.7	69	17.8	97	3.6
14	68.9	42	41.7	70	17.0	98	3.4
15	67.9	43	40.7	71	16.3	99	3.1
16	66.9	44	39.8	72	15.5	100	2.9
17	66.0	45	38.8	73	14.8	101	2.7
18	65.0	46	37.9	74	14.1	102	2.5
19	64.0	47	37.0	75	13.4	103	2.3
20	63.0	48	36.0	76	12.7	104	2.1
21	62.1	49	35.1	77	12.1	105	1.9
22	61.1	50	34.2	78	11.4	106	1.7
23	60.1	51	33.3	79	10.8	107	1.5
24	59.1	52	32.3	80	10.2	108	1.4
25	58.2	53	31.4	81	9.7	109	1.2
26	57.2	54	30.5	82	9.1	110	1.1
27	56.2	55	29.6	83	8.6	111+	1.0

You and your beneficiary(ies) should review IRS regulation 1.408A and IRS Publication 590 for a more comprehensive discussion of the rules mandating distributions after the Roth IRA accountholder has died.

## 5. Federal Income Tax Consequences.

**5.1 General Concept.** You contribute funds to your Roth IRA which have already been taxed. The general rule is that the earnings which will be generated by your Roth IRA contributions will never be taxable as long as they are distributed pursuant to a qualified distribution as discussed later. If the earnings are not distributed pursuant to a qualified distribution, then the earnings will be taxable, and in some cases, subject to a special tax or taxes as discussed later.

**5.2 Prohibited Transaction.** You may incur a prohibited transaction with respect to your Roth IRA. If you engage in a prohibited transaction at any time during the year, your Roth IRA funds will generally be treated as if they were distributed on January 1 of that year. IRC section 4975 names the prohibited transactions. Some examples are: (1) borrowing from your Roth IRA; (2) selling property to your Roth IRA; (3) using your Roth IRA as security for a loan; or (4) receiving unreasonable compensation for managing your Roth IRA. If any of your Roth IRA funds are invested in collectibles in any year, the amount invested is considered distributed to you in that year. Collectibles include tangible personal property such as artwork, rugs, antiques, metals, gems, coins, alcoholic beverages, etc.

**Exception #1:** Roth IRA funds may be invested in certain gold, silver, and platinum coins issued by the United States.

**Exception #2:** Roth IRA funds may be invested in any coin issued under the laws of any state. After December 31, 1997, a Roth IRA may purchase certain gold, silver, platinum or palladium bullion. Such bullion must be in the physical possession of the Roth IRA trustee or custodian. Such bullion must be of a fineness that a contract market requires for metals which may be delivered in satisfaction of a regulated futures contract.

**5.3 Federal Estate and Gift Taxes.** IRC sections 2039(c) and 2517 provide limited exceptions so that certain Roth IRA transactions will not be subject to federal estate or gift taxes. For example, no federal gift tax has to be paid when you name a beneficiary or when the funds are paid to the beneficiary after your death. In general, Roth IRA funds are includable in the computation of federal estate taxes. Publication 590 should be read for an explanation of the rules.

**5.4 The Contribution Rules.** Ten (10) types of contributions may be made to a Roth IRA: (i) regular; (ii) spousal; (iii) rollover; (iv) transfer; (v) conversion; (vi) recharacterization; (vii) an authorized recontribution (viii) a special conversion contribution regarding Exxon Valdez litigation; (ix) a special rollover contribution by certain airline employees; or (x) a special rollover contribution of a death gratuity. A conversion contribution is a special type of rollover or transfer contribution.

### 5.4.A Regular Contributions.

**When may I establish a Roth IRA?** You are able to establish a Roth IRA on or before April 15 of the following tax year unless the 15th falls on a Saturday or Sunday or there is a holiday recognized for federal income tax purposes.

**Am I eligible to contribute to a Roth IRA?** You are eligible if you satisfy the following two requirements: (1) you must have earned income or compensation and; (2) you meet certain MAGI limitations. Be aware that you are eligible to make contributions to a Roth IRA even though you are age 70½ or older. For a given year, you may be ineligible to contribute to a Roth IRA, but still be eligible to contribute to a traditional IRA.

**Electronic Contribution of Federal Tax Refund.** The IRS has authorized a procedure to allow you to have all or a portion of your federal tax refund electronically deposited to a retirement plan (in addition to, or instead of, a checking or savings account); this would include a traditional and/or Roth IRA. You will need to use IRS Form 8888, and you will indicate (at the time you file your return) up to three accounts into which you wish to have your federal tax refund electronically deposited. The funds may be deposited with any U.S. financial institution, and you must provide valid routing and account numbers. You will attach Form 8888 to your tax return. The ability to allocate direct deposit refunds among multiple accounts is available to all individual filers using the 1040 series of forms. Such a contribution will be considered to be a contribution for the current calendar year unless you designate it as being for the prior tax year.

