

**Roth Individual Retirement Account (IRA)
Rollover/Contribution Certification**

PART 1. ROTH IRA OWNER

Name (First/MI/Last) _____
Social Security Number _____
Date of Birth _____ Phone _____
Email Address _____
Member Number _____ Share ID _____

PART 2. ROTH IRA TRUSTEE OR CUSTODIAN

SchoolsFirst Federal Credit Union
Attn: IRA Services
P.O. Box 11547
Santa Ana, CA 92711-1547
Phone: (800) 462-8328
Fax: (714) 258-4185

Overnight Address:
SchoolsFirst FCU
Attn: IRA Services
1200 Edinger Ave.
Tustin, CA 92780

PART 3. CONTRIBUTION TYPE ELIGIBILITY REQUIREMENTS

To be eligible for a Roth IRA contribution type, all statements listed below that contribution type must be true. Refer to Page 2 for rules and conditions that apply to contribution eligibility.

ROLLOVER FROM A ROTH IRA Rollover Amount \$ _____

- ☐ I received the assets from the distributing Roth IRA within the last 60 days.
☐ I have not rolled over any other distribution from any of my IRAs (Traditional, Roth, or SIMPLE) within the last 12 months.

DIRECT OR INDIRECT ROLLOVER FROM AN ELIGIBLE EMPLOYER-SPONSORED RETIREMENT PLAN

Rollover Contribution Amount \$ _____ Name of Releasing Custodian _____

- ☐ I am the plan participant, spouse beneficiary, alternate payee of a qualified domestic relations order, or non-spouse beneficiary of the plan participant.
☐ This rollover contribution is from an eligible employer-sponsored retirement plan.
☐ This rollover contribution does not contain any ineligible rollover distributions.

If the check from the plan is payable to you, the following statement must also be true.

- ☐ I received the check within the last 60 days.

CONVERSION FROM A TRADITIONAL IRA OR SIMPLE IRA Conversion Amount \$ _____

- ☐ This conversion contribution does not contain a required minimum distribution (RMD). I have already satisfied all RMDs for all my IRAs.

If the assets are not payable directly to your Roth IRA, the following statement also must be true.

- ☐ I received the assets within the last 60 days.

If these assets have previously been converted and recharacterized, the following statements also must be true.

- ☐ The original conversion occurred in a prior year.
☐ More than 30 days have passed since the recharacterization occurred.

If this is a conversion of assets from a SIMPLE IRA, the following statement also must be true.

- ☐ More than two years have passed since the first contribution to my SIMPLE IRA.

PART 4. SIGNATURES

I certify that all the information I provided is accurate and may be relied upon by the trustee or custodian. I certify that I am eligible for the type of Roth IRA contribution being made.

X _____
Signature of IRA Owner

Date (mm/dd/yyyy)

Witnessed and accepted by SchoolsFirst FCU as agent for custodian by:

Name of SchoolsFirst FCU Representative

Representative's User ID

RULES AND CONDITIONS APPLICABLE TO ROTH IRA CONTRIBUTION ELIGIBILITY

The Roth IRA contribution rules are often complex. The general rules are listed below. If you have any questions regarding a contribution, please consult a competent tax professional or refer to IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*, for more information. This publication is available on the IRS website at [irs.gov](https://www.irs.gov) or by calling (800) TAX-FORM or (800) 829-3676.

ROLLOVERS FROM A ROTH IRA

Timeliness. The assets you receive from the distributing Roth IRA generally must be deposited into another Roth IRA within 60 calendar days.

Twelve-Month Restriction. You are permitted to roll over only one distribution from an IRA (Traditional, Roth, or SIMPLE) in a 12-month period, regardless of the number of IRAs you own.

DIRECT OR INDIRECT ROLLOVER FROM AN ELIGIBLE EMPLOYER-SPONSORED RETIREMENT PLAN

Eligible Person. You are an eligible person only if you were or are a participant in an eligible plan, the surviving spouse beneficiary of a deceased participant, or the alternate payee (spouse or former spouse) identified in a qualified domestic relations order. A non-spouse beneficiary may roll over to an inherited Roth IRA only as a direct rollover.

Eligible Plan. A distribution will not be eligible to be rolled over unless the distribution is made from an eligible employer-sponsored retirement plan. A rollover contribution must be from one of the following eligible employer-sponsored retirement plans: qualified retirement plan (Internal Revenue Code Section (IRC Sec.) 401(a) (e.g., 401(k), profit sharing, money purchase pension)), annuity plan (IRC Sec. 403(a)), tax-sheltered annuity plan (IRC Sec. 403(b)), governmental deferred compensation plan (IRC Sec. 457(b)), or federal Thrift Savings Plan.

Ineligible Rollover Distributions. The following types of distributions are ineligible for rollover.

- Required minimum distributions.
- Distributions that are part of a series of substantially equal periodic payments (made over single or joint life expectancy or a specified period of 10 or more years).
- Hardship distributions.
- Returns of 401(k) elective deferrals because of the IRC Sec. 415 allocation limitations.
- Returns of excess contributions and excess aggregate contributions from a 401(k) or 401(m) plan.
- Returns of excess deferrals (i.e., amounts that exceed the deferral limit).
- Plan loan amounts that are treated as distributions because of a default or because the loan does not meet the IRC Sec. 72(p) requirements.
- Dividends paid on employer securities as described in IRC Sec. 404(k).
- PS 58 costs (associated with life insurance coverage).
- Permissible withdrawals from eligible automatic contribution arrangements (generally within 90 days of the first automatic contribution).

Timeliness. If payable to you, the assets you receive from the distributing plan generally must be deposited into a Roth IRA within 60 calendar days.

CONVERSION FROM A TRADITIONAL IRA OR SIMPLE IRA

Required Minimum Distribution (RMD). Distributions that represent RMDs paid to an IRA owner or beneficiary may not be converted. You must remove all of your RMDs for the year for all of your Traditional IRAs or SIMPLE IRAs before converting a distribution from any Traditional or SIMPLE IRA to a Roth IRA.

Timeliness. If payable to you, the assets you receive from the distributing IRA must be deposited into a Roth IRA within 60 calendar days.

SIMPLE IRA Rollover Restriction. SIMPLE IRA assets may not be converted to a Roth IRA within two years of the first contribution to your SIMPLE IRA.

529 PLAN (QUALIFIED TUITION PLAN) TO ROTH IRA

Assets from a 529 plan that you have maintained for 15 or more years may be paid directly to your Roth IRA if the funds have been in a 529 plan for at least five years.

- You must be eligible to make a Roth IRA contribution, and the amount counts toward your Roth IRA contribution limit for the year.
- The total amount that you may move from a 529 plan during your lifetime may not exceed \$35,000.
- This amount is reported as a regular Roth IRA contribution for the year it is received on IRS Form 5498, *IRA Contribution Information*, and may be made for the previous year if received between January 1 and your tax filing deadline, not including extensions (generally April 15).