

INSTRUCTIONS FOR COMPLETING THIS FORM

The purpose of these forms is to process a conversion to a Roth IRA. Although similar, the **Internal Roth Conversion Request** will facilitate the conversion of a Traditional, SEP, or SIMPLE IRA held at BlackRock to a BlackRock Roth IRA. The **External Roth Conversion Request** is to request a conversion of a Traditional, SEP or SIMPLE IRA held at another custodian to a BlackRock Roth IRA.

Converting from a tax-deferred account type to a Roth IRA is considered a taxable event, the IRS considers the amount as taxable income for that year. Please consult your tax professional prior to requesting a conversion.

The following instructions will help you complete this application, however if you have any questions we encourage you to call us for assistance at **1-800-441-7762**.

Important Notes Regarding this Form:

- ▶ **NOTE:** Effective January 1, 2018, a Roth IRA conversion cannot be re-characterized back to a Traditional IRA, SEP or SIMPLE IRA or employer sponsored plan. A Roth conversion is considered an irrevocable election which cannot be “reversed” or “corrected”.
- ▶ You cannot use this form to re-characterize a contribution from a Roth IRA to a Traditional.
- ▶ You may not convert any of your Required Minimum Distribution to a Roth IRA.
- ▶ A SIMPLE IRA must be held open for the required two-year period prior to requesting a conversion.
- ▶ This form is not intended for initiating conversions from employer sponsored plans such as 401(k) or 403(b) plans (contact your plan’s administrator for instructions).

Additional Documentation

Certain requests may require additional documentation to complete, including but not limited to:

- ▶ **Power of Attorney** – a recently dated copy of the power of attorney document; if adding the POA to the account, the BlackRock Power of Attorney Form must also be provided.
- ▶ **Recent Statement** – If you are requesting funds to be transferred from another custodian to be converted at BlackRock you should provide your most recent statement with the **External Roth Conversion Request** form.

Which Part of this Form Do I Use?

INTERNAL Roth Conversion

If you want to convert an IRA held at BlackRock to a new or existing BlackRock Roth IRA, complete the **Internal Roth Conversion Request** form **only**.

EXTERNAL Roth Conversion

If you want to convert an IRA held **at another custodian** to a new or existing BlackRock Roth IRA, complete the **External Roth Conversion Request** form **only**.

- ▶ This form will be sent to your current custodian to request the assets be moved to BlackRock.
- ▶ Be sure it is completed in its entirety, and confirm with your current custodian about any requirements on their end.

Use this form to convert a Traditional, SEP, or SIMPLE IRA held at BlackRock to a BlackRock Roth IRA.

- ▶ **New Roth IRA:** This form will not establish a new account; to open a new Roth IRA with BlackRock, please complete & include the **BlackRock IRA Application**.
- ▶ For SIMPLE IRAs, there is a required two-year holding period after opening your SIMPLE IRA before you can convert.

Send this application, along with any other required documents, to:


Regular mail

BlackRock Funds
P.O. Box 9819
Providence, RI 02940

Overnight mail

BlackRock Funds
4400 Computer Drive
Westborough, MA 01581

Fax: (508) 599-1788

 **Questions?** Call us at 1-800-441-7762, Monday through Friday between 8:00 AM and 6:00 PM ET or visit us online at www.blackrock.com.

1. Account Owner Information

First, please tell us about the account(s) that you wish to convert to a BlackRock Roth IRA:

Full name of IRA owner

Contact telephone number

Social Security number

BlackRock account number(s)

Reference number (if applicable)

2. Conversion Instructions

Tell us which account you wish to convert to a BlackRock Roth IRA:

Convert my existing BlackRock IRA, account number(s) _____

- Traditional/Rollover IRA SEP IRA SIMPLE IRA (after two-year holding period)

Please tell us the dollar amount you wish to convert and which funds you would like to allocate it from:

- Process a full conversion all my account(s) referenced above using the allocation below.
- Process a partial conversion of \$ _____ from my account(s) listed above using the allocation below.

Please check the appropriate boxes and complete any required field. If you would like to fully allocate your conversion to one fund position, please indicate "100%" in the amount field. Due to market fluctuations, attempting to estimate an amount may result in a delay of your investment; please be aware of this when completing this section.

Fund Name	Share Class				Amount Per Fund	
	A	C	K	Inst		
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	or _____ %
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	or _____ %
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	or _____ %
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	or _____ %
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	or _____ %
	Total =				\$ _____	or <u>100%</u>

3. Tax Withholding Election (REQUIRED)

IRS regulations require the custodian or trustee of your IRA to withhold federal income taxes from the conversion distribution at the rate of 10% unless you elect not to have withholding apply. Withholding will apply to the entire amount of the conversion distribution, including the amount of any nondeductible contributions that may have been made to the IRA. You may not convert any portion of Required Minimum Distributions (RMDs). Please make an election:

Important: If you elect to have federal income taxes withheld, you may still invest the entire amount of the conversion distribution into your Roth IRA by using other assets to replace amounts withheld as a prepayment of federal income taxes.