**Example #1.** Joni Dow converted \$40,000 of her \$70,000 traditional IRA on February 3, 2015. On August 10, 2015, she recharacterizes this conversion contribution. She is not eligible to reconvert this amount until January 1, 2016.

**Example #2.** Elliot Berry converts \$25,000 of his \$33,000 traditional IRA on April 14, 2015. On December 27, 2015 he recharacterizes this conversion contribution. He is not eligible to reconvert until January 25, 2016, since he must wait at least 30 days.

**Example #3.** Rex Lardner converts \$35,000 of his \$53,000 traditional IRA on April 14, 2015. On October 15, 2016, he recharacterizes this conversion contribution. He is not eligible to reconvert until November 14, 2016, since he must wait at least 30 days.

A "failed conversion" is a reconversion which is made before the above waiting period rules permit. That is, the reconversion occurs before the later of the beginning of the next taxable year after the conversion or the end of the 30-day period that begins on the day of the recharacterization of the conversion. A failed conversion means there has been a distribution from the traditional IRA and there has been a regular contribution to a Roth IRA. Most likely there is an excess contribution that will need to be corrected either by withdrawal or by recharacterization.

**5.4.G Special Recontribution Rules for Certain Military Reservists.** A military reservist called to active duty for 180 days or more on or after September 11, 2001, has special recontribution rights. The standard 60-day rollover rule is overridden by this special rule. The military reservist has the right to retribute a distribution over a 2-year period ending two years after his or her active duty ended as long as the distribution was or is made during his or her time on active duty. The recontribution may be made in one or more contributions, and such recontributions are independent of the normal contribution limits. The recontribution amount cannot exceed the distribution amount.

If there is some tax rule which would otherwise prevent the individual from realizing the tax benefit of his/her recontribution, the law expressly authorizes that a refund or credit be allowed. This refund or credit is to be allowed even if it would be considered late under other tax rules, including res judicata.

**5.5 Contribution Deadline.** You must make your annual contribution by the time prescribed by law for filing your Federal income tax return for such year, but determined without regard to extensions. Normally, this is April 15 of the subsequent year.

**5.6 Credit for IRA contributions and salary reduction contributions.** If you are an eligible individual, you may be able to claim a credit for a percentage of your qualified retirement savings contributions, such as contributions to your traditional or Roth IRA or salary reduction contributions to your SEP or SIMPLE.

You must meet the following five requirements in order to claim this credit for any given year.

- Be at least 18 years of age as of December 31 of such year
- Not be a dependent on someone else's tax return
- Not be a student as defined in Internal Revenue Code section 25B(c)
- Have adjusted gross income under certain limits which are based on your filing status.
- Must not have received certain distributions which disqualify you from claiming the credit, or certain distributions which were made to your spouse.

The maximum contribution amount allowed to be used in calculating this credit is \$2,000, even though you may have contributed more than that amount to your Roth IRA.

A formula is used to calculate the amount of your credit.

This formula is complex, since it requires you to reduce your qualifying contributions by the amount of certain distributions — even by the amount of certain distributions to your spouse, if you are married.

The formula to be used is: Contributions - Certain Distributions x Applicable Percentage = Credit.

Contributions equal the sum of contributions to a traditional IRA, contributions to a Roth IRA, elective deferrals to a 401(k) plan, elective deferrals under a section 457



You can convert amounts from your traditional IRA to a Roth IRA by using any of the following three methods. The first method is the standard rollover. You can receive a distribution from a traditional IRA and roll it over (contribute it) to a Roth IRA within 60 days of the distribution. The second method is a trustee-to-trustee transfer. If permissible, you may direct the custodian/ trustee of your traditional IRA to transfer an amount from the traditional IRA to the custodian/ trustee of your Roth IRA. The third method is an internal movement. You direct the custodian/trustee of your traditional IRA to transfer an amount from your traditional IRA to your Roth IRA.

All three methods are reportable transactions and will be reported to the IRS and to the accountholder.

This situation presents a new and unique meaning of "rollover" and "transfer." Normally, there is no taxation when a rollover or transfer occurs. This is not the case with this type of rollover or transfer. You may find it advantageous to incur the tax consequences of a present distribution in order to qualify to earn the right to have no taxation when the earnings are ultimately distributed from the Roth IRA.

