

# MFS<sup>®</sup> ROTH IRA CONVERSION FORM



## Instructions:

- An MFS IRA Application is required in addition to this form if you do not yet have an MFS Roth IRA.
- To convert an MFS IRA to an MFS Roth IRA, complete Sections 1, 2, 5, and 6. Please also complete Section 4 if applicable.
- To convert an IRA at another institution, complete Sections 1, 3, 4, 5, and 6.

## Special Note Concerning IRA Conversions:

A conversion from a traditional IRA, SEP IRA, or SIMPLE IRA to a Roth IRA cannot be recharacterized back to a traditional IRA, SEP IRA, or SIMPLE IRA.

## 1. Investor Information

|   |   |   |
|---|---|---|
| IRA OWNER'S FIRST NAME  | MI  | LAST NAME   |
| <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> | <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> | <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> |
| SOCIAL SECURITY NUMBER  | REGISTERED REPRESENTATIVE'S NAME  | REGISTERED REPRESENTATIVE'S PHONE NUMBER  |

Check here if you have reached Required Minimum Distribution age.  
 I am requesting this conversion during or after the year in which I attain Required Minimum Distribution age. I understand that any Required Minimum Distribution amount must be distributed from my existing IRA prior to the conversion of assets to an MFS Roth IRA.

## 2. Describe the MFS IRA to Be Converted to an MFS Roth IRA

**Note:** An MFS IRA Application is required in addition to this form if you do not yet have an MFS Roth IRA.

Please note that if you elect to convert all shares from any of your MFS accounts, any existing Automatic Investment or Exchange Options on the converted accounts will be discontinued.

I wish to convert:

All of my existing IRA(s)

Part of my existing IRA(s) reflecting MFS<sup>®</sup> Heritage Trust Company<sup>SM</sup> as trustee to an MFS Roth IRA Conversion account(s), while maintaining the same fund allocations, unless new allocations are provided in Section 4.

The MFS IRA to be converted to an MFS Roth IRA is presently invested or deposited in:

| FUND NUMBER   | ACCOUNT NUMBER | AMOUNT | SELECT ONE:           |                       |                       |
|---|----------------|--------|-----------------------|-----------------------|-----------------------|
|   |                |        | SHARES                | DOLLARS               | ALL                   |
| <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> |                |        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> |                |        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> |                |        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> <input style="width: 25px; height: 25px; margin-right: 5px;" type="text"/> |                |        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

### 3. Describe the IRA at Another Institution to be Converted to an MFS Roth IRA

**Important:** Contact the trustee or custodian for their requirements before completing this section.

NAME OF INSTITUTION

ACCOUNT NUMBER

NAME OF RESIGNING TRUSTEE/CUSTODIAN

PHONE NUMBER

MAILING ADDRESS OF RESIGNING TRUSTEE/CUSTODIAN

CITY

STATE

ZIP CODE

The IRA is in a CD. \_\_\_\_\_  
DATE OF MATURITY\* (MM/DD/YYYY)

\* PAPERWORK SHOULD BE RECEIVED TWO WEEKS PRIOR TO MATURITY DATE.

#### To resigning trustee/custodian:

##### Please Convert:

- All **Or**  Part (\$ \_\_\_\_\_) of the IRA described above to my MFS Roth IRA  
 immediately **Or**  at maturity

**To resigning trustee/custodian:** If box below is checked, please liquidate any non-MFS money market shares and send to the address below.

I also wish to convert my non-MFS money market IRA from the firm above to MFS.

#### Send assets as follows

**Mail check**

Make check payable to MFS Heritage Trust Company Trustee for \_\_\_\_\_ Roth IRA  
NAME

##### Regular mail

MFS Service Center, Inc.  
P.O. Box 219341  
Kansas City, MO 64121-9341

##### Overnight mail

MFS Service Center, Inc.  
801 Pennsylvania Ave, Suite 219341  
Kansas City, MO 64105-1307

**Wire funds**

State Street Bank and Trust Co.  
Boston, MA 02101  
ABA #011000028  
Credit MFS DDA Number 99034795

