ForgeTrust

ROTH CONVERSION & RECHARACTERIZATION REQUEST

Contact Center: (800) 248-8447 | www.ForgeTrust.com

Complete Section 2 for Roth Conversion requests. Complete Section 3 for Recharacterization requests.

1. PERSONAL INFORMATION (*required field)

Should Forge Trust Co. need to contact you in regards to this request, your preferred method of contact is:

☐ Email

☐ Primary Phone

First Name*	Middle Name	Last Name*
Account Number*	Social Security Number* Last 4 Digits Only	Date of Birth* (MM/DD/YYYY)
Phone* XXX-XXX-XXXX	Email (Your personal email only)	

2. ROTH CONVERSION

I wish to convert my Traditional IRA, SIMPLE IRA or SEP IRA account to a Roth IRA as indicated below. I understand that this conversion will be reported both as a distribution on which I may owe income tax and a conversion contribution to my Roth IRA. I further understand that it is my responsibility to ensure that I am qualified to make this conversion and that none of the conversion assets include disqualified assets.

I declare and make the following conversion election:

My existing account number	Account Type
☐ Please check this box if you want to close this existing account after the conversion is performed. *DO NOT check this box if you want to keep the account open; we will keep $500 in this custodial cash account to cover the minimum balance requirement.*	◯ Traditional ◯ SEP ◯ SIMPLE

IMPORTANT: If converting Real Estate, please complete our *REAL ESTATE VALUATION* form and submit documentation in section 3 of form. For IRA LLCs or IRA Trusts please complete our IRA *LLC/ TRUST VALUATION* FORM and submit documentation found in section 2 of the form.

Please select one:

◯ This is a conversion to a new Roth IRA, I have attached a completed *ACCOUNT APPLICATION* form to open a Roth IRA

◯ This is a conversion to an existing Forge Trust Co. Roth IRA.
My Roth IRA Account Number is: _____

Please select one:

◯ This is a FULL conversion: Convert ALL assets (including cash) held in the existing account listed above

◯ This is a PARTIAL conversion:

◯ Cash amount to convert: _____

◯ Convert the following assets:

Asset Name	Amount/Shares to Convert

3. RECHARACTERIZATION

I wish to recharacterize a contribution I previously made to the account listed below. I understand that it is my responsibility to ensure that this recharacterization is legal and is within the time limits imposed by IRS regulations and to report the recharacterization on Form 8606 as required by those regulations. I understand that the custodian will also recharacterize any income attributable to this contribution amount.

Effective January 1, 2018, pursuant to the Tax Cuts and Jobs Act (Pub. L. No. 115-97), a conversion from a traditional IRA, SEP or SIMPLE to a Roth IRA cannot be recharacterized. The new law also prohibits recharacterizing amounts rolled over to a Roth IRA from other retirement plans, such as 401(k) or 403(b) plans.

I declare and make the following conversion election:

Type of Contribution Recharacterization (Please select one)	Tax Year	Amount to Recharacterize	Date Originally Made
◯ Roth IRA Contribution to Traditional IRA Contribution:			
◯ Traditional IRA Contribution to Roth IRA Contribution:			

Account **FROM** which to withdraw amount: _____

Account **TO** which the deposit is to be made: _____

OR

☐ Check this box if you want to establish a new account

Please attach an *ACCOUNT APPLICATION* form

4. SIGNATURE

Account Owner's Signature	Date (MM/DD/YYYY)
X	

Please sign and submit additional documents as required.

DELIVERY INSTRUCTIONS

Email
newaccounts@ForgeTrust.com

Fax
(650) 745-2902

Regular mail
Forge Trust Co.
PO Box 2048
San Francisco, CA 94126

Overnight mail
Forge Trust Co.
4 Embarcadero Ctr, Floor 15
San Francisco, CA 94111

©2026 Forge Trust Co.