



**INTERNAL TRADITIONAL IRA TO ROTH IRA CONVERSION**

For Conversion of an existing Athene Annuity & Life Assurance Company Traditional IRA to Roth IRA

**Athene Annuity & Life Assurance Company**

**1. CONTRACT INFORMATION**

Contract Number	Name of Annuitant
Name of Contract Owner	Social Security Number
Street Address, City, State, Zip	Telephone Number

**2. SPECIAL INFORMATION REGARDING ROTH CONVERSIONS**

- Athene Annuity & Life Assurance Company will report this conversion as a taxable distribution.
- If you are requesting a full conversion, and you are 70 ½ or older in this calendar year, the Required Minimum Distribution (RMD) must be taken prior to the conversion. Sections 5 and 5a must be completed.
- If you are requesting a partial conversion, and you do not have an existing Roth IRA with our company, you will need to transfer the funds to a Roth IRA you have with another company. Please submit the appropriate transfer/conversion paperwork and a letter of acceptance from your new carrier.
- Athene Annuity & Life Assurance Company will not render tax advice. Please consult your tax advisor before requesting this conversion.

**3. REQUEST FOR CONVERSION**

I request that all, or a portion, of the Traditional IRA referenced above be converted to a Roth IRA. I understand that the conversion to a Roth IRA is a fully taxable event. If a partial conversion is requested, a new contract will be established for the amount to be converted.

- Full Conversion of the Traditional IRA to a Roth IRA within the existing contract. (If you are 70½ or older, please complete Section 5 and 5a)
- Partial Conversion of \$\_\_\_\_\_, or \_\_\_\_\_%.
- Deposit to my existing Roth IRA – contract number \_\_\_\_\_.
- Transfer to a new carrier.
  - Transfer/Conversion paperwork and letter of acceptance is attached.
  - Transfer/Conversion paperwork and letter of acceptance will be submitted separately.

**4. INCOME TAX WITHHOLDING FOR CONVERSION**

**FEDERAL WITHHOLDING** – Please Check  One (If no election is made, federal income tax will be withheld.)

- Withhold 10%
- Withhold another amount: \$\_\_\_\_\_ or \_\_\_\_\_%
- Do not withhold federal income tax

**STATE WITHHOLDING** If you reside in one of the following states – CA, DC, DE, GA, IA, KS, MA, ME, MI\*, NE, NC OK, OR, VT, or VA – and federal income tax is withheld, we will automatically withhold state income tax. If your state allows, you may opt out. See the enclosed **State Tax Withholding Information** to determine if your state allows you to opt out. If you do not reside in one of the states previously listed, you may still elect to withhold UNLESS you live in AK, FL, NH, NV, SD, TN, TX, WA, WY. Please check one of the following boxes.

- Do not withhold. I live in one of the states listed above, but my state allows me to opt out
- Withhold \$\_\_\_\_\_ or \_\_\_\_\_%

**\*MICHIGAN RESIDENTS** – Please refer to [www.michigan.gov/taxes](http://www.michigan.gov/taxes) for information regarding the MI W-4P form for tax withholding, or opt out information. If the MI W-4P is not returned, we are required to withhold state income tax.

**Notice:** Federal law requires withholding a minimum of 10% Federal Income Tax from taxable distributions, unless you elect not to have taxes withheld or specify a different withholding amount. Withholding will only apply to that portion of your distribution that is includable in your income subject to Federal Income Tax. You may revoke this withholding election at any time by contacting Athene Annuity & Life Assurance Company in writing. Electing not to withhold at this time does not release the liability for payment of Federal and, if applicable, state Income Tax on the taxable portion of your payment. You may incur tax penalties if your withholding and tax payments are not adequate.

**Note:** Athene Annuity & Life Assurance Company will not render tax advice. Please consult your tax advisor regarding your financial situation.



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**5. RMD INSTRUCTIONS** (This section and section 4a must be completed if you are age 70 1/2 or older during this

calendar year) Please check one of the following:

- Distribute my RMD prior to processing the conversion. I have already satisfied my RMD for this year.
- I have satisfied my RMD from another source.

**5a. INCOME TAX WITHHOLDING FOR CONVERSION**

**FEDERAL WITHHOLDING** – Please Check  **One** (If no election is made, federal income tax will be withheld.)

- Withhold 10%
- Withhold another amount: \$ \_\_\_\_\_ or \_\_\_\_\_ %
- Do not withhold federal income tax

**STATE WITHHOLDING** If you reside in one of the following states – CA, DC, DE, GA, IA, KS, MA, ME, MI\*, NE, NC OK, OR, VT, or VA – and federal income tax is withheld, we will automatically withhold state income tax. If your state allows, you may opt out. See the enclosed **State Tax Withholding Information** to determine if your state allows you to opt out. If you do not reside in one of the states previously listed, you may still elect to withhold UNLESS you live in AK, FL, NH, NV, SD, TN, TX, WA, WY. Please check one of the following boxes.

