



Questions? Please call 800-842-2252, weekdays, 8 a.m. - 7 p.m. (ET).

**NOTE:** The term "Traditional IRA," as used in this request and its instructions, will include Traditional IRA and SEP IRA.

## **PARTICIPANT INFORMATION**

Please fill in your name (first, middle initial, last), Social Security Number and state of residence. Provide a two-letter state abbreviation for state of residence.

## **CONVERSION INSTRUCTIONS**

To convert your Traditional IRA to your Roth IRA, please provide the account numbers for the Traditional IRA (delivering account) and the Roth IRA (receiving account).

**Tax Consequences of a Roth Conversion:** Converting assets from your Traditional IRA to a Roth IRA has income tax consequences that you should carefully consider. The IRA custodian is required by law to report to the Internal Revenue Service (IRS) the Roth conversion from your Traditional IRA to your Roth IRA. Consult with a tax professional to determine if you are eligible for a Roth conversion and your personal income tax liability that may result from this transaction.

## **RECHARACTERIZATION INSTRUCTIONS**

A recharacterization of a contribution from one type of IRA to another.

To recharacterize your Traditional IRA participant contribution to your Roth IRA, please provide the account numbers for the Traditional IRA (delivering account) and the Roth IRA (receiving account).

- To recharacterize your Roth IRA participant contribution or Roth IRA conversion to your Traditional IRA, please provide the account numbers for the Roth IRA (delivering account) and the Traditional IRA (receiving account).
- Provide the date on which the contribution was made.
- State the earnings on the conversion or contribution while it was being held in the delivering account.

## **CONVERSION OR RECHARACTERIZATION AMOUNT**

**A. CONVERSION:** For partial conversions, indicate the dollar amount, description and quantity of securities that you wish to convert to your Roth IRA in the space provided. Please use the security descriptions as they appear on your brokerage account statement. If more space is needed, attach a separate sheet. An election of full conversion will close your Traditional IRA.

**NOTE:** Conversions may include residual income attributable to these assets paid subsequent to the conversion.

**B. RECHARACTERIZATION:** For partial recharacterizations, indicate the dollar amount, description, and quantity of securities that you wish to recharacterize to your Roth or Traditional IRA. Please use the security descriptions as they appear on your brokerage account statement. If more space is needed, attach a separate sheet. An election of full recharacterization will close the delivering account.

## **TAX WITHHOLDING ELECTION**

Unless instructed otherwise, we are required to withhold federal income tax (and state income tax, depending on your residency) from Roth conversions. A transfer from a traditional or SEP IRA to a Roth IRA, as the result of a Roth conversion, is a nonperiodic distribution that is non-rollover eligible. If we do not receive the federal substitute form W-4R Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions from you, amounts transferred as a result of the Roth conversion will be withheld at the federal default rate of 10%. If you would like no withholding or a rate other than the default rate of 10%, make an election by providing us with a completed substitute form W-4R Withholding Certificate in Step 5.

State income tax withholding may be required from the amounts subject to your Roth conversion. If state withholding is mandatory, we will withhold at the rate required by your state. Please note that the state may allow you to elect not to have withholding applied, to choose additional withholding, or to specify the rate of withholding. For more information on state tax withholding, go to [TIAA.org/public/tax-withholding](http://TIAA.org/public/tax-withholding). Call TIAA if you have any questions at 800-842-2252.

## **PARTICIPANT SIGNATURE AND CERTIFICATION**

This form cannot be processed without your signature.

By signing this form, I certify that the information provided by me is correct and may be relied upon by the IRA custodian. I understand that I am responsible for determining my eligibility to convert my Traditional IRA to a Roth IRA or recharacterize within the limits set forth by regulations, and plan agreements. I have been advised to see a tax professional regarding this transaction. I assume full responsibility for this transaction and will not hold the IRA custodian liable for any adverse tax consequences or penalties that may result. I understand that the beneficiary information for the account receiving the assets will be in effect as designated in writing by me. If I elect to change beneficiaries, I will submit a change of beneficiary notification acceptable to the IRA custodian.





**STEP 1: ACCOUNT INFORMATION (REQUIRED)**

Use this form to request a conversion of assets from your Brokerage Traditional IRA and SEP IRA to a Roth IRA by completing Step 2. To recharacterize a contribution from your Traditional IRA to your Roth IRA or from your Roth IRA to your Traditional IRA complete Step 3.

Account Owner's Name

Social Security Number

State of Residence

**STEP 2: CONVERSION INSTRUCTIONS**

Use of this form will result in a reportable event to the Internal Revenue Service (IRS) and, if applicable, the tax authorities in your state.

**Questions?** For account information, to check the status of your request or any questions:

Call **800-842-2252**, weekdays from 8 a.m. to 7 p.m. (ET).

From  
Traditional IRA Account Number

To  
Roth IRA Account Number

**Note:** Converting assets from your Traditional IRA to a Roth IRA has income tax consequences. See the instructions for further details.

Full Conversion—move all cash and securities

Check this box if you wish to keep this account open

Partial Conversion—move the assets as instructed in Step 4

**STEP 3: RECHACTERIZATION INSTRUCTIONS**

Note: Recharacterizations are exempt from tax withholding.

From  
IRA Account Number

To  
IRA Account Number

Recharacterize my Traditional IRA Contribution Year

Recharacterize my Roth IRA Contribution Year

Date of Contribution (mm/dd/yyyy)

\$  Net income earned while contributed

Full Recharacterization - move all cash and securities

Partial Recharacterization - move the assets as instructed in Step 4





**STEP 4: PARTIAL CONVERSION OR RECHARACTERIZATION AMOUNT**

For a partial conversion or recharacterization, move only those assets listed. Cash and/or money market balance must be available. If additional space is needed, please attach a separate sheet.

Move cash and/or Money Market Funds in the amount of: \$

Move the following securities:

Security Symbol/CUSIP/Description	Quantity (Share amount or indicate all)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**STEP 5: TAX WITHHOLDING ELECTION**

If you convert a traditional or SEP IRA to a Roth IRA, a conversion to a Roth IRA is a nonperiodic distribution that is non-rollover eligible. Note: Recharacterizations are exempt from tax withholding.

**NONPERIODIC DISTRIBUTIONS THAT ARE NON-ROLLOVER ELIGIBLE (CHECK ONE)**

A nonperiodic distribution that is non-rollover eligible is a single withdrawal or a payment stream of one year or less that cannot be rolled over to another tax-deferred plan.

If you leave this section blank, then TIAA will apply the default federal tax withholding.

I decline to provide the Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions Substitute Form W-4R below. I understand that federal withholding will be withheld at the default rate of 10%. Please skip Step 2 below and go to the next section.

I am making a federal withholding election by entering a rate between 0% and 100% (including 0% and 100%) in Step 2 on Line 2 below in the Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions Substitute Form W-4R. See Form W-4R Instructions below for more information.

**Caution:** If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return.

Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including 0%) on payments to be delivered outside of the United States and its territories.



**WITHHOLDING CERTIFICATE FOR NONPERIODIC PAYMENTS AND ELIGIBLE ROLLOVER DISTRIBUTIONS SUBSTITUTE FORM W-4R**

Your withholding rate is determined by the type of payment you will receive.

- For nonperiodic payments, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100% on line 2. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its territories.

**Step 2**

Complete this line if you would like a rate of withholding that is different from the default withholding rate. See the IRS Form W-4R Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions General Instructions and the Marginal Rate Tables attached at the end of this form for additional information.

Enter the rate as a whole number (no decimals) ..... **Line 2** \_\_\_\_\_ %

**STATE INCOME TAX WITHHOLDING (CHECK ONE)**

If an election is not made, we will withhold from your conversion according to your state of residence requirement.

State income tax withholding may be required when you elect federal income tax withholding.

Do **not** withhold State Income Tax from the Roth conversion amount.

Withhold State Income Tax from the Roth conversion amount according to my state of residency.

Withhold  % State Income Tax from the Roth conversion amount.

**STEP 6: SIGNATURE AND CERTIFICATION**

This form cannot be processed without your signature.