Remember, if you use your IRA assets to pay taxes on the conversion distribution amount (either by liquidating additional shares or by not replacing amounts withheld for federal income tax), the IRA assets used to pay those taxes may be considered a premature distribution (if you are under the age of 59 ½) since they are not being converted into the Roth IRA or rolled over into another IRA and you could also be subject to a 10% early withdrawal penalty.

Federal Tax Withholding

IRS regulations require the custodian or trustee of your IRA to withhold federal income taxes from the conversion distribution at the rate of 10% unless you elect not to have withholding apply. Withholding will apply to the entire amount of the conversion distribution, including the amount of any nondeductible contributions that may have been made to the IRA. You may not convert any portion of required minimum distributions (RMDs).

Select one of the following:

- I elect **NOT** to withhold federal income tax Withhold _____% federal income tax Withhold 10% federal income tax
(Must be more than 10%)

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.

For Mandatory States Only:

For Voluntary States Only:

- I elect NOT to withhold state income Tax Withhold \$ _____ or _____% state income tax

4. Signature(s), Taxpayer Identification Certification and Authorization


I authorize BlackRock Funds and the Custodian to make the above requested distribution from my Traditional, SEP, SIMPLE IRA, or qualified plan and use the distribution proceeds to purchase a conversion contribution into a Roth IRA. I certify that no tax or legal advice has been given to me by the Custodian, BlackRock Funds, or any agent of either of them, and that all decisions regarding the elections made on this form are my own. The Custodian may conclusively rely on this certification and authorization without further investigation or inquiry. I expressly assume responsibility for any adverse consequences which may arise from the election and agree that the Custodian, BlackRock Funds, and their agents shall in no way be responsible, and shall be indemnified and held harmless, for any tax, legal or other consequences of the election made on this form. I understand this conversion is irrevocable.



Signature of IRA owner, Power of Attorney, or Responsible Individual, etc.

Title / Capacity (if any)

Date (mm/dd/yyyy)

 **Questions?** Call us at **1-800-441-7762**, Monday through Friday between 8:00 AM and 6:00 PM ET or visit us online at www.blackrock.com.

Not FDIC Insured | May Lose Value | No Bank Guarantee

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Roth IRA Conversion Request Form

External – Convert from another Institution to BlackRock

Use this form to convert a Traditional, SEP, or SIMPLE IRA from another custodian to a BlackRock Roth IRA.

- ▶ **New Roth IRA:** This form will not establish a new account; to open a new Roth IRA with BlackRock, please complete & include the **BlackRock IRA Application**.
- ▶ For SIMPLE IRAs, there is a required two-year holding period after opening your SIMPLE IRA before you can convert.
- ▶ For 401(k), 403(b) & other qualified plans – do not use this form. Contact your plan administrator for instructions.

Send this application, along with any other required documents, to:


Regular mail

BlackRock Funds
P.O. Box 9819
Providence, RI 02940

Overnight mail

BlackRock Funds
4400 Computer Drive
Westborough, MA 01581

Fax: (508) 599-1788

 **Questions?** Call us at **1-800-441-7762**, Monday through Friday between 8:00 AM and 6:00 PM ET or visit us online at www.blackrock.com.

1. Account Owner Information

First, please tell us about the account(s) that you wish to convert to a BlackRock Roth IRA:

Full name of IRA owner	Contact telephone number
Social Security number	BlackRock account number(s)
	Reference number (if applicable)

2. Conversion Investment Instructions

When your converted amount arrives, please tell us how to allocate the amount into your BlackRock Roth IRA.

- New Roth IRA: Follow the investment allocations provided on the attached BlackRock IRA Application
- Invest the proceeds using the allocation below to my BlackRock IRA, account number: _____

Please check the appropriate boxes and complete any required field. If you would like to fully allocate your conversion to one fund position, please indicate "100%" in the amount field. Due to market fluctuations, attempting to estimate an amount may result in a delay of your investment; please be aware of this when completing this section.

Fund Name	Share Class				Amount Per Fund	
	A	C	K	Inst	\$ _____	or _____ %
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	or _____ %
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	or _____ %
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	or _____ %
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	or _____ %
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	or _____ %
Total =					\$ _____	or <u>100%</u>

3. Current Custodian and Account Information

To avoid delays, contact your current custodian to verify their correct address and ask if they require a Medallion Signature Guarantee stamp on your signature. Please see the Participant Authorization section for an explanation of the Medallion Signature Guarantee. Please also attach your most recent statement, if possible.

