RESET FORM

MO Deferred Comp 457 Plan

ROTH IN-PLAN CONVERSION FORM

PERSONAL INFORMATION (please print clearly using black or blue ink)

NAME:______________________________ SOCIAL SECURITY NUMBER:______________

ADDRESS: ______________________________ APT: ______________

CITY:______________________________ STATE:________ ZIPCODE:______________

MOBILE PHONE: ______________ DAY PHONE: ______________ EVENING PHONE: ______________

EMAIL: ______________________________ DATE OF BIRTH: ______/______/________

INSTRUCTIONS

1. Please review and complete all applicable sections of this form to enable prompt processing.
2. If the amount available for conversion is less than the dollar amount you are requesting, the transaction will be processed for the maximum amount available.
3. Pre-tax and after-tax (if applicable) money will be included in this conversion. If your Plan offers loans, money converted to Roth may not be available for loans.

PLEASE NOTE: ONCE THE CONVERSION TO ROTH HAS BEEN MADE, IT IS IRREVOCABLE.

AMOUNT ELECTION

Select the option that applies for this request.

Amount Requested *(select one)*:

☐ 100% of my account balance from all sources eligible for conversion.

☐ Partial conversion of my non-Roth balance (whole dollars or percentages only):

TOTAL DOLLAR AMOUNT $ ____________________ OR PERCENT ________________%

If partial conversion, indicate sources to convert:

☐ Pre-Tax (non-After-Tax) Sources DOLLAR AMOUNT $ ________________ OR PERCENT ______________%

☐ After-Tax Sources DOLLAR AMOUNT $ ________________ OR PERCENT ______________%

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FEDERAL AND STATE INCOME TAX WITHHOLDING

You may be subject to federal and state income taxes on the taxable portion of your In-Plan Roth Conversion. You may also be subject to tax penalties under the Estimated Tax Payment rules. **There will be no taxes withheld as part of this conversion transaction, and you will be responsible for any tax liability on the taxable amount. In-Plan Roth Conversions net of any associated after-tax contributions are reported as taxable on IRS Form 1099-R.** ***Once made, the election is irrevocable.*** You should seek the advice of a qualified tax advisor prior to making this conversion.

Important Tax Information

- The taxable portion of this conversion (e.g. pre-tax, employer contributions and associated earnings) will be treated as ordinary income in the year of conversion and reported on a Form 1099-R.
- No federal or state tax income tax will be withheld, and you will be responsible for paying any taxes owed when you file your tax return.
- After-tax contributions, if included, are not taxable again but will appear on the 1099-R as part of the Gross Distribution amount, but not the Taxable Amount.
- This election is irrevocable - it cannot be reversed, once submitted.
- Earnings associated with any after-tax contributions will be reported as taxable on your 1099-R.
- Future withdrawals from your Roth account may be subject to taxes and/or penalties if they do not meet the IRS-qualified distribution requirements.

You are strongly encouraged to consult with a tax advisor before proceeding, as this decision may impact your tax liability and eligibility for other tax-related benefits.

AUTHORIZATION

I understand that In-Plan Roth Conversions, net of any associated after-tax contributions, are reported as taxable on IRS Form 1099- R. I further understand that there will be no tax withholding on the conversion, and I will be responsible for any tax liability on the taxable amount. I should seek the advice of a qualified tax advisor to understand all potential tax and penalty implications prior to making this election. Once made, In-Plan Roth Conversions are irrevocable.

I certify that the information I have provided is true, accurate and complete.

PARTICIPANT SIGNATURE ____ **DATE** ____________

Please submit your authorized Roth In-Plan Conversion request form by fax or mail to:

VIA FAX:
Attn: MO Deferred Comp
1-855-545-2212

VIA MAIL:
Attn: MO Deferred Comp
P.O. Box 389
Hartford, CT 06141

VIA OVERNIGHT DELIVERY:
Attn: MO Deferred Comp
One Orange Way
Windsor, CT 06095

If you have any questions or need to obtain additional plan or account information, please go online at www.modeferredcomp.org or call the MO Deferred Comp Service Center at 1-800-392-0925 (TTY/TTD users call 1-800-579-5708). Customer Service Associates are available Monday through Friday, 7:00 A.M. to 7:00 P.M. Central Time (excluding stock market holidays).