



# In-Plan Roth Conversion

Retirement Systems of Alabama  
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## Your SSN

\_\_\_\_\_

**Type of Account:**  RSA-1 Member Account  RSA-1 Spousal Beneficiary (see Participant Information below)

### Your Information

*You must sign and have this form notarized on the reverse side.*

Name \_\_\_\_\_  
First Middle/Maiden Last

Mailing Address \_\_\_\_\_  
Street or P.O. Box Apt.# City State ZIP Code

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ PID \_\_\_\_\_

### Participant Information

*Only include Name and SSN if beneficiary of Participant*

Name \_\_\_\_\_ SSN \_\_\_\_\_

The information above pertains to the deceased participant.

### In-Plan Roth Conversion Information

Only an RSA-1 Plan participant or a surviving spouse of an RSA-1 Plan participant is eligible.

**The amount of the In-Plan Roth Conversion will be reported as taxable income in the year of the conversion and you will be responsible for paying income taxes on this amount. A 1099-R will follow.**

You should consult with your tax professional to understand the impact this In-Plan Roth Conversion would have on your estimated federal and state tax payments, overall change in tax liability, availability of funds to pay the taxes, and any other related issues. The increase in your reportable, taxable income may have other financial impacts that you should consider.

The In-Plan Roth Conversion will be separately shown on your RSA-1 Plan records. However, any remaining Pre-Tax balance will be subject to Required Minimum Distribution rules.

Investment earnings may be subject to federal income tax liability if withdrawn prior to the fifth anniversary of the In-Plan Roth Conversion. This rule is separate from the five-year rule to determine if a distribution is considered qualified for other tax purposes. Please consult your tax professional to determine whether this tax would be applicable.

Once an In-Plan Roth Conversion has been processed, it cannot be reversed.

# In-Plan Roth Conversion



Name \_\_\_\_\_ SSN \_\_\_\_\_

### Roth Conversion

*Request a new Roth Conversion*

You have the option to convert either a Dollar Amount OR a Percentage from the fund(s) in your Pre-tax account type(s). Please be aware that if you choose to convert a percentage of a fund, the corresponding dollar amount will be calculated based on the fund balance at the time this transaction is processed. Percentages must be whole numbers only.

### Available Account Types

Regular Contributions Pre-Tax	457(b) Transfer Pre-Tax	DROP Rollover Pre-Tax
PLOP Rollover Pre-Tax	ERIP Rollover Pre-Tax	TSP Rollover Pre-Tax

List the account type(s) from which you wish to receive payments. Please specify either a dollar amount or a percentage in each row. Selecting 100% will convert the entire fund balance.

	List Account Type	Type of Funds	Dollar Amount		Percent of Fund Balance
Account Type Selection		Fixed Income		or	
		Equity		or	
		STIF		or	
Choose from the Available Account Types listed above.		Fixed Income		or	
		Equity		or	
		STIF		or	
		Fixed Income		or	
		Equity		or	
		STIF		or	
		Fixed Income		or	
		Equity		or	
		STIF		or	

### Signature Certification

By executing this form, you are acknowledging your understanding of the tax implications of the In-Plan Roth Conversion and have consulted with your legal and/or tax advisers. You also acknowledge that you have not relied on RSA-1 for legal or tax advice in selecting your In-Plan Roth Conversion.

**Sign Here →** Your Signature \_\_\_\_\_ Date \_\_\_\_\_

*Member*

*Please have your signature acknowledged before a Notary Public.*

State of \_\_\_\_\_, County of \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public, hereby certify that the above named individual whose name is signed to the foregoing document, personally appeared before me and acknowledged under oath that the statements made are true. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Seal

Signature of Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_