For further credit to Roth IRA for \_\_\_\_\_  
NAME

#### 4. Investment Instructions (Choose one.)

- Open a new MFS Roth IRA. (Complete and attach **an MFS IRA Application**, upon which you may indicate your investment instructions, leaving the fields below blank.)
- Invest in my existing MFS Roth IRA(s) as follows (also indicate any additional MFS fund choices below):

| FUND NUMBER   | PERCENTAGE (%) | FUND NUMBER   | PERCENTAGE (%) | FUND NUMBER   | PERCENTAGE (%) |
|---|----------------|---|----------------|---|----------------|
| <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | _____          | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | _____          | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | _____          |
| <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | _____          | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | _____          | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | _____          |
| <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | _____          | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | _____          | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | _____          |

**Percentages must total 100%.**

#### 5. Tax Withholding Information

**Please complete and sign the attached Form W-4R to make a withholding election.**

IRS regulations require the custodian of the IRA from which you are converting to withhold federal taxes at a rate of 10%, unless you elect on the Form W-4R not to have taxes withheld. If you do not make a withholding election on the attached Form W-4R and sign the form, federal income tax at a rate of 10% will be withheld on the gross amount of the conversion, even if nondeductible contributions to the IRA have been made because we are unable to determine amounts not subject to withholding. You can elect out of withholding by entering 0% on line 2 on Form W-4R. You may also elect a different percentage (between 1% and 100%) on line 2. You may still reinvest the entire conversion amount by replacing the amount withheld with other assets. Any amounts withheld and not replaced into the new MFS Roth IRA Conversion account within 60 days may be subject to a 10% early withdrawal penalty if you are under 59½ years old. Even if you elect not to have federal income tax withheld, you are liable for payment of federal income tax on the taxable portion of your converted amount. Certain state and local taxes may also apply to the converted amount.

Residents of AR will have state income taxes withheld regardless of federal income tax withholding elections. To opt out of AR state income tax withholding you must submit a completed Form AR4P.

Residents of CT will have state income taxes withheld regardless of federal income tax withholding unless you submit or have submitted a completed Form CT-W4P for a periodic or partial distribution. State income tax will also be applied to non-qualified Roth IRA distributions without a completed CT-W4P on file.

Residents of MN will have state income taxes withheld regardless of whether you've elected federal income tax withholding unless you submit or have submitted a completed Form W-4MNP for a periodic or non-periodic distribution. If not already submitted, a Form W-4MNP should be submitted with this distribution request. If you have not submitted a completed W-4MNP at the time of your distribution request, MFSC will withhold based on the applicable state tax rate in accordance with state statute. State income tax will also be applied to non-qualified Roth IRA distributions without a completed Form W-4MNP on file.

Residents of OK will have state income taxes withheld regardless of federal income tax withholding unless you submit a completed Form OK-W-4-R for a periodic or partial distribution with this request.

## 6. Authorization to Convert

**Important:** Contact the resigning trustee or custodian of the IRA you are converting to see whether a signature guarantee or other documentation is required. (If held at MFS, no signature guarantee is required.)

I authorize and request the trustee/custodian or its agents of my IRA specified above in Section 3 to make the above-requested conversion distribution from my IRA to my MFS Roth IRA Conversion account. I acknowledge that this transaction will be a taxable event that will be reported to the Internal Revenue Service by the current IRA trustee or custodian. I understand that I will be subject to income taxes on the amount converted from my IRA to an MFS Roth IRA Conversion account to the extent that the converted amount is includable in my income.

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INVESTOR'S SIGNATURE

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DATE (MM/DD/YYYY)

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PRINT NAME

### Signature guaranteed by:

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NAME OF FIRM

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SIGNATURE OF AUTHORIZED PERSON

## 7. Trustee Acceptance (for MFS use only)

MFS Heritage Trust Company is willing to accept the assets described above and credit them to the MFS Roth Individual Retirement Account Trust for which it is trustee. MFS Heritage Trust Company agrees to the redemption and conversion to a Roth IRA Conversion account as authorized above.

A letter of acceptance from MFS is included with this form to facilitate the transaction.

If you have any questions about this form, please contact the Retirement Plans Service Department at 1-800-637-1255 any business day.

