

# Individual Retirement Account (IRA) Roth Conversion Form



**Homestead**  
Funds

Use this form to convert your traditional IRA to a Roth IRA.

Return your completed form to:

**Regular Mail**

Homestead Funds  
c/o of Ultimus Fund Solutions, LLC  
P.O. Box 46707  
Cincinnati, OH 45246

**Overnight Mail**

Homestead Funds  
c/o of Ultimus Fund Solutions, LLC  
225 Pictoria Drive  
Suite 450  
Cincinnati, OH 45246

**Fax**

877-513-0756

If you have a question about this form, call us at **800.258.3030**. For complete information about Homestead Funds and services, see the prospectus, which is available at [homesteadadvisers.com](http://homesteadadvisers.com) or by calling the above toll-free number.

## 1. Ownership

Account Owner/Minor's First Name

Middle Initial

Last Name

Social Security Number

Daytime Telephone Number (in case we have questions)

 -  - 

Address of Record

City

State

Zip Code

◆ **If a Minor's Account**

Custodian's First Name

Middle Initial

Last Name

Social Security Number

Daytime Telephone Number (in case we have questions)

 -  - 

## 2. Conversion Instructions

Convert my traditional IRA to a Roth IRA.

**Convert:**

☐

All Shares

☐

Pro Rata Partial Conversion

☐

Partial Conversion

☐

In kind Conversion

Be sure to sign your completed form (**Section 4**).

If we do not already have this phone number on file we will add it to your contact information.

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## 2. Conversion Instructions (continued)

I hereby direct the following conversion from:

Account Number

Check one:

☐

Total Conversion/Account Termination (will convert 100% of account.)

☐

Pro Rata Partial Conversion of \$

Taken proportionally from all of my funds within this account number. The amount to convert from each fund is estimated based on the prior night's closing value.

☐

Partial Conversion

Convert from:

Daily Income Fund (168)

\$

or

%

Short-Term Government Securities Fund (170)

\$

or

%

Intermediate Bond Fund (171)

\$

or

%

Short-Term Bond Fund (172)

\$

or

%

Stock Index Fund (174)

\$

or

%

Value Fund (176)

\$

or

%

Small-Company Stock Fund (178)

\$

or

%

International Equity Fund (180)

\$

or

%

Growth Fund (182)

\$

or

%

☐

In kind Conversion (By choosing this option your investment allocations will stay the same, but you may reallocate once the Roth conversion is complete.)

To (check one):

☐

A new Roth IRA (Complete and enclose an IRA Account Application)

☐

My existing Roth IRA, account number

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## 3. Tax Withholding

### Federal Withholding

Completion and execution of this form, including any federal withholding election made herein, obviates the need to complete a separate Internal Revenue Service Form W-4R. However, a copy of IRS Form W-4R with instructions is attached for your reference.

Your withholding rate is determined by the type of payment you will receive.

For nonperiodic payments, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100% below. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its possessions. (See the attached Form W-4R for more information.)

Complete this section if you would like a rate of withholding that is different from the default withholding rate. See the instructions and the Marginal Rate Tables that follow for additional information. Enter the rate as a whole number (no decimals).

### Check one:

☐ Withhold \_\_\_\_\_%

☐ Do Not Withhold Federal Income Tax

*If no withholding information is included, we will automatically withhold the default withholding percentage elected on your account. If you do not have a default withholding election on your account and the above information is left blank, we will automatically apply 10% default withholding to your requested distribution (Federal and State taxes will not be withheld when recharacterizing contributions).*

### State Withholding

Your state of residence will determine your state income tax withholding requirements, if any. Those states with mandatory withholding may require state income tax to be withheld from payments if federal income taxes are withheld or may mandate a fixed amount regardless of your federal tax election. Voluntary states let individuals determine whether they want state taxes withheld. Some states have no income tax on retirement payments. Please consult with a tax advisor or your state's tax authority for additional information on your state requirements.

Name of Withholding State \_\_\_\_\_

### Check one:

☐ Withhold \_\_\_\_\_%

☐ Do Not Withhold State Income Tax

**NOTE:** State income tax withholding may not be available for all states. If applicable, mandatory state income tax will be withheld from the distribution in accordance with state tax guidelines.