Beginning January 1, 2010, anyone having a traditional IRA may convert funds from their traditional IRA to a Roth IRA.

A nonspouse beneficiary is ineligible to convert funds within an inherited IRA to a Roth IRA.

If you do elect to roll over or convert funds from your traditional IRA to a Roth IRA, then the amount distributed to you from your traditional IRA will be included in your income for the year of receipt and will be subject to income taxes for such year. However, even if you are younger than age 59½ at the time you receive the distribution, you will not owe the 10% excise tax.

Congress had concerns that an individual might roll over or convert funds from his or her traditional IRA to a Roth IRA and then withdraw funds before certain time periods are completed. There are a number of recapture rules of which you should be aware.

If you roll over or convert funds from your traditional IRA to a Roth IRA, and the 10% excise tax of Code section 72(t) would otherwise have applied, and you later withdraw funds from the Roth IRA before you meet the five-year requirement, then you will owe the 10% excise tax as imposed by Code section 72(t). You will owe the 10% excise tax to the extent that the distribution is attributable to amounts that were includable in income due to the conversion/ rollover and to which the 10% excise tax would have been applied except for the Roth conversion/ rollover exception. Note that for the purpose of this additional 10% tax, there is a separate five-year requirement for each conversion contribution. This five-year period begins on the first day of your tax year (normally January 1) in which the conversion contribution is made. This five-year period ends on the last day of the fifth consecutive taxable year beginning with the taxable year described in the preceding sentence (normally this is December 31).

For conversions made in 2011 and subsequent years, you will need to include 100% of the conversion amount in your income for such year, as that is the standard rule.

The law appears to be unsettled whether or not your executor may un-do the conversion by recharacterizing. The IRS generally adopts the position that the making of a conversion and recharacterization are personal tax rights and end when the individual dies.

**5.4F Reconversions and Excess Reconversions.** A "reconversion" arises in the following situation. You convert an amount from a traditional IRA to a Roth IRA, you then recharacterize it from a Roth IRA to a traditional IRA and you then wish to convert it again from a traditional IRA to a Roth IRA. An "excess reconversion" is a reconversion which does not comply with the rules. A conversion contribution is one which has not been previously converted.

**Revised reconversion rules.** A reconversion is permissible only if it occurs after the beginning of the next taxable year (generally this is after December 31 of the year in which the conversion occurred) or, if later, the end of the 30-day period beginning on the day on which the IRA owner transfers the amount from the Roth IRA back to a traditional IRA by means of a recharacterization (regardless of whether the recharacterization occurs the same year as the conversion or the following year). The following examples illustrate this rule.

**What are the income limits for eligibility purposes?** If your income (and your spouse's income, if you are married) is too high, you will not be eligible to make a contribution to a Roth IRA. If you are single, you become ineligible when your adjusted gross income is \$131,000 or greater for 2015 and \$132,000 or greater for 2016. If you are married and you file a joint return, you become ineligible when the adjusted gross income (AGI) of you and your spouse is \$193,000 or greater for 2015 and \$194,000 or greater for 2016. If you are married and you file a separate return, you become ineligible when your adjusted gross income is \$10,000 or greater.

**Can I make a contribution to a traditional IRA and a Roth IRA in the same year?** Yes, but your annual Roth IRA contribution will be limited to the lesser of (1) the applicable contribution limit; or (2) the sum of your compensation which is includable in gross income for such year plus the compensation of your spouse as reduced by your spouse's contribution to his or her own traditional IRA and Roth IRA.

**How much am I eligible to contribute to my Roth IRA for the 2015 tax year if I will NOT be at least age 50 as of December 31, 2015?** You are eligible to contribute the lesser of 100% of your compensation, or \$5,500, as reduced by (1) application of the special income and filing status limitation rule and (2) any amount you contributed to your traditional IRA for the same tax year.

**How much am I eligible to contribute to my Roth IRA for the 2016 tax year if I will be at least age 50 as of December 31, 2016?** You are also eligible to contribute the lesser of 100% of your compensation, or \$6,500, as reduced by (1) application of the special income and filing status limitation rule and (2) any amount you contributed to your traditional IRA for the same tax year.

**What are the contribution limits for a person who is not age 50 or older?**

<u>Tax Year</u>	<u>Amount</u>
2002-2004	\$3,000
2005-2007	\$4,000
2008-2012	\$5,000
2013-2016	\$5,500*

\*The limits for subsequent years may be larger than \$5,500 as it may be adjusted by a COLA.

