

4 WITHHOLDING REQUIREMENTS *(For Conversions Only)* Important income tax information: You are required to have federal income taxes withheld (at a rate of 10%) on the amount you convert unless you elect not to have withholding apply. These rules do not apply to nonresident aliens. (See NOTE below.)

You must make a withholding election. If you do not check a box, taxes will be withheld at a rate of 10% on your transfer and conversion.

- Do not withhold federal income tax from my conversion amount. I understand that I will be liable for payment of federal tax on the taxable part of my conversion and that I may incur penalties under the estimated tax payment rules.
- I want federal income tax withheld and understand that the withholding will be done at a rate of 10% unless a different withholding percentage is specified: ____%. I also understand that in addition to paying income taxes on the amount converted, the amount withheld may be subject to an additional 10% early withdrawal penalty. You may change this election by written request prior to the conversion.

NOTE: If you are a nonresident alien, you must check the box below.

- As a nonresident alien, I understand that special withholding rules apply to a conversion of my Traditional IRA to a Roth IRA. State tax withholding may also apply.

5 ASSET TRANSFER INSTRUCTIONS List the assets you are transferring to TIAA-CREF Funds. We will contact your current custodian to arrange the transfer. If you are transferring assets from more than two funds, check the box at the end of this section and attach additional transfer instructions.

Mutual Fund

Complete this section if your retirement funds are held in a mutual fund.

Mutual Fund Name _____ Account Number _____

Liquidate in Full

Partial Liquidation of _____ OR % of Account

\$ _____

Certificate of Deposit (CD)

Complete this section if your retirement funds are held in a certificate of deposit.

CD Account Number _____

Liquidate in Full

Liquidate upon Maturity*

Maturity Date _____-_____-_____

Liquidate Immediately**

Partial Liquidation of _____ OR % of Account

\$ _____

* We must receive this form at least 15 days (but not more than one month) prior to the maturity date of the CD.

** Some institutions charge a withdrawal penalty for early liquidation of a CD. Check with your current custodian to verify whether this penalty applies to you.

Mutual Fund

Mutual Fund Name _____ Account Number _____

Liquidate in Full

Partial Liquidation of _____ OR % of Account

\$ _____

Brokerage Accounts (other than for Mutual Funds or Certificates of Deposit)

Complete this section if your retirement funds are held in any other underlying investment, including individual stocks or bonds.

Account Number _____

Liquidate in Full

Liquidate Only the Following Assets

Description of Asset (Partial transfers only.) _____

Quantity (Indicate "all" or number of shares, dollar amount, or percentage to be liquidated.) _____

Other

Type of Asset _____

Account Number _____

Liquidate in Full

Partial Liquidation of _____ OR % of Account

\$ _____

I have attached transfer instructions.

Sample

