

# SIMPLE IRA

## CONTRIBUTION AND INVESTMENT SELECTION

### PART 1. SIMPLE IRA PLAN PARTICIPANT

Name (First/MI/Last) \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Account Number \_\_\_\_\_ Suffix \_\_\_\_\_

### PART 2. SIMPLE IRA TRUSTEE OR CUSTODIAN

*To be completed by the SIMPLE IRA trustee or custodian*

Name \_\_\_\_\_  
 Address Line 1 \_\_\_\_\_  
 Address Line 2 \_\_\_\_\_  
 City/State/ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Organization Number \_\_\_\_\_

### PART 3. CONTRIBUTION INFORMATION

Contribution Amount \_\_\_\_\_ Contribution Date \_\_\_\_\_

#### CONTRIBUTION TYPE (Select one)

- SIMPLE Contribution** (Includes salary deferral and employer contributions; SIMPLE contributions are reported for the year in which the contribution is made)
- Rollover** (Distribution from a SIMPLE IRA, Traditional IRA, or employer-sponsored retirement plan that is being deposited into this SIMPLE IRA)  
 By selecting this transaction, I irrevocably designate this contribution as a rollover.
- Transfer** (Direct movement of assets from a SIMPLE IRA or a Traditional IRA into this SIMPLE IRA)

**IF YOU ARE REQUIRED TO TAKE A REQUIRED MINIMUM DISTRIBUTION THIS YEAR, COMPLETE THE FOLLOWING IF APPLICABLE**  
 (Checking any of the following will require adjusting your required minimum distribution.)

- This is a rollover or transfer of assets removed last year. Date of Removal \_\_\_\_\_
- This is a transfer from my deceased spouse's SIMPLE IRA and the assets were removed from the SIMPLE IRA in any year after death.  
 The value of my portion of my deceased spouse's SIMPLE IRA on December 31 of last year \_\_\_\_\_.

### PART 4. INVESTMENT AND DEPOSIT INFORMATION

#### INVESTMENT INFORMATION (Complete this section as applicable.)

Investment Description	Quantity or Amount	Status (new or existing)	Investment Number	Term or Maturity Date	Interest Rate
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

#### DEPOSIT METHOD

- Cash or Check** (If the contribution type is transfer, the check must be from a financial organization made payable to the trustee for this SIMPLE IRA.)

**Internal Account**

Account Number \_\_\_\_\_ Type (e.g., checking, savings, SIMPLE IRA) \_\_\_\_\_

- External Account** (e.g., EFT, ACH, wire) (Additional documentation may be required and fees may apply.)

Name of Organization Sending the Assets \_\_\_\_\_ Routing Number (Optional) \_\_\_\_\_

Account Number \_\_\_\_\_ Type (e.g., checking, savings, SIMPLE IRA) \_\_\_\_\_

Deposit Taken by \_\_\_\_\_

### PART 5. SIGNATURE

I certify that all of the information provided by me is accurate and may be relied upon by the trustee or custodian. I certify that the contribution described above is eligible to be contributed to the SIMPLE IRA and I authorize the deposit to be invested in the manner described above.

**X** \_\_\_\_\_  
 Signature of SIMPLE IRA Plan Participant

\_\_\_\_\_ Date (mm/dd/yyyy)

---

## RULES AND CONDITIONS APPLICABLE TO SIMPLE IRA CONTRIBUTIONS

---

The SIMPLE IRA contribution rules are often complex. The general rules are listed below. If you have any questions regarding a contribution, please consult with a competent tax professional or refer to IRS Publication 560, *Retirement Plans for Small Businesses*, for more information. This publication is available on the IRS website at [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM.

### **SIMPLE CONTRIBUTION**

Employee salary deferrals for any tax year cannot exceed the lesser of the published annual limit or 100 percent of your annual compensation. Your employer may make additional contributions to your SIMPLE IRA within the allowable limits for the type of contribution that is made.

If you are age 50 or older by the end of the year, you may be eligible to defer an additional catch-up contribution to your SIMPLE IRA for that tax year. SIMPLE contributions to your SIMPLE IRA are reported for the year in which the contributions are made.

### **ROLLOVER**

A rollover is a distribution and a subsequent tax-free movement of assets from any of your SIMPLE IRAs, Traditional IRAs, or employer-sponsored retirement plans to your SIMPLE IRA.

- You are permitted to roll over only one distribution from an IRA (Traditional, Roth, or SIMPLE) in a 12-month period, regardless of the number of IRAs you own.
- Any required minimum distributions paid to an IRA owner or beneficiary may not be rolled over.
- A rollover generally must be completed within 60 days from the date you receive the assets.
- A rollover contribution of Roth IRA assets may not be made to a SIMPLE IRA.
- A rollover contribution of Traditional IRA or employer-sponsored retirement plan assets may not be made to a SIMPLE IRA, until two years has passed since the first contribution to your SIMPLE IRA.

### **TRANSFER**

A transfer is a direct movement of assets to your SIMPLE IRA from any of your other SIMPLE IRAs or Traditional IRAs.

- You may perform an unlimited number of transfers.
- A transfer contribution may be made from a Traditional IRA after two years has passed since the first contribution to your SIMPLE IRA.

### **RMD REQUIREMENT**

If you were born before July 1, 1949, you are required to take an RMD by April 1 of the year following the year you attain age 70½ and every year thereafter. If you were born on or after July 1, 1949, you are required to take an RMD by April 1 of the year following the year you attain age 72 and every year thereafter.