

**J.P. Morgan Securities LLC**  
Member FINRA and SIPC

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For instructions on how to submit this request by secure message, visit [chase.com/brokerageforms](https://chase.com/brokerageforms).

**Fax**  
(866) 786-4788

**Mail**  
J.P. Morgan Securities LLC  
Attn: Retirement - WM  
Mail Code: IL1-0291  
10 S. Dearborn St.  
Chicago, IL 60603

If you have questions, please send us a secure message on [chase.com](https://chase.com).

### Use this form to

- Authorize a one-time conversion of assets in your J.P. Morgan Securities LLC (**JPMS**) Traditional/SEP Individual Retirement Account (**IRA**) to your JPMS Roth IRA.

### What you need to know

- Before submitting this form, please ensure that:
  - There are sufficient funds in your account to cover the conversion amount and any fees. Your conversion request will not be processed if there are insufficient funds to cover it.
  - Your legal address is on file because we will apply tax withholding requirements for the state of residence listed in our records.
- IRS rules prohibit converting your Required Minimum Distributions (**RMDs**) to a Roth IRA. Please ensure your RMDs are satisfied before the conversion.
- A Roth conversion is reported to the IRS as a taxable event.
- Once a Roth conversion transaction is final, it cannot be reversed or recharacterized per IRS rules. Do not use this form to request a recharacterization of assets.
- You must provide your Social Security number **and** federal tax withholding election so we can process your conversion. Forms without this information will not be processed.
- Refer to IRS Publications 590-B and 505 at [irs.gov](https://irs.gov) or consult your tax professional to learn more about IRA distributions, federal income tax withholding, and estimated tax requirements and penalties.
- For best results, complete this form using Adobe Reader. You will need to print a copy for your signature.

## 1. Tell Us About Your IRAs

Your Name

Your Social Security Number (IRS Form W-4R Line 1b)

Convert my JPMS Traditional/SEP IRA:

Your Account Number

To my JPMS Roth IRA:

Your Account Number

OR

Application ID



**Both your Social Security Number and Account Numbers are required.**

#### INVESTMENT AND INSURANCE PRODUCTS:

- NOT A DEPOSIT • NOT FDIC INSURED • NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY
- NO BANK GUARANTEE • MAY LOSE VALUE

### 2. What Assets Would You Like to Convert?

If you are converting securities, their value is determined at the close of business on the processing date. Because of market fluctuations, the valuation of the conversion distribution can vary. As a result, if you choose a specific dollar amount for your state withholding amount (in Section 3), the withholding might be a higher or lower percentage than you are expecting.

Select only one.

Only complete the cash and securities table if you select the second option. If you select the first option, proceed to Section 3.

The number of shares entered into this table must be a whole number – fractional shares are not accepted.

- Convert all the assets in my JPMS Traditional/SEP IRA to my JPMS Roth IRA and close my account.
- Convert only the cash and/or securities listed below. For securities, only whole shares may be converted unless you note that you want "All" shares converted, which would include fractional shares.

Enter Dollar Amount or "All" (Gross)

<b>CASH</b>	
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	Security Description	Symbol/CUSIP	Enter Number of Shares or "All"
<b>SECURITIES</b>			

If you need more room, attach an additional sheet to this form that includes your name, account number and security descriptions. Be sure to sign and date the additional sheet.

Your Name

Your Account Number

### 3. Tax Withholding Elections

- **U.S. Person (U.S. Citizen or Resident Alien) or Beneficiary that is a U.S. Estate, Trust or Charity**
  - Distributions from an IRA are subject to federal and, in some cases, state income tax withholding.
  - If applicable, state income tax must be withheld according to the requirements for your state of residence.
  - Several states require withholding from your distribution if you are subject to federal income tax withholding and may require that their specific state withholding form be completed.
  - Consult your tax professional for additional information regarding state income tax withholding.
- **U.S. Person residing abroad**
  - If you are a U.S. person residing abroad, you are not permitted to opt out of federal income tax withholding. We will withhold 10% unless a greater amount is elected.
  - Consult your tax professional for additional information regarding state income tax withholding.
- **Withholding for Nonresident Alien or a Beneficiary that is a Foreign Estate, Trust or Charity**
  - If you are a nonresident alien, this form must be accompanied by a properly completed IRS Form W-8BEN.
  - We will generally withhold tax at a rate of 30%.
  - If you are a foreign simple or grantor trust, you must provide Form W-8IMY along with any necessary supporting documentation required by the Form W-8IMY instructions.

The following General Instructions, Marginal Rate Tables and Specific Instructions are mandated and provided by the IRS. They may help you select the appropriate withholding rate for this distribution. You must complete the federal and state income tax election sections that follow these instructions. Contact your tax professional for any questions. Note: References to specific pages and line numbers align to the IRS Form W-4R that can be found at [irs.gov/FormW4R](https://irs.gov/FormW4R).

#### 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](https://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.

#### 2024 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%
14,600	10%	29,200	10%	21,900	10%
26,200	12%	52,400	12%	38,450	12%
61,750	22%	123,500	22%	85,000	22%
115,125	24%	230,250	24%	122,400	24%
206,550	32%	413,100	32%	213,850	32%
258,325	35%	516,650	35%	265,600	35%
623,950*	37%	760,400	37%	631,250	37%

\* If married filing separately, use \$380,200 instead for this 37% rate.

