

TRADITIONAL

IRA CONTRIBUTION ELIGIBILITY

PART 1. IRA OWNER

Name (First/MI/Last) _____
Social Security Number _____
Date of Birth _____ Phone _____
Email Address _____
Account Number _____ Suffix _____

PART 2. IRA TRUSTEE OR CUSTODIAN

To be completed by the IRA trustee or custodian

Name _____
Address Line 1 _____
Address Line 2 _____
City/State/ZIP _____
Phone _____ Organization Number _____

PART 3. CONTRIBUTION TYPE ELIGIBILITY REQUIREMENTS

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

REGULAR (Includes catch-up contributions)

- I have earned income or other eligible compensation during the tax year for which the contribution is made.
- I will not attain age 70½ by the end of the tax year for which the contribution is made.

ROLLOVER FROM A TRADITIONAL IRA OR SIMPLE IRA

- I received the assets from the distributing IRA within the last 60 days.
- This rollover contribution does not contain a required minimum distribution.
- I have not rolled over any other distribution from any of my IRAs (Traditional, Roth, or SIMPLE) within the last 12 months.

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

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

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

- I am the plan participant, spouse beneficiary, alternate payee of a qualified domestic relations order, or nonspouse 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 assets are not payable directly to your IRA, the following statement also must be true.

- I received the assets within the last 60 days.

PART 4. SIGNATURE

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

X _____
Signature of IRA Owner

_____ Date (mm/dd/yyyy)

RULES AND CONDITIONS APPLICABLE TO TRADITIONAL IRA CONTRIBUTION ELIGIBILITY

The IRA contribution rules are often complex. The general rules are listed below. If you have any questions regarding a contribution, please consult with 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 www.irs.gov or by calling 1-800-TAX-FORM.

REGULAR

You may contribute to a Traditional IRA if you have earned income or other eligible compensation, and have not reached age 70½ by the end of the tax year for which the contribution is made.

Contribution Limit. The total amount you may contribute to a Traditional IRA for any tax year cannot exceed the lesser of the annual published limit (\$5,500 for 2016 and 2017) or 100 percent of your earned income and other eligible compensation. If you also maintain a Roth IRA, the maximum contribution to your Traditional IRA is reduced by any contributions you make to your Roth IRA.

Catch-Up Contribution. If you are age 50 or older by the end of the year, you may be eligible to make an additional catch-up contribution of \$1,000 to an IRA for that tax year.

ROLLOVERS FROM A TRADITIONAL IRA OR SIMPLE IRA

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

Required Minimum Distribution. Distributions that represent required minimum distributions paid to an IRA owner or beneficiary may not be rolled over.

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.

SIMPLE IRA Rollover Restriction. SIMPLE IRA assets may not be rolled over to a Traditional IRA within two years of the first contribution to your SIMPLE IRA.

DIRECT OR INDIRECT ROLLOVER FROM AN 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 nonspouse beneficiary may roll over assets to an inherited Traditional 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 for 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)
- Designated Roth account contributions (these contributions may be rolled over only to a Roth IRA)

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

TRADITIONAL**IRA****CONTRIBUTION AND INVESTMENT SELECTION****PART 1. IRA OWNER**

Name (First/MI/Last) _____
 Social Security Number _____
 Date of Birth _____ Phone _____
 Email Address _____
 Account Number _____ Suffix _____

PART 2. IRA TRUSTEE OR CUSTODIAN*To be completed by the IRA trustee or custodian*

Name _____
 Address Line 1 _____
 Address Line 2 _____
 City/State/ZIP _____
 Phone _____ Organization Number _____

PART 3. CONTRIBUTION INFORMATION

Contribution Amount _____ Contribution Date _____

CONTRIBUTION TYPE (Select one)

- 1. Regular** (Includes catch-up contributions)
 Contribution for Tax Year _____
- 2. Rollover** (Distribution from a Traditional IRA, SIMPLE IRA, or eligible employer-sponsored retirement plan that is being deposited into this IRA)
 By selecting this transaction, I irrevocably designate this contribution as a rollover.
- 3. Transfer** (Direct movement of assets from a Traditional IRA or SIMPLE IRA into this IRA)
- 4. Recharacterization** (A nontaxable movement of a Roth IRA contribution, a conversion, or eligible employer-sponsored retirement plan rollover to a Roth IRA into this IRA)
 By selecting this transaction, I irrevocably designate this contribution as a recharacterization.
- 5. SEP Contribution** (Contribution made under a simplified employee pension (SEP) plan; SEP contributions are reported for the year in which the contribution is made)

IF YOU ARE 70½ OR OLDER THIS YEAR, COMPLETE THE FOLLOWING IF APPLICABLE*(Checking any of the following will require adjusting your required minimum distribution.)*

- This is a rollover or transfer of assets removed last year. Date of Removal _____
- This is a transfer from my deceased spouse's Traditional IRA and the assets were removed from the IRA in any year after death.
 The value of my portion of my deceased spouse's IRA on December 31 of last year _____.
- This is a recharacterization of a conversion or taxable retirement plan rollover to a Roth IRA made last year.

PART 4. INVESTMENT AND DEPOSIT INFORMATION**INVESTMENT INFORMATION** (Complete this section as applicable.)

Investment Description	Quantity or Amount	Status (new or existing)	Investment Number	Term or Maturity Date	Interest Rate
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

DEPOSIT METHOD

- Cash or Check** (If the contribution type is transfer, the check must be from a financial organization made payable to the trustee for this IRA.)
- Internal Account**
 Account Number _____ Type (e.g., checking, savings, IRA) _____
- External Account** (e.g., EFT, ACH, wire) (Additional documentation may be required and fees may apply.)
 Name of Organization Sending the Assets _____ Routing Number (Optional) _____
 Account Number _____ Type (e.g., checking, savings, IRA) _____

Deposit Taken by _____

PART 5. SIGNATURE

I certify that all of the information provided by me is accurate and may be relied upon by the trustee or custodian. I certify that the contribution described above is eligible to be contributed to the IRA and I authorize the deposit to be invested in the manner described above.

X _____
 Signature of IRA Owner

_____ Date (mm/dd/yyyy)

RULES AND CONDITIONS APPLICABLE TO TRADITIONAL IRA CONTRIBUTIONS

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REGULAR

The total amount you may contribute to a Traditional IRA for any tax year cannot exceed the lesser of the published annual limit or 100 percent of your earned income and other eligible compensation. If you also maintain a Roth IRA, the maximum contribution to your Traditional IRA is reduced by any contributions you make to your Roth IRA.

- You may make a contribution for the prior year up until your tax filing deadline for that year, not including extensions. Designating a contribution for the prior year is irrevocable.
- If you are age 50 or older by the end of the year, you may be eligible to make an additional catch-up contribution to an IRA for that tax year.

ROLLOVER

A rollover is a distribution and a subsequent tax-free movement of assets from any of your Traditional IRAs, SIMPLE IRAs, or eligible employer-sponsored retirement plans to your Traditional IRA.

- **Effective for distributions taken on or after January 1, 2015**, 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. There is no limit to the number of rollovers you may perform from any of your eligible employer-sponsored retirement plans to a Traditional IRA.
- Any required minimum distributions paid to an IRA owner or beneficiary may not be rolled over.
- A rollover generally must be completed within 60 days from the date you receive the assets.
- A rollover contribution of Roth IRA assets may not be made to a Traditional IRA.
- A rollover contribution of assets distributed from a SIMPLE IRA within two years of the first contribution to your SIMPLE IRA may not be made to a Traditional IRA.

TRANSFER

A transfer is a direct movement of assets to your Traditional IRA from any of your other Traditional IRAs or SIMPLE IRAs.

- You may perform an unlimited number of transfers.
- A transfer contribution may not be made from a Roth IRA.
- A transfer contribution may not be made from a SIMPLE IRA within two years of the first contribution to your SIMPLE IRA.

RECHARACTERIZATION

A recharacterization is the procedure to treat all or a portion of a contribution, conversion, or eligible employer-sponsored retirement plan rollover to a Roth IRA as if it had been made to a Traditional IRA.

- A contribution, conversion, or eligible employer-sponsored retirement plan rollover that is recharacterized must be adjusted for earnings.
- The recharacterization deadline is your tax filing deadline for the year of the original transaction, including extensions.

SEP CONTRIBUTION

If you are a participant in your employer's simplified employee pension (SEP) plan, contributions may be made to your Traditional IRA.

- Your employer may make SEP contributions to your Traditional IRA within the published annual limits.
- If your employer maintains a salary deferral SEP plan, your elective deferrals may not exceed the published annual limit.
- If your employer maintains a salary deferral SEP plan and you are age 50 or older by the end of the calendar year, you may be eligible to make additional catch-up salary deferral contributions.
- SEP contributions to your Traditional IRA are reported for the year in which the contributions are made.