**What are the contribution limits for a person who is age 50 or older?**

<u>Tax Year</u>	<u>Amount</u>
2002-2004	\$3,500
2005	\$4,500
2006-2007	\$5,000
2008-2012	\$6,000
2013-2016	\$6,500*

\*The limits for subsequent years may be larger than \$6,500 as it may be adjusted by a COLA.

**How much can I contribute to the Roth IRA?** For each tax year, you are eligible to contribute the lesser of 100% of your compensation, or the applicable limit, as reduced by (1) application of the special MAGI and filing status limitation rule and as reduced by (2) any amount you contributed to your traditional IRA for the same tax year.

**The following Chart summarizes the special income and filing status rules:**

**2015 Roth IRA Contribution Chart**

Amount of MAGI and Filing Status

**Single, Head of Household or Qualifying Widow(er)**

Below \$116,000 — Entitled to full contribution amount

\$116,000-\$130,999.99 — Entitled to prorated contribution amount— use special formula\*

\$131,000 or over — No contribution permissible

\*Explanation of special formula. Multiply the permissible contribution by the following ratio: amount of adjusted gross income in excess of \$116,000/\$15,000. This will give you a ratio that determines the amount you cannot contribute. Round to the lowest \$10.00.

### **Married Filing Jointly**

Below \$183,000 — Entitled to full contribution amount.

\$183,000-192,999.99 — Entitled to prorated contribution amount— use special formula.\*

\$193,000 or over — No contribution permissible.

\*Explanation of special formula. Multiply the permissible contribution by the following ratio: amount of adjusted gross income in excess of \$183,000/\$10,000. This will give you a ratio that determines the amount you cannot contribute. Round to the lowest \$10.00.

### **Married Filing Separate Returns**

\$0-\$9,999 — Entitled to prorated contribution amount— use special formula\*

\$10,000 or Over — No contribution permissible

\*Explanation of special formula. Multiply the permissible contribution by the following ratio: amount of adjusted gross income in excess of \$0/\$10,000. This will give you a ratio that determines the amount you cannot contribute. Round to the lowest \$10.00.

### **2016 Roth IRA Contribution Chart**

Amount of MAGI and Filing Status

#### **Single, Head of Household or Qualifying Widow(er)**

Below \$116,000 — Entitled to full contribution amount

\$117,000-\$131,999.99 — Entitled to prorated contribution amount— use special formula\*

\$132,000 or over — No contribution permissible

\*Explanation of special formula. Multiply the permissible contribution by the following ratio: amount of adjusted gross income in excess of \$117,000/\$15,000. This will give you a ratio that determines the amount you cannot contribute. Round to the lowest \$10.00.

### **Married Filing Jointly**

Below \$184,000 — Entitled to full contribution amount.

\$184,000-193,999.99 — Entitled to prorated contribution amount— use special formula.\*

\$194,000 or over — No contribution permissible.

\*Explanation of special formula. Multiply the permissible contribution by the following ratio: amount of adjusted gross income in excess of \$184,000/\$10,000. This will give you a ratio that determines the amount you cannot contribute. Round to the lowest \$10.00.

### **Married Filing Separate Returns**

\$0-\$9,999 — Entitled to prorated contribution amount— use special formula\*

\$10,000 or Over — No contribution permissible

\*Explanation of special formula. Multiply the permissible contribution by the following ratio: amount of adjusted gross income in excess of \$0/\$10,000. This will give you a ratio that determines the amount you cannot contribute. Round to the lowest \$10.00.

### **5.4.B Spousal Contributions.**

**May my spouse or I use the spousal IRA contribution rules to make a contribution to our respective Roth IRAs for the 2014 or 2015 tax years?** Yes. You (or your spouse) will be eligible to make a spousal contribution to a Roth IRA if the following rules are satisfied:

- You and your spouse must each have your own Roth IRA.
- You must be married as of the end of the tax year (i.e. December 31).
- You must file a joint income tax return.
- You must have compensation includable in gross income which is less than that of your spouse.

Your annual Roth IRA contribution will be limited to the lesser of (1) \$5,500 or

ditional IRA was 180 days from the date you received the airline payment, or before August 14, 2012.

A special law was included in the Protecting Americans From Tax Hikes Act of 2015 which provides an additional rollover period for airline payments. This special period commences on December 18, 2014, and ends on the date which is 180 days after the enactment of the Protecting Americans From Tax Hikes Act of 2015. Since President Obama signed this legislation on December 18, 2015, the deadline is June 15, 2016.

These special rules do not apply to covered executives of an airline carrier. If you would be a qualifying airline employee, you will want to consult with your tax adviser. There are numerous requirements or rules associated with these special airline rules.