### Send completed form by:

#### Regular mail

MFS Service Center, Inc.  
P.O. Box 219341  
Kansas City, MO 64121-9341

#### Overnight mail

MFS Service Center, Inc.  
801 Pennsylvania Ave, Suite 219341  
Kansas City, MO 64105-1307

#### Fax

1-877-654-3204

# Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions

**2025**

Give Form W-4R to the payer of your retirement payments.

|   |           |                                  |
|---|-----------|----------------------------------|
| <b>1a</b> First name and middle initial | Last name | <b>1b</b> Social security number |
|---|-----------|----------------------------------|

Address \_\_\_\_\_

City or town, state, and ZIP code \_\_\_\_\_

Your withholding rate is determined by the type of payment you will receive.

- For nonperiodic payments, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100% on line 2. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its territories.
- For an eligible rollover distribution, the default withholding rate is 20%. You can choose a rate greater than 20% by entering the rate on line 2. You may not choose a rate less than 20%.

See page 2 for more information.

|   |          |   |
|---|----------|---|
| <b>2</b> Complete this line if you would like a rate of withholding that is different from the default withholding rate. See the instructions on page 2 and the Marginal Rate Tables below for additional information. Enter the rate as a whole number (no decimals) | <b>2</b> | % |
|---|----------|---|

|                  |  |               |
|------------------|--|---------------|
| <b>Sign Here</b> | _____<br>Your signature (This form is not valid unless you sign it.) | _____<br>Date |
|------------------|--|---------------|

## General Instructions

Section references are to the Internal Revenue Code.

**Future developments.** For the latest information about any future developments related to Form W-4R, such as legislation enacted after it was published, go to [www.irs.gov/FormW4R](http://www.irs.gov/FormW4R).

**Purpose of form.** Complete Form W-4R to have payers withhold the correct amount of federal income tax from your nonperiodic payment or eligible rollover distribution from an employer retirement plan, annuity (including a commercial annuity), or individual retirement arrangement (IRA). See page 2 for the rules and options that are available for each type of payment. Don't use Form W-4R for periodic payments (payments made in installments at regular

intervals over a period of more than 1 year) from these plans or arrangements. Instead, use Form W-4P, Withholding Certificate for Periodic Pension or Annuity Payments. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

**Caution:** If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. Your withholding choice (or an election not to have withholding on a nonperiodic payment) will generally apply to any future payment from the same plan or IRA. Submit a new Form W-4R if you want to change your election.

## 2025 Marginal Rate Tables

You may use these tables to help you select the appropriate withholding rate for this payment or distribution. Add your income from all sources and use the column that matches your filing status to find the corresponding rate of withholding. See page 2 for more information on how to use this table.

| Single or Married filing separately |                                | Married filing jointly or Qualifying surviving spouse |                                | Head of household  |                                |
|-------------------------------------|--------------------------------|---|--------------------------------|--------------------|--------------------------------|
| Total income over—                  | Tax rate for every dollar more | Total income over—                                    | Tax rate for every dollar more | Total income over— | Tax rate for every dollar more |
| \$0                                 | 0%                             | \$0   | 0%                             | \$0                | 0%                             |
| 15,000                              | 10%                            | 30,000  | 10%                            | 22,500             | 10%                            |
| 26,925                              | 12%                            | 53,850  | 12%                            | 39,500             | 12%                            |
| 63,475                              | 22%                            | 126,950   | 22%                            | 87,350             | 22%                            |
| 118,350                             | 24%                            | 236,700   | 24%                            | 125,850            | 24%                            |
| 212,300                             | 32%                            | 424,600   | 32%                            | 219,800            | 32%                            |
| 265,525                             | 35%                            | 531,050   | 35%                            | 273,000            | 35%                            |
| 641,350*                            | 37%                            | 781,600   | 37%                            | 648,850            | 37%                            |

\* If married filing separately, use \$390,800 instead for this 37% rate.

## General Instructions (continued)

**Nonperiodic payments—10% withholding.** Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments **unless** you enter a different rate on line 2. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Note that the default rate of withholding may not be appropriate for your tax situation. You may choose to have no federal income tax withheld by entering “-0-” on line 2. See the specific instructions below for more information. Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including “-0-”) on any payments to be delivered outside the United States and its territories.

**Note:** If you don't give Form W-4R to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can't honor requests to have a lower (or no) amount withheld. Generally, for payments that began before 2025, your current withholding election (or your default rate) remains in effect unless you submit a Form W-4R.

