



Regular mail:  
ESG Managers® Portfolios  
PO Box 55389  
Boston MA 02205-5389

Overnight mail:  
ESG Managers® Portfolios  
c/o BFDS  
30 Dan Road, Suite #55389  
Canton, MA 02021-2809  
Telephone: 888.374.8920

## Roth IRA Conversion Form (Internal)

To be completed when converting a Pax World Traditional, SEP or SIMPLE (after the required 2-year holding period) IRA to an ESG Managers® Roth IRA. DO NOT USE THIS FORM FOR A RECHARACTERIZATION.

For help with filling out this form please call 888.374.8920 between 8AM and 6PM ET M-F.

### 1. Personal Information

First Name	Middle Initial	Last Name	Social Security/Tax ID No.
Mailing Address		City	State Zip Code
Birthdate (mm/dd/yyyy)		Contact Telephone	

☐ Check here if contact information above is new.

ESG Managers® Roth IRA Account Number (if applicable) \_\_\_\_\_

(If you are establishing a new ESG Managers® Roth IRA you must also complete a *Traditional IRA and Roth IRA Application*).

### 2. Tax Withholding Instructions

**Federal Tax Withholding:** Generally, IRA distributions are subject to 10% withholding unless you elect to have an additional amount withheld or elect to have no withholding. You may make a withholding election by selecting one of the options below. If no selection is made, ESG Managers® Portfolios will withhold 10%, per IRS regulations.

Withholding will apply to the entire amount of the conversion distribution, including the amount of any non-deductible contributions that may have been made to your IRA. You may not convert any portion of a required minimum distribution (RMD). You may still invest the entire amount of the conversion distribution into your Roth IRA by using other assets to replace the amount withheld for federal income taxes.

If you are under age 59½ and you use assets of your IRA to pay taxes on the conversion distribution amount, either by liquidating additional shares or by not replacing amounts withheld for Federal Income Tax, the IRA assets used to pay those taxes could be considered a premature distribution since they are not being converted into a Roth IRA or rolled over into another IRA, and may also be subject to a 10% early withdrawal penalty.

- ☐ Do **NOT** withhold Federal Income Tax
- ☐ Withhold **10%** Federal Income Tax
- ☐ Withhold \_\_\_\_\_ % Federal Income Tax (must be greater than 10%)

**State Tax Withholding:** Your state of residence will determine your State Income Tax withholding requirements, if any. Those states with mandatory withholding will require state income tax to be withheld from payments if federal taxes are withheld. Voluntary states let individuals determine whether they want state taxes withheld. Some states have no income tax on retirement payments. You may wish to consult with a tax advisor or your state's tax authority for additional information on your state requirements.

- ☐ I elect **NOT TO** have State Income Tax withheld from my retirement account distributions (only for residents of states that do not require mandatory state tax withholding).
- ☐ I elect **TO HAVE** the following dollar amount or percentage from my retirement account distribution withheld for State Income Taxes (for residents of states that allow voluntary state tax withholding): \$ \_\_\_\_\_ or \_\_\_\_\_ %.

### 3. Indicate the Existing ESG Managers® Traditional, SEP or SIMPLE IRA You Wish to Convert to an ESG Managers® Roth IRA:

ESG Managers® Traditional, SEP or SIMPLE IRA Account Number \_\_\_\_\_

☐ **Full Account Conversion:** Convert the entire balance of my ESG Managers® IRA(s) in kind (in the form # of shares of the same portfolio) to an ESG Managers® Roth IRA.

☐ **Partial Account Conversion:** Convert only those accounts or amount indicated below from my ESG Managers® IRA(s) in kind (in the form of shares of the same portfolio) to an ESG Managers® Roth IRA.

Fund: \_\_\_\_\_ Class: \_\_\_\_\_ Acct.#: \_\_\_\_\_ Amount to Convert \_\_\_\_\_

Fund: \_\_\_\_\_ Class: \_\_\_\_\_ Acct.#: \_\_\_\_\_ Amount to Convert \_\_\_\_\_

Fund: \_\_\_\_\_ Class: \_\_\_\_\_ Acct.#: \_\_\_\_\_ Amount to Convert \_\_\_\_\_

### 4. Certification

I authorize ESG Managers® Portfolios and State Street Bank & Trust Company to make the above requested distribution from my Traditional, SEP or SIMPLE IRA(s) and use the distribution(s) to purchase a conversion contribution(s) to a Roth IRA in the same fund. I certify that the contribution described above is an eligible Roth IRA conversion. I agree that I am solely responsible for all tax consequences of this conversion. I also agree that neither ESG Managers® Portfolios nor the Roth IRA custodian shall have responsibility for any tax consequences.

**I have read this form and understand and agree to be legally bound by the terms of this form. I also understand that State Street Bank & Trust Company, the custodian of my ESG Managers® Traditional, SEP, SIMPLE or Roth IRA, and their agents will rely on my instructions within this form when accepting my conversion contribution. I understand this conversion is irrevocable.**

\_\_\_\_\_  
Depositor's Signature

\_\_\_\_\_  
Date