Current custodian name

Contact telephone number

Street #

Street name

Reference number (if applicable)

City

State

ZIP Code

1) Current account number _____ Name of IRA Owner _____

Account Type: Traditional/Rollover IRA SEP IRA SIMPLE IRA (after two-year holding period)

Amount to distribute:

Process a full liquidation of the account

Process a partial conversion of \$ _____ or _____ % of the account

2) Current account number _____ Name of IRA Owner _____

Account Type: Traditional/Rollover IRA SEP IRA SIMPLE IRA (after two-year holding period)

Amount to distribute:

Process a full liquidation of the account

Process a partial conversion of \$ _____ or _____ % of the account

4. Tax Withholding Election (REQUIRED)

IRS regulations require the custodian or trustee of your IRA to withhold federal income taxes from the conversion distribution at the rate of 10% unless you elect not to have withholding apply. Withholding will apply to the entire amount of the conversion distribution, including the amount of any nondeductible contributions that may have been made to the IRA. You may not convert any portion of Required Minimum Distributions (RMDs). Please make an election:

Important: If you elect to have federal income taxes withheld, you may still invest the entire amount of the conversion distribution into your Roth IRA by using other assets to replace amounts withheld as a prepayment of federal income taxes.

Remember, if you use your IRA assets to pay taxes on the conversion distribution amount (either by liquidating additional shares or by not replacing amounts withheld for federal income tax), the IRA assets used to pay those taxes may be considered a premature distribution (if you are under the age of 59 1/2) since they are not being converted into the Roth IRA or rolled over into another IRA and you could also be subject to a 10% early withdrawal penalty.

Federal Tax Withholding

IRS regulations require the custodian or trustee of your IRA to withhold federal income taxes from the conversion distribution at the rate of 10% unless you elect not to have withholding apply. Withholding will apply to the entire amount of the conversion distribution, including the amount of any nondeductible contributions that may have been made to the IRA. You may not convert any portion of required minimum distributions (RMDs).

Select one of the following:

I elect **NOT** to withhold federal income tax Withhold 10% federal income tax Withhold _____% federal income tax
(Must be greater than 10% minimum)

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.

For Mandatory States Only:

- I elect **NOT** to withhold state income Tax
- I elect to take _____% **in addition** to the Mandatory Withholding

For Voluntary States Only:

- Withholding \$ _____ or _____% state income tax

Current Custodian: Please send the check(s), payable to **BlackRock or BNYM Custodian FBO (Client Name)** to:

Regular mail

BlackRock Funds
P.O. Box 9819
Providence, RI 02940

Overnight mail

BlackRock Funds
4400 Computer Drive
Westborough, MA 01581

Please include:

BlackRock Account # or Reference number

5. Signature(s), Taxpayer Identification Certification and Authorization

I authorize the current custodian or trustee of my IRA to distribute the amount(s) indicated for the purpose of converting them to a Roth IRA with BlackRock and to issue a check as indicated below. I understand it is my responsibility to insure the prompt conversion of assets by the current custodian or trustee. I understand that I am solely responsible for all tax consequences and agree that neither BlackRock nor their Custodian shall have responsibility for any tax consequences resulting from my instructions. I authorize BlackRock and BNY Mellon Investment Servicing Trust Company to process this request on my behalf.

I have read this form and understand and agree to be legally bound by the terms of this form. I also understand that the Custodian, BlackRock and their agents will rely on my instructions within this form when accepting my conversion contribution. I understand this conversion is irrevocable.

If the current custodian requires your signature in this section to be verified by a **Medallion Signature Guarantee* stamp**, it may be placed in the box provided.




Signature of IRA Owner, POA or Responsible Individual for minor

Title / Capacity (if any)

Date (mm/dd/yyyy)

Place Medallion Signature Guarantee stamp here

*Medallion Signature Guarantee Stamp and Signature (If required by your current custodian or transfer agent): An eligible guarantor is a domestic bank or trust company, securities broker/dealer, clearing agency or savings association that participates in a medallion program recognized by the Securities Transfer Agents Association. The three recognized medallion programs are the Securities Transfer Agents Medallion Program (known as STAMP), Stock Exchanges Medallion Program (SEMP), and the Medallion Signature Program (MSP). A notarization from a notary public is NOT an acceptable substitute for a signature guarantee.

 **Questions?** Call us at **1-800-441-7762**, Monday through Friday between 8:00 AM and 6:00 PM ET or visit us online at www.blackrock.com.

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