

# ROTH IRA CONVERSION

For Internal Use

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Instructions: Use this form to transfer cash from an existing Traditional IRA to a Johnson Roth IRA. If you are opening a new Roth IRA, the completed Roth IRA application must accompany this Roth IRA Conversion form. Please be aware that your present institution may require additional documentation including a medallion signature guarantee by a commercial bank or New York Stock Exchange member firm. Please complete all the information requested below. Johnson Mutual Funds Trust will process your transfer and the Custodian will send you notification when the cash has been received and invested. **Note: If you meet the age requirement for an RMD, the RMD must be taken before the transfer is made.**

## 1. PARTICIPANT INFORMATION:

NAME		TAX ID OR SSN	
ADDRESS			
CITY	STATE	ZIP	
PRIMARY PHONE NUMBER	SECONDARY PHONE NUMBER	DATE OF BIRTH	

## 2. NAME, ADDRESS, AND PHONE NUMBER OF RESIGNING TRUSTEE:

NAME OF ORGANIZATION		ATTENTION	
ADDRESS			
CITY	STATE	ZIP	
PRIMARY PHONE NUMBER	ACCOUNT OR POLICY NUMBER		

If current Custodian is First National Bank of Omaha for Johnson Mutual Funds Trust, please indicate the account name and number to be converted:

TYPE OF ACCOUNT TO BE CONVERTED:  Traditional IRA  Rollover IRA

## 3. DEPOSIT AMOUNT:

Please check one:

- Transfer all full and fractional shares (estimated value of transfer \$ \_\_\_\_\_) of the account(s) indicated in Section 2 and transfer the proceeds to my Johnson Roth IRA  **immediately** OR  **at maturity**. **Close the account.** Send any subsequent dividends or interest that post, to my Johnson Roth IRA.
- Liquidate or transfer (\$ \_\_\_\_\_) of the account indicated in Section 2 and transfer the proceeds payable to my Johnson Roth IRA  **immediately** OR  **at maturity**. **Do not close account.**

Details of Liquidation:

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#### 4. FUND SELECTION:

If your transfer is not your initial investment, please indicate which Fund you would like your transferred assets to be invested in:

- Make no changes to my current allocation in account # \_\_\_\_\_
- Initial Investment (see accompanying Roth IRA Application)

**OR**

**\$ Amount or % Per Fund**

- |  |       |
|--|-------|
| <input type="checkbox"/> Johnson Equity Income Fund    | _____ |
| <input type="checkbox"/> Johnson Opportunity Fund      | _____ |
| <input type="checkbox"/> Johnson International Fund    | _____ |
| <input type="checkbox"/> Johnson Fixed Income Fund     | _____ |
| <input type="checkbox"/> Johnson Municipal Income Fund | _____ |

#### 5. AUTHORIZATION FOR TRANSFER:

TO RESIGNING TRUSTEE OR CUSTODIAN:

I have established a qualified Roth Individual Retirement Account with Johnson Mutual Funds Trust. Please use this letter as your authorization to liquidate assets in my account with your firm, as indicated below. To ensure proper crediting, please contact the Funds for trustee-to-trustee delivery instructions.

\_\_\_\_\_  
INVESTOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MEDALLION SIGNATURE GUARANTEE (IF NEEDED)

#### 6. NEW CUSTODIAN:

TO BE COMPLETED BY NEW CUSTODIAN:

We have been requested to send you a letter of acceptance in order to transfer the assets of the above- mentioned account for deposit to the Johnson Mutual Funds Trust. To ensure proper crediting, contact the Funds for trustee-to-trustee delivery instructions.

This is to be executed as a trustee-to-trustee transfer so as not to put the plan participant in actual or constructive receipt of all or any part of the transferred assets.

\_\_\_\_\_  
TRUST OFFICER'S SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE