

Transamerica Funds Conversion / Recharacterization Form



Use this form to:

- Request conversion from a Traditional IRA account to a Roth IRA account.
- Request a recharacterization from one type of IRA to another.

If you do not currently have a Transamerica Funds IRA, then please submit the appropriate Transamerica Funds application.

Forms for other types of account maintenance are available on our website at www.TransamericaFunds.com. For assistance call Transamerica Fund Services, Inc. at 1-888-233-4339 Monday through Friday.

Mail the completed form to:

Regular Mail

Transamerica Fund Services, Inc.
P.O. Box 219945
Kansas City, MO 64121-9945

Overnight Mail

Transamerica Fund Services, Inc.
330 W. 9th Street
Kansas City, MO 64105

Note: A Roth IRA may be established through the conversion of one of the following IRAs: Traditional IRA, SEP-IRA, and SIMPLE (only after 2 years have elapsed). A Roth IRA conversion is generally a taxable event (see Section Three). You should refer to IRS Publication 590 from the IRS website at www.irs.gov for more information, or consult with your tax advisor.

Section One — Account Owner Information

Name of Account Owner _____

Address _____

City _____

State _____

Zip Code _____

Social Security Number _____

Date of Birth _____

E-Mail Address _____

Daytime Telephone Number _____

Section Two — Conversion and Withholding Instructions

Convert the following accounts to a Roth IRA.

All shares will be converted unless you specify a specific dollar amount.

_____ \$ _____ or _____ %
Fund Number and Account Number

Account Type: Traditional IRA SEP-IRA SIMPLE IRA*

_____ \$ _____ or _____ %
Fund Number and Account Number

Account Type: Traditional IRA SEP-IRA SIMPLE IRA*

_____ \$ _____ or _____ %
Fund Number and Account Number

Account Type: Traditional IRA SEP-IRA SIMPLE IRA*

* SIMPLE IRA accounts must be at least two years old before they can be converted to a Roth IRA.

Indicate the date of your initial contribution to your SIMPLE IRA account*: _____
Month/Day/Year

* If your SIMPLE IRA plan was initially established with another provider and was subsequently transferred/rolled over to Transamerica Funds, provide the date of the contribution to the original SIMPLE IRA account.

Federal Withholding

If you DO NOT make a federal withholding election, 10% will be withheld and forwarded to the IRS. This is a federal requirement. If you elect to not have withholding, you are still liable for payment of federal income taxes on the taxable portion of your distribution. If federal tax is withheld, state tax will also be withheld if you reside in a state listed below.

Withhold _____% (10% minimum) as a federal income tax withholding election from my distribution.

Do not withhold federal income tax from my distribution.

State Withholding

If federal withholding is applied to your distribution(s) above and you are a resident of one of the following states, you are required to make a state withholding election: California, Delaware, Iowa, Kansas, Louisiana, Maine, Massachusetts, North Carolina, Oklahoma, Oregon, Vermont, or Virginia.

NOTE: If your state is not listed above, then Transamerica Funds will not be able to take state withholding. If you are a resident in Georgia and Michigan, you can request withholding, but it is not required.

Withhold the state-calculated income tax for my state.

Withhold \$ _____ (in whole dollar amount) for state income tax.*

Do not withhold state income tax from my distribution.

* The following states require that a whole dollar amount be provided for state withholding: Iowa, Maine, Michigan, North Carolina, Oklahoma.

Section Three — Recharacterization Instructions

Recharacterize the following CONTRIBUTIONS originally made to my Roth or Traditional IRA account.

Year for which the contribution was made. _____

I wish to recharacterize 100% or \$ _____ of my account _____
Fund Number and Account Number
and deposit to the following:

Deposit the assets into my existing Transamerica Funds IRA account.*

Fund Number and Account Number

Deposit the assets into a new Transamerica Funds Traditional or Roth IRA.

Year for which the contribution was made. _____

I wish to recharacterize 100% or \$ _____ of my account _____
Fund Number and Account Number
and deposit to the following:

Deposit the assets into my existing Transamerica Funds IRA account.*

Fund Number and Account Number

Deposit the assets into a new Transamerica Funds Traditional or Roth IRA.

* Your assets will be deposited into the same fund from which they are being recharacterized.

Recharacterize the following CONVERSIONS made to my Roth IRA account.

Year for which the conversion was made. _____

I wish to recharacterize 100% or \$ _____ of my account _____
Fund Number and Account Number
and deposit to the following:

Deposit the assets into my existing Transamerica Funds IRA account.*

Fund Number and Account Number

Deposit the assets into a new Transamerica Funds Traditional IRA.

Year for which the conversion was made. _____

I wish to recharacterize 100% or \$ _____ of my account _____
Fund Number and Account Number
and deposit to the following:

Deposit the assets into my existing Transamerica Funds IRA account.*

Fund Number and Account Number

Deposit the assets into a new Transamerica Funds Traditional IRA.

* Your assets will be deposited into the same fund from which they are being recharacterized.

Section Four — Signature

I certify that I am the account owner and that all information given by me is correct. I also certify that all decisions regarding this transaction have been made by me and that neither the Custodian nor Transamerica Fund Services, Inc. ("TFS") has furnished tax advice. I acknowledge that I am personally responsible for any taxes and penalties that may result from this distribution, and release the Custodian and TFS from any responsibility or liability. I further certify that I have received, read and accepted the provisions of the Roth Individual Retirement Account Disclosure Statement and Custodial Agreement. I further certify that I have received, read, and accepted the provisions of the Traditional or Roth Individual Retirement Account Disclosure Statement and Custodial Agreement.

Signature

Date