

**CNB Account Number** \_\_\_\_\_ **Account Name** \_\_\_\_\_

I hereby direct Community National Bank, as Custodian for my IRA, to recharacterize my IRA investments and attributable earnings as specified below. I hereby certify that I am requesting this recharacterization prior to my tax filing deadline (including extensions). I understand these transactions will be reported to the IRS and may have tax ramifications. I have obtained adequate tax and/or legal advice that may be necessary to make this determination.

**1. RECHARACTERIZATION DETAILS**

**My tax filing deadline including extensions is:** \_\_\_\_\_

**The recharacterization should be reported as a:**

**Reversal of a previous conversion.**

Conversion was originally processed on \_\_\_\_\_ in the amount of \$\_\_\_\_\_.

**Redesignation of a Roth IRA contribution to a Traditional IRA contribution.**

Roth IRA contribution was originally deposited on \_\_\_\_\_ in the amount of \$\_\_\_\_\_.

**Redesignation of a Traditional IRA contribution to a Roth IRA contribution.**

Traditional IRA contribution was originally deposited on \_\_\_\_\_ in the amount of \$\_\_\_\_\_.

**2. RECHARACTERIZATION INSTRUCTIONS**

**FULL**

- Liquidate all investments and transfer proceeds
- Transfer all investments in-kind plus any cash
- Liquidate and transfer at maturity

**PARTIAL** - Complete the table below.

Specify Dollar Amount <i>or</i> # of Shares <i>or</i> "All"	Investment Name	Type of Recharacterization	
		In-Kind	Liquidate

**ATTACH ADDITIONAL SHEET IF NECESSARY**

**Additional Instructions (if any):** \_\_\_\_\_

**3. DEPOSIT INSTRUCTIONS**

**Deposit the investments specified above to the following account:**

- An existing IRA with Community National Bank - Account # \_\_\_\_\_
- In a new IRA at Community National Bank (**Enclose IRA Application**) - New a/c # \_\_\_\_\_ (to be completed by CNB)
- To my IRA held at another IRA Custodian. (**Please have the new custodian forward a transfer request to CNB**)

**4. SIGNATURE**

I authorize the above requested transaction and understand that I am responsible for any resulting consequences including any taxes and/or penalties that may be due. I have consulted adequate tax and/or legal counsel regarding my request for recharacterization. I hereby indemnify Community National Bank and hold it harmless from any ramifications arising from this recharacterization. I understand that I will incur additional fees based upon the above elections.

**X** \_\_\_\_\_  
Signature of Account Owner

\_\_\_\_\_  
Date