- Do not withhold. I live in one of the states listed above, but my state allows me to opt out
- Withhold \$ \_\_\_\_\_ or \_\_\_\_\_ %

**\*MICHIGAN RESIDENTS** – Please refer to [www.michigan.gov/taxes](http://www.michigan.gov/taxes) for information regarding the MI W-4P form for tax withholding, or opt out information. If the MI W-4P is not returned, we are required to withhold state income tax.

**Notice:** Federal law requires withholding a minimum of 10% Federal Income Tax from taxable distributions, unless you elect not to have taxes withheld or specify a different withholding amount. Withholding will only apply to that portion of your distribution that is includable in your income subject to Federal Income Tax. You may revoke this withholding election at any time by contacting Athene Annuity & Life Assurance Company in writing. Electing not to withhold at this time does not release the liability for payment of Federal and, if applicable, state Income Tax on the taxable portion of your payment. You may incur tax penalties if your withholding and tax payments are not adequate.

**Note:** Athene Annuity & Life Assurance Company will not render tax advice. Please consult your tax advisor regarding your financial situation.

**6. CERTIFICATION OF TAXPAYER IDENTIFICATION**

Under penalties of perjury, I certify that:

1. The Social Security Number or Taxpayer Identification Number shown on this form is correct (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 General Instructions of IRS Form W-9), and
4. The FATCA code(s) entered on this form, if any, indicating that I am exempt from FATCA reporting is correct. Exemption from FATCA reporting code, if any: \_\_\_\_\_ (FATCA reporting codes can be found in the General Instructions for IRS Form W-9.) If you are only submitting this form for an account you hold in the United States, you may leave this field blank.

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your return.

**7. ACKNOWLEDGMENT/SIGNATURE(S)**

I submit this request for a Roth Conversion with a full and complete understanding of this transaction, and request that such changes be made.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**Athene Annuity & Life Assurance Company**

Neither Athene Annuity & Life Assurance Company, nor any of its employees, agents or representatives gives legal, tax or accounting advice. The information provided here is merely a summary of our understanding of the withholding requirements as they relate to our contract, and is not a warranty or representation concerning such matters. We will not be responsible for any penalties incurred by you, should the amount distributed be incorrect. We recommend you consult with your tax advisor.

*If your state is not mentioned below, we will not withhold state income tax, regardless of whether or not federal withholding is elected. However, upon request, we will withhold state income tax.*

AR, CA, DC, DE, IA, KS, MA, ME, MI, MS, NC, NE, OK, OR, VA, VT - Requires that if you elect to have federal income tax withheld, we must automatically withhold state income tax also. (Some exceptions may apply, please see below)

- AR**     • IRAs and all other "qualified" plans - State tax withholding is required, you cannot opt out.  
          • Non-Qualified – Periodic payments – State tax withholding is required, you cannot opt out.  
          • Non-Qualified - Lump Sum Distributions – State tax withholding is required, unless you opt out using state form AR4P which must be completed and returned.
- CA**     You may opt out of state withholding, even if you elect to have federal income tax withheld.
- DC**     • IRAs and all other "qualified" plans - State tax withholding is required, you cannot opt out.  
          • Non-Qualified - You may opt out of state withholding, even if you elect to have federal income tax withheld.
- DE**     If the distribution is subject to 20% mandatory federal withholding on TSA or other qualified retirement plan, then state income tax must be withheld. Otherwise, you may opt out of state income tax withholding.
- IA**     You may NOT opt out of state withholding, even if you elect to have federal income tax withheld.
- KS**     If the distribution is subject to 20% mandatory federal withholding on TSA or other qualified retirement plan, then state income tax must be withheld. Otherwise, you may opt out of state income tax withholding.
- MA**     You may NOT opt out of state withholding, even if you elect to have federal income tax withheld.
- ME**     If the distribution is subject to 20% mandatory federal withholding on TSA or other qualified retirement plan, then state income tax must be withheld. Otherwise, you may opt out of state income tax withholding.
- MI**     State tax withholding is required, unless you opt out using Michigan State Tax Form MI W-4Pm which must be completed and returned.
- MS**     State tax withholding is required on all premature distributions (typically distributions under age 59½), Otherwise, you may opt out of state income tax withholding.
- NC**     If the distribution is subject to 20% mandatory federal withholding on TSA or other qualified retirement plan, then state income tax must be withheld. Otherwise, you may opt out of state income tax withholding.
- NE**     You may opt out of state withholding, even if you elect to have federal income tax withheld.
- OK**     You may NOT opt out of state withholding, even if you elect to have federal income tax withheld.
- OR**     If the distribution is subject to 20% mandatory federal withholding on TSA or other qualified retirement plan, then state income tax must be withheld. Otherwise, you may opt out of state income tax withholding.
- VA**     IRA or SEP-IRA – You may opt out of state income tax withholding. All other distributions, you may NOT opt out.
- VT**     If the distribution is subject to 20% mandatory federal withholding on TSA or other qualified retirement plan, then state income tax must be withheld. Otherwise, you may opt out of state income tax withholding.

AK, FL, NH, NV, SD, TN, TX, WA, WY – State income tax withholding is NOT allowed in these states.