**Special Rollover Contribution(s) Arising From Exxon Valdez Litigation.** The Emergency Economic Stabilization Act of 2008 contains authority for a new type of rollover and/or Roth conversion contributions. Any individual who is a plaintiff in the civil action *In re Exxon Valdez* (No. 89-095-CV) (HRH)(Consolidated (D. Alaska) and who receives any qualified settlement income during the tax year may contribute some or all of such income to his or her IRA or other eligible retirement plan of which he or she is a participant (or beneficiary). Qualified settlement income is defined to be any interest earned with respect to the damages awarded plus any punitive damage awards which are otherwise includible in taxable income. The individual may make one or more such contributions for such year. The deadline to make such contributions for most taxpayers will be April 15th of the following year as it is for annual IRA contributions as long as the individual has designated such contribution as being for the prior tax year. Technically, the deadline is the taxpayer's tax filing deadline for such tax year (not including tax extensions). By contributing such funds to a traditional IRA or other non-designated Roth eligible retirement plan the individual will NOT be required to include the qualified settlement income in his or her taxable income for the year of receipt. There is a deemed rollover. Taxation is deferred until later distributed from the IRA. This is a new type of rollover contribution since the source of the funds was a payment by Exxon or its insurer rather than another IRA or eligible retirement plan. There is a special contribution limit. An individual may contribute the lesser of: (1) the amount of that year's qualified settlement income or (2) \$100,000 as reduced by the amount of any qualified settlement income contributed to an IRA or other eligible retirement plan in prior years.

A qualifying individual will have another choice. He or she may contribute the qualified settlement income to a Roth IRA or a designated Roth account within a 401(k), 403(b) or 457 plan. In such case the individual will be required to include such amount in his or her taxable income for the year of receipt and such amount shall be considered to be basis (or investment in the contract). There is a deemed Roth conversion contribution. This is a new type of Roth conversion contribution. The funds going into the Roth IRA or designated Roth account are not pre-tax dollars in an IRA or 4010 plan, but are coming from Exxon or its insurer.

A qualifying individual also has a third choice. He or she may contribute a portion of such qualifying settlement income to a traditional IRA or other eligible retirement plan and contribute a portion to a Roth IRA or a designated Roth account.

Any individual who is a beneficiary of the plaintiffs estate and who has acquired the right to receive such qualified settlement income from the plaintiff may also make the special contributions discussed above as long as such individual is the spouse or an immediate relative of the plaintiff.

**5.4.D Transfer Contribution.** You are entitled to transfer other Roth IRA funds or assets into this Roth IRA. You are not, of course, entitled to any deduction for such a transfer contribution. You may not transfer funds to this Roth IRA from a traditional IRA or any type of IRA other than another Roth IRA, except as a conversion.

You will be required to furnish us the information we request with respect to your transfer contribution.

**5.4.E Converting or Rolling Over Your Traditional IRA(s) to a Roth IRA.** You might benefit more (from a tax and/or nontax standpoint) if you would move or convert some or all of the assets in this traditional IRA to a Roth IRA. You will need to make this decision after considering all relevant rules, tax consequences and other factors. You should discuss this with your tax advisor.

designated Roth account within the 401(k) plan. First, you will be informed whether your withdrawal of your Roth elective deferrals plus related income qualifies as a "qualified distribution" or not. When the distribution is a qualified distribution, then the entire amount is "basis" and, in the future, you will not pay tax when you withdraw this amount. You will need to report this basis on your tax return pursuant to IRS instructions. See the instructions for Form 8606. If the distribution is not a qualified distribution, then the earnings will not be treated as basis. Your elective deferrals are still treated as basis. These earnings within the 401(k) plan then are to be treated as earnings within the Roth IRA for ordering and taxation purposes. **Special Note.** If you receive a nonqualified distribution and rollover only a portion of your Roth elective deferrals (and earnings) account, then the earnings portion of the account is deemed to have been rolled over first. It is your responsibility to know this and to inform your tax preparer/adviser. This is not the duty of the Roth IRA custodian.

**Rollover of Death Gratuities.** Contributions of certain military death gratuities now qualify to be rolled over into a Roth IRA. The general rule will be that such a rollover contribution will be permissible to an individual's Roth IRA if made before the end of the 1-year period beginning on the day the individual receives the death gratuity with respect to a certain person as provided under section 1477 of title 10, United States Code or section 1967 of title 38 of such Code. Such rollover amount cannot exceed the sum of the amounts the individual received during such period reduced by any amounts rolled over into a Coverdell Education Savings Account. This rollover does not count towards the rule which allows an individual to do only one rollover during a 12 month period. The rollover is treated as basis or investment in the contract if these funds are withdrawn pursuant to a nonqualified distribution.