## 4. Signature

Owner/Custodian's Signature

\_\_\_\_\_

Date (mm/dd/yyyy)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

If you complete the tax withholding in this Section you do **NOT** need to complete the attached IRS Form W-4R.

Be sure to sign this section. We cannot act on your instructions without your signature.

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## State Income Tax Withholding for Individual Retirement Accounts

This general information is provided to help you understand state income tax withholding requirements for Individual Retirement Account distributions. While we make every effort to obtain information about state laws from sources believed to be reliable, we cannot guarantee the accuracy or timeliness of state withholding information because state laws are subject to constant change and interpretation. This information is not to be considered tax advice and we recommend that you contact your tax advisor regarding your tax withholding elections and to answer any questions you may have regarding your state's withholding laws.

State of Residence	State Income tax withholding information
AK, FL, HI NV, NH, SD, TN, TX, WA, WY	State withholding is not available.
AL, AZ, CO, GA, ID, IL, IN, KY, LA, MS, MO, MT, NJ, NM, NY, ND, OH, PA, RI, SC, UT, VA, WV, WI	State withholding is voluntary and applied only if you instruct us to withhold. Note the following state-specific minimums. <ul style="list-style-type: none"><li>• NY, WI: \$5 of the distribution amount (NY: whole dollars only)</li><li>• IN, MO, MT, NJ, NM: \$10 of the distribution amount (IN, MT: whole dollars only)</li><li>• UT: 5% of the distribution amount</li></ul>
AR, CA, CT, DC, DE, IA, KS, ME, MA, MI, MN, NC, OK, OR, VT  <i>You may opt-out of the state withholding requirement for these states by requesting no withholding apply to your distribution.</i>	State withholding is applied when federal withholding is required. Note the following state-specific minimums. <ul style="list-style-type: none"><li>• AR: 3% of the distribution amount</li><li>• CA: 10% of the federal withholding amount (\$10 or greater)</li><li>• CT: 6.99% of the distribution amount</li><li>• DC: 10.75% of the distribution amount (mandatory withholding only applies to lump-sum distributions)</li><li>• DE, IA, KS, ME, MA: 5% of the distribution amount</li><li>• MI: 4.25% of the distribution amount</li><li>• MN: 6.25% of the distribution amount</li><li>• NC: 4% of the distribution amount (whole dollars only)</li><li>• OK: 4.75% of the distribution amount</li><li>• OR: 8% of the distribution amount (\$10 or greater)</li><li>• VT: 30% of the federal withholding amount</li></ul>
MD	State withholding required only on distributions eligible for rollover. For other distributions, state withholding is voluntary. Note the following state-specific minimum. <ul style="list-style-type: none"><li>• MD: 7.75% of the distribution amount</li></ul>
NE	State withholding required only on "normal" distributions eligible for rollover. For other distributions, state withholding is voluntary. Note the following state-specific minimum. <ul style="list-style-type: none"><li>• NE: 5% of the distribution amount</li></ul>

We may be required to withhold state tax from your distribution based upon the laws of your state of residency. Your state of residency is determined by the legal address of record on your account, which may or may not be your state of residency for tax purposes.



## General Instructions (*continued*)

**Nonperiodic payments—10% withholding.** Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments **unless** you enter a different rate on line 2. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Note that the default rate of withholding may not be appropriate for your tax situation. You may choose to have no federal income tax withheld by entering “-0-” on line 2. See the specific instructions below for more information. Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including “-0-”) on any payments to be delivered outside the United States and its territories.

**Note:** If you don’t give Form W-4R to your payer, you don’t provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can’t honor requests to have a lower (or no) amount withheld. Generally, for payments that began before 2025, your current withholding election (or your default rate) remains in effect unless you submit a Form W-4R.

