

# IRA RECHARACTERIZATION REQUEST FORM

The IRA Recharacterization Request Form facilitates the redesignation of an IRA contribution or conversion that was made to one type of IRA as if it was made to another type of IRA. The form, when completed, also satisfies the irrevocable, written election required for recharacterizations. If you have any questions about completing this form, please contact Shareholder Services at 888.885.8859.

Please send completed form to:

**Regular Mail Delivery**

BCM Focus Funds  
PO Box 2175  
Milwaukee WI 53201-2175

**Overnight Delivery**

BCM Focus Funds  
C/O UMB Fund Services, Inc  
235 W Galena Street  
Milwaukee WI 53212-3948

## PART I: IRA OWNER INFORMATION

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## PART II: CONTRIBUTION INFORMATION TO BE RECHARACTERIZED (FROM ACCOUNT)

Your recharacterization assets will be transferred from the IRA listed below. Your recharacterized contribution(s) will be treated as if it were originally made to the IRA indicated in Part III. Unless otherwise specified, your allocation will remain the same. If you are recharacterizing a conversion to a Roth IRA, you must transfer the recharacterized contribution to the same type of IRA from which it was converted.

Please recharacterize my contribution from:

Type of account (select only **one**):  Roth IRA  Traditional IRA  SEP IRA (employee contributions only)

Fund Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Contribution Amount to Recharacterize: \$ \_\_\_\_\_

Type of Contribution (Current IRA) to be Recharacterized (select one):

- Regular/Spousal Traditional IRA for Tax Year \_\_\_\_\_
- Regular/Spousal Roth IRA for Tax Year \_\_\_\_\_
- Conversion from Traditional IRA for Tax Year \_\_\_\_\_
- Conversion from SEP IRA for Tax Year \_\_\_\_\_
- Conversion from SIMPLE IRA for Tax Year \_\_\_\_\_

## PART III: RECHARACTERIZE MY CONTRIBUTION (TO ACCOUNT)

If you are establishing a new IRA please complete and submit a BCM Focus Funds IRA Application with this form. If you are recharacterizing your contributions to an existing IRA, an IRA Application is not required.

Please transfer my recharacterized IRA contribution to (select one):

- My existing IRA with BCM Focus Funds  
Fund Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Type of account (select only **one**):  Roth IRA  Traditional IRA  SEP IRA
- A new IRA with BCM Focus Funds- see enclosed BCM Focus Funds IRA Application.  
Type of account (select only **one**):  Roth IRA  Traditional IRA  SEP IRA

## PART IV: ANNUAL IRA MAINTENANCE FEE

**Fee:** A maintenance fee of \$15.00 will be charged on all fund accounts where a full liquidation of the IRA is made unless you have already paid the fee this year. If the fee applies, it will be deducted from the amount transferred to the receiving IRA.

Fee payment options (select only one):

- Please deduct the maintenance fee from the amount transferred to the receiving IRA.
- Please do not deduct the maintenance fee from the proceeds of my transfer. I have enclosed a check for payment of the fee.

## PART V: ACKNOWLEDGEMENTS

By signing this *IRA Recharacterization Request Form*, I certify that the information I have provided is true and correct. I authorize the IRA Custodian to recharacterize my IRA contribution or conversion, along with the net income attributable. I understand this recharacterization election is irrevocable and that I am responsible for ensuring I am eligible to make this recharacterization. I also understand that my recharacterization is reportable to the IRS and that the amounts I recharacterize in the receiving IRA will be treated as if they were made on the same date and for the same tax years as when the amounts were contributed to the first IRA. I assume all responsibilities for any consequences as a result of my actions. I will indemnify and hold the IRA Custodian harmless from any consequences related to executing my directions. I have been advised to seek competent legal and tax advice, and have not been provided any such advice from the IRA Custodian.

Signature of IRA Owner:

X \_\_\_\_\_ Date: \_\_\_\_\_

## PART VI: IMPORTANT INFORMATION

Use this form to make an irrevocable election to recharacterize (“unwind” or “reverse”) your IRA contribution.

- The sending and receiving Custodian is UMB Bank, na. c/o UMBFS, 235 W. Galena Street, Milwaukee, WI 53212.
- The election to make a recharacterization must be made before the due date, including extensions (usually October 15) for filing your Federal income tax return for the year that the contribution was designated.
- This recharacterization is reportable to the Internal Revenue Service (IRS). Tax forms detailing the recharacterization of your IRA will be issued to you and the IRS. The amount recharacterized as a result of this transaction will be reported on IRS Form 1099-R as a distribution from your IRA described in Part II of this form, and on IRS Form 5498 as a recharacterized contribution to the IRA described in Part III of this form.
- If you are establishing a new IRA as a result of this recharacterization please complete an IRA Application form.
- If you are recharacterizing a contribution that was converted to a Roth IRA, the conversion contribution must be recharacterized to the original type of IRA. For example, a contribution that was converted from a SEP-IRA to a Roth IRA may not be recharacterized to a Traditional IRA. The contribution must be recharacterized to the original type of IRA, in this case, a SEP-IRA.
- You cannot immediately reconvert recharacterized IRA assets to a Roth IRA. You may not reconvert the amount to a Roth IRA until the later of 30 days after the recharacterization or January 1 of the year following the prior conversion. If you do wish to reconvert your recharacterized IRA assets to a Roth IRA, an IRA Distribution Request Form is needed after the elapsed time frame.
- Contact the IRS or your tax advisor to confirm that applicable regulations have not changed since the printing of this form. If you have any questions regarding the tax consequences of this recharacterization, consult your tax advisor.