**Eligible rollover distributions—20% withholding.** Distributions you receive from qualified retirement plans (for example, 401(k) plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over to an IRA or qualified plan are subject to a 20% default rate of withholding on the taxable amount of the distribution. You can't choose withholding at a rate of less than 20% (including “-0-”). Note that the default rate of withholding may be too low for your tax situation. You may choose to enter a rate higher than 20% on line 2. Don't give Form W-4R to your payer unless you want more than 20% withheld.

Note that the following payments are **not** eligible rollover distributions for purposes of these withholding rules:

- Qualifying “hardship” distributions;
- Distributions required by federal law, such as required minimum distributions;
- Distributions from a pension-linked emergency savings account;
- Eligible distributions to a domestic abuse victim;
- Qualified disaster recovery distributions;
- Qualified birth or adoption distributions; and
- Emergency personal expense distributions.

See Pub. 505 for details. See also *Nonperiodic payments—10% withholding* above.

**Payments to nonresident aliens and foreign estates.** Do not use Form W-4R. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

**Tax relief for victims of terrorist attacks.** If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, enter “-0-” on line 2. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

## Specific Instructions

### Line 1b

For an estate, enter the estate's employer identification number (EIN) in the area reserved for “Social security number.”

### Line 2

**More withholding.** If you want more than the default rate withheld from your payment, you may enter a higher rate on line 2.

**Less withholding (nonperiodic payments only).** If permitted, you may enter a lower rate on line 2 (including “-0-”) if you want less than the 10% default rate withheld from your payment. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter “-0-”.

**Suggestion for determining withholding.** Consider using the Marginal Rate Tables on page 1 to help you select the appropriate withholding rate for this payment or distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on those sources of income has not been paid through other withholding or estimated tax payments, you can pay that tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

The marginal tax rate is the rate of tax on each additional dollar of income you receive above a particular amount of income. You can use the table for your filing status as a guide to find a rate of withholding for amounts above the total income level in the table.

To determine the appropriate rate of withholding from the table, do the following. Step 1: Find the rate that corresponds with your total income not including the payment. Step 2: Add your total income and the taxable amount of the payment and find the corresponding rate.

If these two rates are the same, enter that rate on line 2. (See *Example 1* below.)

If the two rates differ, multiply (a) the amount in the lower rate bracket by the rate for that bracket, and (b) the amount in the higher rate bracket by the rate for that bracket. Add these two numbers; this is the expected tax for this payment. To get the rate to have withheld, divide this amount by the taxable amount of the payment. Round up to the next whole number and enter that rate on line 2. (See *Example 2* below.)

If you prefer a simpler approach (but one that may lead to overwithholding), find the rate that corresponds to your total income including the payment and enter that rate on line 2.

**Examples.** Assume the following facts for *Examples 1* and *2*. Your filing status is single. You expect the taxable amount of your payment to be \$20,000. Appropriate amounts have been withheld for all other sources of income and any deductions or credits.

**Example 1.** You expect your total income to be \$65,000 without the payment. Step 1: Because your total income without the payment, \$65,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$85,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. Because these two rates are the same, enter “22” on line 2.

**Example 2.** You expect your total income to be \$61,000 without the payment. Step 1: Because your total income without the payment, \$61,000, is greater than \$26,925 but less than \$63,475, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$81,000, is

greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. The two rates differ. \$2,475 of the \$20,000 payment is in the lower bracket (\$63,475 less your total income of \$61,000 without the payment), and \$17,525 is in the higher bracket (\$20,000 less the \$2,475 that is in the lower bracket). Multiply \$2,475 by 12% to get \$297. Multiply \$17,525 by 22% to get \$3,856. The sum of these two amounts is \$4,153. This is the estimated tax on your payment. This amount corresponds to 21% of the \$20,000 payment (\$4,153 divided by \$20,000). Enter "21" on line 2.

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**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request additional federal income tax withholding from your nonperiodic payment(s) or eligible rollover distribution(s); (b) choose not to have federal income tax withheld from your nonperiodic payment(s), when permitted; or (c) change a previous Form W-4R (or a previous Form W-4P that you completed with respect to your nonperiodic payments or eligible rollover distributions). To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s).

Failure to provide a properly completed form will result in your payment(s) being subject to the default rate; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.