**Eligible rollover distributions—20% withholding.** Distributions you receive from qualified retirement plans (for example, 401(k) plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over to an IRA or qualified plan are subject to a 20% default rate of withholding on the taxable amount of the distribution. You can’t choose withholding at a rate of less than 20% (including “-0-”). Note that the default rate of withholding may be too low for your tax situation. You may choose to enter a rate higher than 20% on line 2. Don’t give Form W-4R to your payer unless you want more than 20% withheld.

Note that the following payments are **not** eligible rollover distributions for purposes of these withholding rules:

- Qualifying “hardship” distributions;
- Distributions required by federal law, such as required minimum distributions;
- Distributions from a pension-linked emergency savings account;
- Eligible distributions to a domestic abuse victim;
- Qualified disaster recovery distributions;
- Qualified birth or adoption distributions; and
- Emergency personal expense distributions.

See Pub. 505 for details. See also *Nonperiodic payments—10% withholding* above.

**Payments to nonresident aliens and foreign estates.** Do not use Form W-4R. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

**Tax relief for victims of terrorist attacks.** If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, enter “-0-” on line 2. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

## Specific Instructions

### Line 1b

For an estate, enter the estate’s employer identification number (EIN) in the area reserved for “Social security number.”

### Line 2

**More withholding.** If you want more than the default rate withheld from your payment, you may enter a higher rate on line 2.

**Less withholding (nonperiodic payments only).** If permitted, you may enter a lower rate on line 2 (including “-0-”) if you want less than the 10% default rate withheld from your payment. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter “-0-”.

**Suggestion for determining withholding.** Consider using the Marginal Rate Tables on page 1 to help you select the appropriate withholding rate for this payment or distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on those sources of income has not been paid through other withholding or estimated tax payments, you can pay that tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

The marginal tax rate is the rate of tax on each additional dollar of income you receive above a particular amount of income. You can use the table for your filing status as a guide to find a rate of withholding for amounts above the total income level in the table.

To determine the appropriate rate of withholding from the table, do the following. Step 1: Find the rate that corresponds with your total income not including the payment. Step 2: Add your total income and the taxable amount of the payment and find the corresponding rate.

If these two rates are the same, enter that rate on line 2. (See *Example 1* below.)

If the two rates differ, multiply (a) the amount in the lower rate bracket by the rate for that bracket, and (b) the amount in the higher rate bracket by the rate for that bracket. Add these two numbers; this is the expected tax for this payment. To get the rate to have withheld, divide this amount by the taxable amount of the payment. Round up to the next whole number and enter that rate on line 2. (See *Example 2* below.)

If you prefer a simpler approach (but one that may lead to overwithholding), find the rate that corresponds to your total income including the payment and enter that rate on line 2.

**Examples.** Assume the following facts for *Examples 1* and *2*. Your filing status is single. You expect the taxable amount of your payment to be \$20,000. Appropriate amounts have been withheld for all other sources of income and any deductions or credits.

**Example 1.** You expect your total income to be \$65,000 without the payment. Step 1: Because your total income without the payment, \$65,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$85,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. Because these two rates are the same, enter “22” on line 2.

**Example 2.** You expect your total income to be \$61,000 without the payment. Step 1: Because your total income without the payment, \$61,000, is greater than \$26,925 but less than \$63,475, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$81,000, is

greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. The two rates differ. \$2,475 of the \$20,000 payment is in the lower bracket (\$63,475 less your total income of \$61,000 without the payment), and \$17,525 is in the higher bracket (\$20,000 less the \$2,475 that is in the lower bracket). Multiply \$2,475 by 12% to get \$297. Multiply \$17,525 by 22% to get \$3,856. The sum of these two amounts is \$4,153. This is the estimated tax on your payment. This amount corresponds to 21% of the \$20,000 payment (\$4,153 divided by \$20,000). Enter "21" on line 2.

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request additional federal income tax withholding from your nonperiodic payment(s) or eligible rollover distribution(s); (b) choose not to have federal income tax withheld from your nonperiodic payment(s), when permitted; or (c) change a previous Form W-4R (or a previous Form W-4P that you completed with respect to your nonperiodic payments or eligible rollover distributions). To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s).

Failure to provide a properly completed form will result in your payment(s) being subject to the default rate; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.