

# IRA Contribution Instructions for Traditional, Roth, and SIMPLE IRAs

## 1. IRA Owner Information

NAME, ADDRESS, CITY, STATE, AND ZIP			
IRA ACCOUNT (PLAN) NUMBER	SOCIAL SECURITY NUMBER	DATE OF BIRTH	DAYTIME PHONE NUMBER

## 2. Traditional IRA Contribution (See Additional Information included with this form.)

INVESTMENT NUMBER	AMOUNT	CONTRIBUTION DATE	TAX YEAR
	\$		
<b>CONTRIBUTION TYPE:</b> <input type="checkbox"/> Regular (including Catch-Up) <input type="checkbox"/> Rollover or Direct Rollover from an Eligible Retirement Plan <input type="checkbox"/> Simplified Employee Pension (SEP) <input type="checkbox"/> Distribution Repayment* <input type="checkbox"/> Recharacterization <input type="checkbox"/> Postponed Contribution/Late Rollover (including with self-certification)* <input type="checkbox"/> Rollover *Reason Code (if applicable) _____ <input type="checkbox"/> Transfer			

## 3. Roth IRA Contribution (See Additional Information included with this form.)

INVESTMENT NUMBER	AMOUNT	CONTRIBUTION DATE	TAX YEAR	TAX YEAR OF FIRST ROTH IRA CONTRIBUTION/CONVERSION
	\$			
<b>CONTRIBUTION TYPE:</b> <input type="checkbox"/> Regular (including Catch-Up) <input type="checkbox"/> Rollover or Direct Rollover from an Eligible Retirement Plan <input type="checkbox"/> Simplified Employee Pension (SEP) <input type="checkbox"/> Rollover or Direct Rollover from a Designated Roth Account <input type="checkbox"/> Rollover <input type="checkbox"/> Distribution Repayment* <input type="checkbox"/> Transfer <input type="checkbox"/> Postponed Contribution/Late Rollover (including with self-certification)* <input type="checkbox"/> Recharacterization *Reason Code (if applicable) _____ <input type="checkbox"/> Conversion				

## 4. SIMPLE IRA Contribution (See Additional Information included with this form.)

INVESTMENT NUMBER	AMOUNT	CONTRIBUTION DATE	TAX YEAR	INITIAL CONTRIBUTION DATE
	\$			
<b>CONTRIBUTION TYPE:</b> <input type="checkbox"/> Employer Contribution <input type="checkbox"/> Rollover or Direct Rollover from an Eligible Retirement Plan <input type="checkbox"/> Transfer <input type="checkbox"/> Distribution Repayment* <input type="checkbox"/> Rollover <input type="checkbox"/> Postponed Contribution/Late Rollover (including with self-certification)* *Reason Code (if applicable) _____				

**5. Employer Information (For SEP or SIMPLE contributions.)**

NAME, ADDRESS, CITY, STATE, AND ZIP	DAYTIME PHONE NUMBER

**6. Signatures**

I am the IRA owner, employer, or individual legally authorized to complete this form. I certify the accuracy of the information set forth in this form, and I authorize this transaction. I certify that this contribution is eligible for deposit. Except as otherwise provided by law, I assume full responsibility for determining my eligibility and for ensuring the eligibility of the contribution. My designation of the tax year for the contribution, and any election to treat a contribution as a rollover or recharacterization, is irrevocable. I acknowledge that the custodian/trustee cannot provide, and has not provided, me with tax or legal advice. I have been advised to seek the guidance of a tax or legal professional.

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Signature of IRA Owner/Employer

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Date

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Signature of Custodian/Trustee

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Date

*[This space intentionally left blank.]*

**Purpose.** The IRA Contribution Instructions for Traditional, Roth, and SIMPLE IRAs form is used to document an individual retirement account (IRA) contribution transaction.

**Additional Documents.** Applicable law or policies of the IRA custodian/trustee may require additional documentation. For example, for a recharacterization, the Internal Revenue Service (IRS) requires you to provide a written notice of recharacterization.

**For Additional Guidance.** It is in your best interest to seek the guidance of a tax or legal professional before completing this document. You should also reference the IRA agreement and disclosure statement and/or amendments provided by the custodian/trustee. For more information refer to IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*, IRS Publication 560, *Retirement Plans for Small Business*, IRS Form 5498, *IRA Contribution Information*, or the IRS's web site at [www.irs.gov](http://www.irs.gov).

**Terms.** A general understanding of the following terms may be helpful in completing your transactions.

**Conversions.** A conversion is a reportable movement of assets from a traditional IRA or SIMPLE IRA to a Roth IRA.

**Designated Roth Account.** A designated Roth account is an account that is part of an IRC Section 401(a) or 403(b) plan that accepts salary deferrals designated as Roth contributions. Common names for these plans include Roth 401(k) and Roth 403(b) plans.

**Distribution Repayment.** For any distribution repayment types, indicate the reason code as provided by the reporting instructions for IRS Form 5498. Use reason code BA for repayment of a qualified birth or adoption distribution, QR for a qualified reservist distribution repayment or DD for a designated disaster distribution repayment.

**Designated Disaster Distribution Repayment.** Subject to applicable law, individuals in certain federally declared disaster areas may be given the opportunity to take qualified distributions without an early distribution penalty (e.g., for a qualified hurricane distribution). In addition, an individual may be allowed three years after the date of receipt to roll over or repay all or part of the qualified distribution without being subject to the one rollover per 1-year limitation or the 60-day requirement. Certain first-time homebuyer or hardship distributions may be eligible for rollover within a prescribed time period. For additional disaster area information and IRS guidance on associated tax relief, refer to IRS notices and publications, or visit the IRS's web site at [www.irs.gov/DisasterRelief](http://www.irs.gov/DisasterRelief).

