

1. CNB ACCOUNT INFORMATION

CNB Traditional or SEP IRA to be Converted:	
Account Owner's Name	
Current CNB Account #	
Social Security Number	Date of Birth
Daytime Phone Number	

Receiving Roth IRA at CNB:
Roth IRA Account #
<input type="checkbox"/> Roth IRA to be established - Account Application is enclosed
For office use only

2. CONVERSION INSTRUCTIONS

I hereby direct you to convert my account in accordance with the following instructions. For the conversion of non-standard investment products, I understand the conversion may not be completed until a fair market value is obtained. I further understand I may be responsible for obtaining a fair market value if the investment sponsor does not provide such value to the custodian.

Full

Convert all available cash

Convert investments in-kind plus all cash

Please follow individual instructions below

OR **Partial**

Convert All Available Cash

Convert Cash \$ _____

Please follow individual instructions below

Liquidate*	Re-Register**	Investment Name	Specify Dollar Amount, # of Shares, or "All"	Dividend Option Reinvest	Dividend Option Cash
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

*To liquidate investments, please complete our Investment Authorization Form.
**Please indicate desired dividend option in the right hand column. If no option is indicated, we will retain the current dividend option.

3. FEDERAL INCOME TAX WITHHOLDING

Community National Bank is required to withhold 10%, the standard federal income tax withholding amount, from a Traditional IRA distribution if you do not complete the form below. You are liable for payment of federal income tax on the taxable portion of your IRA distribution regardless of your withholding election. You may also be subject to tax penalties under the estimated tax penalty rules if your payments of estimated tax and withholding, if any, are not adequate.

FORM W-4P
DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE

Withholding Certificate for Pension or Annuity Payments

OMB No. 1545-0074

INCOME TAX WITHHOLDING:

For detailed instructions, please obtain a complete Form W-4P (Withholding Certificate).

- I DO NOT want federal income taxes withheld from my distribution.
- I WANT % federal income tax withheld from my IRA distribution. (MUST BE 10% OR GREATER)

4. SIGNATURE OF ACCOUNT OWNER

I have established an IRA with Community National Bank. I understand it is my responsibility to determine my eligibility for all conversions. I further understand that a conversion is a taxable event reportable to the IRS and that I may incur a tax liability. **I am aware that effective January 1, 2018, conversions may no longer be recharacterized.** An additional custodial fee will be incurred for a conversion to a Roth IRA. I have obtained my own tax and/or legal advice that may be necessary. I agree to indemnify and hold harmless Community National Bank against any and all situations arising from an ineligible conversion. I acknowledge that penalties may be incurred due to the premature liquidation of any investments.

I understand that conversion requests received after November 15- will be processed by the end of the calendar year on a best effort basis.

X _____
Signature of Account Owner Date