The general rule is that these rollover rules apply to a death occurring from injuries on or after June 17, 2008. There is one exception. If the death occurred on or after October 7, 2001 and before June 17, 2008 then the deadline for rolling over such funds is June 17, 2009 (i.e. within 1 year after the date of enactment).

**Rollover or Conversion of Certain Amounts Received by a Qualified Airline Employee.** A qualified airline employee is eligible to contribute any portion of an airline payment amount to a Roth IRA within 180 days of receipt of such amount (or, if later, within 180 days of the law's enactment). It does not matter if such payments occurred before, on or after such date.

An airline payment amount is the payment of any money or other property by a commercial passenger airline carrier to a qualified airline employee under the approval of an order of a Federal bankruptcy court in a case filed after September 11, 2001, and before January 1, 2007, and in respect of the employee's interest in a bankruptcy claim against the carrier, any note of the carrier, an amount paid in lieu of a note being issued, or any other fixed obligation of the carrier to pay a lump sum amount. The qualifying amount is the gross amount and it is not reduced by any requirement to deduct and withhold employment and social security taxes. However, any airline payment based on the carrier's future earnings or profits does not qualify.

A qualified airline employee is any employee or former employee of a commercial airline carrier who was a participant of a defined benefit plan maintained by the carrier which was qualified under Code section 401(a) and was terminated or became subject to the restrictions contained in paragraphs (2) and (3) of section 402(b) of the Pension Protection Act of 2006.

The commercial carrier will be required to report to the IRS the names of the payment recipients and to the IRS and the employees the years and the amounts of the payments. The IRS will create the necessary reporting forms.

**Special Rollovers of Airline Payments to Traditional IRAs and Recharacterizations of Previous Rollovers of Airline Payments to Roth IRAs.**

The FAA Modernization and Reform Act was signed into law on February 14, 2012. Certain qualified airline employees were authorized to roll over up to 90% of all the airline payments they had received to a traditional IRA. And qualified airline employees who previously rolled over an airline payment into a Roth IRA were authorized to transfer such funds (i.e. recharacterize) to a traditional IRA. Generally, the deadline to roll over an airline payment to a traditional IRA was 180 days from the date you received the airline payment, or before August 14, 2012, whichever is later. Generally, the deadline to transfer the previously rolled over Roth IRA funds to a tra-

\$6,500, as applicable; or (2) the sum of your compensation which is includable in gross income for such year plus the compensation of your spouse as reduced by your spouse's contribution to his or her own traditional IRA and Roth IRA. In addition, when your Roth IRA contribution is aggregated with your traditional IRA contributions and with the contributions of your spouse, the maximum permissible amount for all IRAs will be the lesser of \$11,000, \$12,000 or \$13,000 for 2015, as applicable, or 100% of your combined incomes.

A spousal IRA is an IRA to which a spousal IRA contribution has been made. Due to a law change in 2013, spousal IRAs were renamed as Kay Bailey Hutchison Spousal IRAs. Note there was no change in any of the rules applying to such IRAs.

**Special HEROA Rules**

As discussed previously, the tax rules have been changed so that a person's combat-zone compensation earned on or after January 1, 2004, is now considered to be compensation or earned income for Roth IRA contribution purposes.

**5.4.C Rollover Contributions.**

**If I receive a distribution from one Roth IRA, may I roll over the funds to a second Roth IRA?** Yes. Distributed funds, unless rolled over, may need to be partially included in income. The rules which govern a "Roth-to-Roth" rollover are generally the same as for a rollover from one traditional IRA to another traditional IRA. You must comply with the 60-day rule and you are only entitled to one rollover within a 12-month period.

**Rollover from a Roth IRA to a Roth IRA.** If a person receives a distribution (i.e. the check is made payable to the Roth IRA account holder) of all or a part of his or her Roth IRA, he or she can redeposit the funds into a Roth IRA without being taxed on the receipt of the funds, if:

- A. The funds are rolled over (i.e. redeposited) within 60 days after the day the funds were received and
- B. The person has not rolled over a previous distribution from this Roth IRA, any other Roth IRA, or any other IRA within the previous 12 months. The one-year period commences on the date the person received the previous distribution and not on the date of the redeposit.

**Special Rule.** If an IRA distribution occurs before January 1, 2015, notwithstanding the tax court's decision in A.L. Bobrow and E.S. Bobrow v. Commissioner of Internal Revenue, T.C. 2014-21, the IRS has stated that for a distribution occurring in 2014 it will continue to apply the once per year rollover rule on a per plan agreement basis. That is, if Jane Doe during 2014 has or had a Roth IRA with IRA custodian #1 and a second Roth IRA with custodian #2, she is eligible to take a distribution from each Roth IRA on or before December 31, 2014 and rollover such distribution tax-free. The 60 day rule must be met. Although a person is limited to being able roll over just one distribution, he or she is permitted to make multiple rollover contributions. For example, a person who withdraws \$15,000 on May 6, 2014, will be able to make a \$6,000 rollover contribution on May 27, 2014, a \$7,000 rollover contribution on June 5, 2014 and a \$2,000 rollover contribution on June 24, 2014.

In 2015 a person is authorized to rollover only one distribution in a one year period. It does not matter how many IRAs this person has. A person who withdraws \$3,000 from her Roth IRA on January 15, 2015, and then withdraws \$6,000 from her Roth IRA on January 28, 2015, will have to decide which one of the two distributions will be partially or totally rolled over since only one distribution is eligible to be rolled over.

The tax consequences may be harsh if a person attempts to rollover two distributions within a 12-month period. The second distribution is ineligible to be rolled over which means it is generally taxable if it was from a traditional IRA. Or, if the second distribution was from a Roth and was ineligible to be rolled over, then individual will have lost the right to have such funds earn tax-free income. Any ineligible rollover contribution will be an excess contribution subject to the 6% excise tax unless timely corrected.

In summary, a person who takes distribution in 2015 (e.g. April 20, 2015) from his or her traditional IRA and rolls it over within the 60 day limit is eligible to rollover a subsequent distribution from any of his or her other IRAs only if such distribution occurs on April 20, 2016 or later. In addition, he or she is eligible to take a distribution on April 20, 2015 and roll it over, only if he or she has taken no previous distri-

bution from the same IRA during the preceding 12 months (i.e. April 21, 2014 to April 20, 2015).

You must roll over into the new Roth IRA the same property which you received from your old Roth IRA. There is no authority, as there is with qualified plan distributions, for you to roll over the proceeds of the sale of the property.

**When does the 60-day rollover period end?** The IRS has never formally stated that a person has until the following business day to make his or her rollover if the 60th day ended on a Saturday, Sunday or holiday. Therefore, the conservative approach is to complete the rollover on or before the 60 days without extension. You accept full responsibility if you make such a contribution. Beginning with distributions after December 31, 2001, the IRS may waive the 60-day requirement where it would be against equity or good conscience not to do so.

There is an exception to the 60-day rule. If your distribution deposit was put into an institution which has had its deposits "frozen," then you may have longer than 60 days to complete the rollover. Refer to IRS Publication 590.

**Rollover and Direct Rollover to a Roth IRA from a Qualified Plan or Other Eligible Employer Plan.** When you separate from service or you reach retirement age, your employer is required by law, within a reasonable period of time before making a distribution, to furnish you with a special explanation form (i.e. a section 402(f) notice). This form will inform you if your entire account balance is entitled to be rolled over (or directly rolled over) or if only a portion is eligible. This form will then give you three options, and you will be asked to furnish your instruction. The first option—you can roll over or directly roll over 100% of your vested account balance which is eligible to be rolled over. You may directly rollover a portion of your non-designated Roth funds to a Roth IRA and/or a portion to your traditional IRA. The withholding rules do not apply to whatever amount you elect to directly roll over. The second option—you can have your vested account balance paid to you in cash. If so, the plan administrator is required by law to withhold 20% of the amount to be distributed, to the extent it is eligible to be rolled over. The third option—you can elect to have some of your vested account balance paid to you in cash (and the 20% withholding would apply, if applicable) and you could directly roll over the remainder.

If you choose a direct rollover to a Roth IRA;

- Your payment will be taxed in the current year and income tax will be withheld.
- You choose whether your payment will be made directly to your Roth IRA or to an eligible employer plan that accepts your rollover. Your payment cannot be rolled over to a SIMPLE-IRA, or a Coverdell Education Savings Account because these are not traditional IRAs.
- The taxed portion of your payment will not be taxed later when you take it out of the Roth IRA or the eligible employer plan. Depending on the type of plan, the later distribution may be subject to different tax treatment than it would be if you receive a taxable distribution from this Plan.

By rolling over or directly rolling over your distribution to a Roth IRA, you then are required to include the distribution in your taxable income but you will not owe the 10% additional tax which generally applies to a person who has not attained age 59½.