**Qualified Birth or Adoption Distribution Repayment.** An IRA owner may take a distribution of up to \$5,000 for a qualified birth or adoption. Such a distribution may be repaid to the IRA.

**Qualified Reservist Distribution Repayment.** If you are a qualified reservist ordered or called to active duty after September 11, 2001 for more than 179 days (or for an indefinite period), and take an IRA distribution or take certain elective deferrals from an eligible retirement plan after September 11, 2001, and before the end of your active duty, you may make one or more contributions of these assets to your IRA within two years of the end of your active duty.

**Eligible Retirement Plan.** Eligible retirement plans include qualified trusts under Internal Revenue Code (IRC) Section 401(a), annuity plans under IRC Section 403(a), annuity contracts under IRC Section 403(b), and certain governmental IRC Section 457(b) plans. Common names for these plans include 401(k), profit sharing, pension, money purchase, federal thrift savings, and tax-sheltered annuity plans.

### Postponed Contribution/Late Rollover.

**Postponed Contributions.** IRA owners serving in a combat zone or hazardous duty area, or affected by a federally declared disaster area, have an additional period after the normal contribution due date of April 15 to make annual IRA contributions for a prior year. Use reason code FD for a postponed contribution due to a federally declared disaster or use the appropriate EO or PL reason code for combat zone or hazardous duty area.

**Late Rollover - Qualified Plan Loan Offset (QPLO).** A qualified plan loan offset occurs when a plan loan is in default because the plan is terminated, or you severed employment, and you are unable to meet the repayment terms. Indicate the rollover of any amount being repaid as part of the qualified plan loan offset with reason code PO.

**Late Rollover - Self-Certification.** The IRS provides for a self-certification procedure (subject to verification on IRS audit) that you may use to claim eligibility for a waiver of the prohibition against making a rollover after the 60-day period. The IRA custodian/trustee may rely on the certification in accepting and reporting receipt of the rollover contribution. Report the late rollover with self-certification reason code SC.

**Reason Code.** The reporting instructions for IRS Form 5498 provide a code for use with designated IRA contribution types. Enter the code, if applicable, to indicate the reason for the contribution.

**Recharacterization.** A recharacterization is the method by which an IRA owner can redesignate from a traditional IRA to a Roth IRA, or vice versa, an IRA regular contribution made for the year. The deadline to recharacterize a contribution, plus earnings, for any tax year is the IRA owner's tax-filing due date, including extensions. The IRS also requires you to provide a written notice of recharacterization.

**Rollover or Direct Rollover from a Designated Roth Account.** If you have assets in a designated Roth account, these assets can be rolled over or directly rolled over to a Roth IRA.

**Rollover or Direct Rollover from an Eligible Retirement Plan.** You may roll over or directly roll over any eligible assets from an employer plan to a Roth IRA. The taxable portion of the direct rollover amount is subject to federal income tax.

**SIMPLE IRA Contribution.** Employer contributions include employee deferrals, employer matching contributions, and employer nonelective contributions.

**Tax Year of First Roth Contribution/Conversion.** Roth IRA owners can avoid paying tax on earnings if they do not remove earnings during the five-year period that begins with the tax year the first contribution was made, regardless of contribution type.

**Catch-Up Contributions.** Catch-up contributions are IRA regular contributions made in addition to any other IRA regular contributions. You are eligible to make catch-up contributions if you meet the eligibility requirements for regular contributions and you attain age 50 by the end of the taxable year for which a catch-up contribution is being made.

**Contribution By Your Spouse.** If you are married and file a joint federal income tax return, you and/or your spouse may make a contribution on your behalf for that tax year if you and/or your spouse have compensation. This contribution must be made into your IRA, and it cannot exceed the contribution limits applicable to IRA regular contributions.

**Maximum Contribution Limits.** Your IRA regular (including catch-up) contributions are limited to the lesser of 100 percent of your and/or your spouse's compensation or the annual maximum contribution limit. The IRS announces the maximum contribution limits each year. Refer to IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*, to determine the amount you can contribute.

**SEP or SIMPLE Employer Contributions.** All SEP or SIMPLE contributions should be made by the employer sponsoring the SEP or SIMPLE plan.

**Spouse as Beneficiary.** A spouse beneficiary may roll over inherited eligible retirement plan assets. This is not available to a nonspouse beneficiary.

**Traditional and Roth IRA Contributions.** An annual contribution, commonly referred to as a regular contribution, is your contribution for the tax year, and is based on your and/or your spouse's compensation. Your designation of the tax year for your contribution is irrevocable. You may direct all or a portion of any tax refund directly to an IRA.

**Two-Year Rule.** After a two-year period that begins on the date of the initial contribution to your SIMPLE IRA, you are allowed to roll over assets from a traditional IRA or an eligible retirement plan to a SIMPLE IRA. A rollover or transfer from a SIMPLE IRA to a traditional IRA, or a conversion of SIMPLE IRA assets to a Roth IRA, is not allowed within a two-year period that begins on the date of the initial contribution to your SIMPLE IRA. You may, however, roll over or transfer a SIMPLE IRA to a SIMPLE IRA within the two-year period.