



A Division of Equity Trust Company

# Sterling Trust

# RECHARACTERIZATION FORM



## INSTRUCTIONS AND GUIDELINES

Use this form when you want to recharacterize a Roth IRA account back to the original account. This is normally done when a Roth Account was opened and then it was realized the qualifications were not met in order to have a Roth account.

- Before recharacterizing, you should consult with a tax professional.

When completing the *Recharacterization Form*, please follow these guidelines:

- Be sure you have both a Roth IRA and a Tax-Deferred IRA account open before proceeding with this form.
- A *Fair Market Valuation Form (FMV)* must be filled out for any transaction involving asset(s). The original *FMV form* must be sent by mail with supporting documents.
- Recharacterizations must be completed on or before the due date (including extensions) for filing your Federal income tax return for the taxable year for which the contribution was made.
- **Note:** If a conversion originally came from a qualified retirement plan, such as a 401k, it cannot go back to the plan but can go to a Traditional IRA.
- You must complete the *Recharacterization Form* in order to accomplish a recharacterization. Taking a distribution of the funds or assets and subsequently rolling them over to another IRA will not produce proper IRS reporting, and will not be deemed as a recharacterization.



## SUBMISSION OPTIONS

### OVERNIGHT:

Sterling Trust  
7901 Fish Pond Road  
Waco, TX 76710

### REGULAR MAIL:

Sterling Trust  
P. O. Box 2526  
Waco, TX 76702-2526



## CONTACT INFORMATION

### MAILING ADDRESS:

Sterling Trust  
P. O. Box 2526  
Waco, TX 76702-2526

### PHYSICAL ADDRESS:

7901 Fish Pond Road  
Waco, TX 76710

### For assistance, please contact a Client Services Representative at:

#### Phone:

800-955-3434 (Option 2)  
254-751-1505 (Option 2)

#### Fax:

254-751-0872

### Website:

[www.SterlingTrustCompany.com](http://www.SterlingTrustCompany.com)

### Or e-mail questions to:

[IRAServices@SterlingTrustCompany.com](mailto:IRAServices@SterlingTrustCompany.com)



P.O. Box 2526  
 Waco, TX 76702-2526  
 PHONE: 800-955-3434 (option 2), 254-751-1505 (option 2)  
 FAX: 254-751-0872  
 E-MAIL: IRAServices@SterlingTrustCompany.com

PLEASE PRINT CLEARLY. A DELAY IN PROCESSING MAY OCCUR IF INSTRUCTION IS UNCLEAR.

**1 ACCOUNT HOLDER INFORMATION**

ACCOUNT HOLDER NAME	PRIMARY DAYTIME PHONE NUMBER
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**2 ACCOUNT INFORMATION FOR RECHARACTERIZATION**

Sterling Trust recommends consulting with your tax professional before proceeding.

FROM STERLING IRA ACCOUNT NUMBER:	TO STERLING IRA ACCOUNT NUMBER*:		
<b>Type of account you are converting FROM:</b> <input type="checkbox"/> Roth IRA <input type="checkbox"/> SIMPLE IRA <input type="checkbox"/> Traditional IRA <input type="checkbox"/> QUALIFIED PLAN <input type="checkbox"/> SEP IRA <input type="checkbox"/> QUALIFIED PLAN - ROTH		<b>Type of account you are converting TO:</b> <input type="checkbox"/> Roth IRA <input type="checkbox"/> SIMPLE IRA <input type="checkbox"/> Traditional IRA <input type="checkbox"/> SEP IRA	

\*Account must be established before recharacterization.

**3 FUND INFORMATION FOR RECHARACTERIZATION**

**INDICATE BELOW THE TYPE OF RECHARACTERIZATION YOU ARE REQUESTING**

**Full Recharacterization** - Recharacterize ALL assets "in-kind" and any cash balance to the new account.\*\* This will close your existing account unless you select here to keep it open.                       Keep existing IRA Account open.

**Partial Recharacterization in Cash** - Convert only the specified dollar amount in cash to new account.  
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**Partial Recharacterization "in-kind"** - Convert only the specified assets listed below\*\*:

ASSET DESCRIPTION	# SHARES/UNITS	APPROXIMATE VALUE
ASSET DESCRIPTION	# SHARES/UNITS	APPROXIMATE VALUE
ASSET DESCRIPTION	# SHARES/UNITS	APPROXIMATE VALUE
ASSET DESCRIPTION	# SHARES/UNITS	APPROXIMATE VALUE
ASSET DESCRIPTION	# SHARES/UNITS	APPROXIMATE VALUE

Traditional assets will be determined at time of processing.  
 \*\*A Fair Market Valuation Form must be completed for any assets involved in a Roth Conversion.

**4 RECHARACTERIZATION FOR CONTRIBUTION / CONVERSION**

**Recharacterized Conversion**

DATE OF ORIGINAL CONVERSION	DATE OF RECHARACTERIZATION
ASSET DESCRIPTION	CURRENT FAIR MARKET VALUE OF RECONVERSION ASSET
ASSET DESCRIPTION	CURRENT FAIR MARKET VALUE OF RECONVERSION ASSET
ASSET DESCRIPTION	CURRENT FAIR MARKET VALUE OF RECONVERSION ASSET
ASSET DESCRIPTION	CURRENT FAIR MARKET VALUE OF RECONVERSION ASSET

**Recharacterized Contribution**

AMOUNT OF CONTRIBUTION OR CONVERSION	DATE OF ORIGINAL CONTRIBUTION	
PLUS EARNINGS (LOSSES)	TYPE OF CONTRIBUTION BEING RECHARACTERIZED, SELECT ONE:	<input type="checkbox"/> ANNUAL CONTRIBUTION
TOTAL AMOUNT TO BE RECHARACTERIZED		<input type="checkbox"/> ROTH IRA CONVERSION CONTRIBUTION



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Account Number \_\_\_\_\_

**5 PAYMENT OF FEES**

How would you like to pay for any service-related fees associated with this transaction? By checking the credit card box, you authorize Sterling Trust to charge this card for all service-related fees associated with this transaction (if applicable).

**Choose a payment method:**

Credit Card:  VISA  MasterCard  Deduct Fees from Account  Check Enclosed

Card Number:

Expires:   /

THIS SPACE INTENTIONALLY LEFT BLANK

**6 SIGNATURES**

I certify that I have or will establish a tax-deferred account with the Custodian named above. I understand that I am responsible for determining my eligibility for all recharacterizations and I agree to indemnify and to hold the Custodian harmless against any and all situations arising from an ineligible recharacterization. I acknowledge that the Custodian cannot provide legal advice and I agree to consult with my own tax professional for advice.

The Custodian agrees to accept these funds as a recharacterization.

\_\_\_\_\_  
Signature of Account Holder/Beneficiary Date

\_\_\_\_\_  
Signature of Custodian Date