A direct rollover may be accomplished by any reasonable means of direct payment to an eligible retirement plan. If payment is made by check, the check must be negotiable only by the trustee of the eligible retirement plan. For example, "ABC Bank as trustee of the Roth IRA of Maria Ever" or the "Trustee of XYZ Corporation Profit Sharing Plan FBO Jim Davis." If payment is made by wire transfer, it must be directed only to the trustee. It is permissible to have the plan furnish you with a check, if you are instructed to deliver the check to the trustee, and the check is made payable, as indicated above, solely to the trustee.

If your distributions during the year are reasonably expected to total less than \$200, then the plan administrator need not offer you the right to directly roll over these funds.

Again, the plan administrator will inform you to what degree your vested account balance in a qualified plan or other employer plan is eligible to be rolled over.

In Notice 2014-54 (September 18, 2014) the IRS issued guidance for when an indi-

vidual has basis within a qualified plan or similar plan and takes a distribution and wishes to roll over or directly rollover such basis into a Roth IRA or another tax preferred plan. Prior law had required a person with basis to apply a pro rata taxation rule. For example, a person who had \$60,000 in his or her account within the 401(k) plan comprised of \$45,000 being taxable and \$15,000 being nontaxable was NOT allowed to directly rollover only the \$15,000 of nontaxable funds into her Roth IRA. The issuance of Notice 2014-54 means an individual in many situations is able to directly rollover the \$15,000 of basis into his/her Roth IRA. The new rules apply to distributions made on or after January 1, 2015.

You and/or your advisor should read Notice 2014-54. This is a complex topic and it would be best if you or any other person with basis within the qualified plan would seek the guidance and assistance of your tax advisor before deciding how to structure your "basis" distribution or distributions. In some cases the rules require the recipient to inform the plan administrator of an allocation what portion is taxable and what portion is nontaxable prior to the time the direct rollover is made.

Once you are subject to the Required Distribution Rules, you must start taking distributions from your account each year. These RMD distributions are ineligible to be rolled over to a Roth IRA. You are also ineligible to roll over any distribution which is paid over life or life expectancy (single or joint) or any distribution which is one of a series of substantially equal periodic payments (i.e. installments) for a period spanning ten years or more. Also, corrective distributions of excess deferrals and contributions, defaulted loans and hardship distributions are ineligible to be rolled over.

Additional rules applying to rollovers and direct rollovers from an eligible employer plan.

- You must roll over the property you received, unless you sell it. If you sell the property, you may roll over the proceeds of the sale.

You CANNOT roll over any life insurance to a Roth IRA.

- You must complete the rollover within 60 days after the day the distribution was received. If there are multiple distributions, in general, the 60 days starts to run from the last distribution.
- If you die, your surviving spouse may roll over all or part of a distribution, but the rules discussed above must be satisfied.
- Often in divorce, one spouse (i.e. the alternate payee) is given, by court order, the right to be paid the other spouse's pension benefits. Any amount paid to a spouse or former spouse pursuant to a qualified domestic relations order is eligible to be rolled over if the distribution would qualify under the above-described rules if the spouse or nonspouse was substituted for the employee.
- The amount you choose to keep and not roll over must be included in your gross income as ordinary income in the year in which you receive it. In addition, unless a special exception applies, you will be subject to the 10% additional tax if you have not attained age 59½.

**May I roll over or directly roll over funds from a Roth 401(k) account within a 401(k) plan, a 403(b) plan, or a governmental section 457(b) plan to a Roth IRA?** Yes. The direct rollover rules to apply to distributions from a Roth 401(k) or Roth 403(b) account to a Roth IRA. The plan administrator should provide an eligible participant with a form (402(f) notice) detailing these rules.

A participant who is eligible to receive a distribution and who made Roth 401(k) elective deferrals, will be eligible to roll over such contributions (plus the related income/loss) to a Roth IRA. He or she will have to comply with the 60-day rule. This is true even if they are otherwise ineligible to make a regular Roth IRA annual contribution or a Roth conversion contribution. However, once the Roth 401(k) funds are rolled over to a Roth IRA, the current federal income tax laws do not allow them to ever be rolled back into a Roth 401(k) elective deferral account.

If this rollover contribution is the first contribution made to the Roth IRA for this person, then the five-year period starts as of January 1 of this year. If there are other funds already in the Roth IRA, then the five-year period commences as of January 1 of the year for which the first contribution was made.

**What duties do the 401(k) Plan Administrator and I have?** You are required to be furnished the following information when you have made elective deferrals to a