By signing this form, I certify that the information provided by me is correct and may be relied upon by the IRA custodian/trustee. I understand that I am responsible for determining my eligibility to convert my Traditional IRA to a Roth IRA within the limits set forth by tax laws, related regulations and plan agreements. I have been advised to see a tax professional regarding this transaction. I assume full responsibility for this transaction and will not hold the IRA custodian liable for any adverse tax consequences or penalties that may result. I understand that the beneficiary information for the account receiving the assets will be in effect as designated in writing by me. If I elect to change beneficiaries, I will submit a change of beneficiary notification acceptable to the IRA custodian/trustee.

My signature below validates all elections made herein as legally valid and in effect, including all federal substitute withholding certificate elections I have made herein.

**Substitute W-9 Request for Taxpayer Identification Number and Certification**

Under penalties of perjury, I certify that: (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and (3) I am a U.S. citizen or other U.S. person (as defined in the form W-9 instructions); and (4) the FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding (as detailed in the box above).

Signature (IRA Owner)

Today's Date (mm/dd/yyyy)

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**OPTIONS TO RETURN COMPLETED FORM(S)**

**OPTION 1: Digitally sign and submit your form.**

- If you received a digital form, complete the online signature digital process.

**OPTION 2: Use the TIAA mobile app to quickly upload your completed document(s). It's as simple as taking a picture. Haven't downloaded the TIAA mobile app? Get it today in the [App Store](#) or [Google Play](#).**

- Tap the **Message Center** icon in the upper-right corner of your main screen.
- Go to the **Files** tab, select **Upload** and then follow the instructions.

**OPTION 3: If you are using your personal computer, here's what you'll need to do to upload your completed document(s):**

- Log in to your [TIAA.org](#) account and select the **Actions** tab.
- Choose **Upload document(s)** from the options presented.
- Select **Upload Files** and follow the step-by-step instructions.

**OPTION 4: If you prefer to fax or mail this form, use the information provided below:**

**FAX:**

**800-914-8922** (within U.S.)

**704-595-5795** (outside U.S.)

**STANDARD MAIL:**

TIAA

P.O. Box 1280

Charlotte, NC 28201-1280

**OVERNIGHT DELIVERY:**

TIAA

8500 Andrew Carnegie Blvd.

Charlotte, NC 28262





**IRS FORM W-4R WITHHOLDING CERTIFICATE FOR NONPERIODIC PAYMENTS AND ELIGIBLE ROLLOVER DISTRIBUTIONS INSTRUCTIONS**

**GENERAL INSTRUCTIONS**

Section references are to the Internal Revenue Code.

**Future developments.** For the latest information about any future developments related to Form W-4R, such as legislation enacted after it was published, go to [www.irs.gov/FormW4R](http://www.irs.gov/FormW4R).

**Purpose of form.** Complete Form W-4R to have payers withhold the correct amount of federal income tax from your nonperiodic payment or eligible rollover distribution from an employer retirement plan, annuity (including a commercial annuity), or individual retirement arrangement (IRA). See page 2 for the rules and options that are available for each type of payment. Don't use Form W-4R for periodic payments (payments made in installments at regular intervals over a period of more than 1 year) from these plans or arrangements. Instead, use Form W-4P, Withholding Certificate for Periodic Pension or Annuity Payments. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

**Caution:** If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. Your withholding choice (or an election not to have withholding on a nonperiodic payment) will generally apply to any future payment from the same plan or IRA. Submit a new Form W-4R if you want to change your election.

**2023 MARGINAL RATE TABLES**

You may use these tables to help you select the appropriate withholding rate for this payment or distribution. Add your income from all sources and use the column that matches your filing status to find the corresponding rate of withholding. See the next page for more information on how to use this table.

Single or Married filing separately		Married filing jointly or Qualifying surviving spouse		Head of Household	
Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more
\$0	0%	\$0	0%	\$0	0%
13,850	10%	27,700	10%	20,800	10%
24,850	12%	49,700	12%	36,500	12%
58,575	22%	117,150	22%	80,650	22%
109,225	24%	218,450	24%	116,150	24%
195,950	32%	391,900	32%	202,900	32%
245,100	35%	490,200	35%	252,050	35%
591,975*	37%	721,450	37%	598,900	37%

\* If married filing separately, use \$360,725 instead for this 37% rate.

**GENERAL INSTRUCTIONS (CONTINUED)**

**Nonperiodic payments—10% withholding.** Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments **unless** you enter a different rate on line 2. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Note that the default rate of withholding may not be appropriate for your tax situation. You may choose to have no federal income tax withheld by entering “-0-” on line 2. See the specific instructions below for more information. Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including “-0-”) on any payments to be delivered outside the United States and its territories.

**Note:** If you don't give Form W-4R to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can't honor requests to have a lower (or no) amount withheld. Generally, for payments that began before 2023, your current withholding election (or your default rate) remains in effect unless you submit a Form W-4R.

**Eligible rollover distributions—20% withholding.** Distributions you receive from qualified retirement plans (for example, 401(k) plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over to an IRA or qualified plan are subject to a 20% default rate of withholding on the taxable amount of the distribution. You can't choose withholding at a rate of less than 20% (including “-0-”). Note that the default rate of withholding may be too low for your tax situation. You may choose to enter a rate higher than 20% on line 2. Don't give Form W-4R to your payer unless you want more than 20% withheld.



Note that the following payments are **not** eligible rollover distributions: (a) qualifying “hardship” distributions, and (b) distributions required by federal law, such as required minimum distributions. See Pub. 505 for details. See also *Nonperiodic payments—10% withholding above*.

**Payments to nonresident aliens and foreign estates.** Do not use Form W-4R. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

**Tax relief for victims of terrorist attacks.** If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, enter “-0-” on line 2. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

## SPECIFIC INSTRUCTIONS

### LINE 1B

For an estate, enter the estate’s employer identification number (EIN) in the area reserved for “Social security number.”

### LINE 2

**More withholding.** If you want more than the default rate withheld from your payment, you may enter a higher rate on line 2.

**Less withholding (nonperiodic payments only).** If permitted, you may enter a lower rate on line 2 (including “-0-”) if you want less than the 10% default rate withheld from your payment. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter “-0-”.

**Suggestion for determining withholding.** Consider using the Marginal Rate Tables on the previous page to help you select the appropriate withholding rate for this payment or distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on those sources of income has not been paid through other withholding or estimated tax payments, you can pay that tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

The marginal tax rate is the rate of tax on each additional dollar of income you receive above a particular amount of income. You can use the table for your filing status as a guide to find a rate of withholding for amounts above the total income level in the table.

To determine the appropriate rate of withholding from the table, do the following. Step 1: Find the rate that corresponds with your total income not including the payment. Step 2: Add your total income and the taxable amount of the payment and find the corresponding rate.

If these two rates are the same, enter that rate on line 2. (See *Example 1* below.)

If the two rates differ, multiply (a) the amount in the lower rate bracket by the rate for that bracket, and (b) the amount in the higher rate bracket by the rate for that bracket. Add these two numbers; this is the expected tax for this payment. To get the rate to have withheld, divide this amount by the taxable amount of the payment. Round up to the next whole number and enter that rate on line 2. (See *Example 2* below.)

If you prefer a simpler approach (but one that may lead to overwithholding), find the rate that corresponds to your total income including the payment and enter that rate on line 2.

**Examples.** Assume the following facts for *Examples 1* and *2*. Your filing status is single. You expect the taxable amount of your payment to be \$20,000. Appropriate amounts have been withheld for all other sources of income and any deductions or credits.

**Example 1.** You expect your total income to be \$60,000 without the payment. Step 1: Because your total income without the payment, \$60,000, is greater than \$58,575 but less than \$109,225, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$80,000, is greater than \$58,575 but less than \$109,225, the corresponding rate is 22%. Because these two rates are the same, enter “22” on line 2.

**Example 2.** You expect your total income to be \$42,500 without the payment. Step 1: Because your total income without the payment, \$42,500, is greater than \$24,850 but less than \$58,575, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$62,500, is greater than \$58,575 but less than \$109,225, the corresponding rate is 22%. The two rates differ. \$16,075 of the \$20,000 payment is in the lower bracket (\$58,575 less your total income of \$42,500 without the payment), and \$3,925 is in the higher bracket (\$20,000 less the \$16,075 that is in the lower bracket). Multiply \$16,075 by 12% to get \$1,929. Multiply \$3,925 by 22% to get \$863.50. The sum of these two amounts is \$2,792.50. This is the estimated tax on your payment. This amount corresponds to 14% of the \$20,000 payment (\$2,792.50 divided by \$20,000). Enter “14” on line 2.