Your Name

Your Account Number

## 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 2024, 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;
- Generally, 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 \$62,000 without the payment. Step 1: Because your total income without the payment, \$62,000, is greater than \$61,750 but less than \$115,125, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$82,000, is greater than \$61,750 but less than \$115,125, 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 \$43,700 without the payment. Step 1: Because your total income without the payment, \$43,700, is greater than \$26,200 but less than \$61,750, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$63,700, is

Your Name

Your Account Number

greater than \$61,750 but less than \$115,125, the corresponding rate is 22%. The two rates differ. \$18,050 of the \$20,000 payment is in the lower bracket (\$61,750 less your total income of \$43,700 without the payment), and \$1,950 is in the higher bracket (\$20,000 less the \$18,050 that is in the lower bracket). Multiply \$18,050 by 12% to get \$2,166. Multiply \$1,950 by 22% to get \$429. The sum of these two amounts is \$2,595. This is the estimated tax on your payment. This amount corresponds to 13% of the \$20,000 payment (\$2,595 divided by \$20,000). Enter "13" on line 2.

**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.

Your Name

Your Account Number

You must make an election for both federal and state tax withholding.



### Important: DO NOT LEAVE BLANK.

Enter 0 to waive federal tax or a whole percent from 1% to 100% as your federal withholding election. If you would like the default withholding rate, enter either 10% or 20%, as applicable.

If your requested gross distribution amount is not a whole number, the application of your chosen tax withholding rate may result in a fractional penny, which will be rounded up to the nearest whole penny. This may result in a higher effective tax withholding rate (%).

### 3A. FEDERAL WITHHOLDING ELECTION (DO NOT LEAVE BLANK)

You may elect not to have federal income tax withholding apply to your distribution. Your election will remain in effect until you revoke it in writing, which can be done at any time. There are penalties for not paying enough federal income taxes during the year, either through withholding on distributions or by making estimated tax payments.

You **must** elect to have either:

- **No federal income tax withheld** from your distribution by entering "0" in the election box, **OR**
- **Federal income tax withheld** by entering a whole percent from **1 to 100** in the election box.

The following section is mandated and provided by the IRS. (Reference to page 2 and Marginal Rate Tables align to the IRS Form W-4R that can be found at [irs.gov/FormW4R](https://irs.gov/FormW4R).)

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.

2 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) . . .	2	_____ %
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### 3B. STATE WITHHOLDING ELECTION

Certain states require withholding of a specific minimum percentage of your distribution or federal tax withholding amount or an amount in whole dollars. By signing this form, you authorize JPMS to adjust the withholding amount or percent requested to meet those requirements.

I elect to have **no** state income tax withheld from my distribution, or I certify that I am not subject to state tax withholding.

I elect to have the **following percentage** withheld from my distribution.

\_\_\_\_\_  
(percentage)

I elect to have the **following dollar amount** withheld from my distribution.

\_\_\_\_\_  
(in whole dollars)

Your Name

Your Account Number

### 4. Authorization

By signing below, I authorize JPMS to make this one-time conversion from my JPMS Traditional/SEP IRA to my JPMS Roth IRA as indicated on this form.

I acknowledge and understand:

- There may be fees associated with the liquidation of certain investments and/or the conversion.
- I am responsible for ensuring that there are sufficient funds available in my JPMS IRA for this conversion.
- This conversion may have important tax consequences. This conversion and any tax withholding, if applicable, will be reported to the IRS on Form 1099-R or Form 1042-S.
- I should consult a legal, accounting or tax professional with any questions.
- I assume full responsibility for the tax consequences of this election and the resulting conversion.
- I will not be able to recharacterize the conversion contribution to my Roth IRA.
- This authorization is to remain in effect until JPMS receives written notification from me (provided to J.P. Morgan Securities LLC, Mail Code: IL1-0291, 10 S. Dearborn St., Chicago, IL 60603) of its termination in such time and manner as to afford JPMS a reasonable opportunity on which to act.
- I agree to indemnify and hold JPMS, its successors, affiliates, assigns, officers, directors, agents and employees (the **Indemnified Parties**) harmless from, and to pay the Indemnified Parties promptly on demand, any and all losses, liabilities, damages, claims, costs or expenses (including attorney fees and expenses) incurred by the Indemnified Parties in connection with their reliance on this conversion request and authorization(s), including in the event that I fail to meet applicable requirements regarding the requested conversion from my IRA. These indemnification provisions are in addition to (and in no way limit or restrict) any rights that any of the Indemnified Parties may have under any other agreement(s) between myself and any of the Indemnified Parties or under any federal or state statutes, laws, rules or regulations. This indemnity shall survive termination of any authorization with respect to transactions entered into during the term of the authorization.

I certify that:

- No tax or legal advice has been given to me by JPMS and all decisions regarding this election are my own.
- Under penalties of perjury, I am a U.S. person (including a U.S. resident alien).
- These funds are eligible for conversion as I have met or will meet all applicable requirements, including that I have retained any RMD and I am not converting any funds I am required to withdraw.

\_\_\_\_\_

Your Signature (This form is not valid unless you sign it.)

\_\_\_\_\_

Date (month/day/year)

\_\_\_\_\_

Your Name

\_\_\_\_\_

Your Account Number