

# Domini<sup>®</sup>

DOMINI IMPACT INVESTMENTS

## ROTH IRA CONVERSION FORM (INTERNAL)

### **IMPORTANT CHANGES TO ROTH CONVERSIONS EFFECTIVE JANUARY 1, 2018**

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*The Internal Revenue Service ("IRS") Announces an Important Change - Effective January 1, 2018, a Roth IRA conversion cannot be recharacterized back to a traditional IRA, SEP or SIMPLE IRA. A Roth IRA conversion is considered an irrevocable election which cannot be "reversed" or "corrected". For more information, please visit the IRS web site [www.irs.gov](http://www.irs.gov) using the search term "IRA FAQs – Recharacterization of Roth Rollovers and Conversions".*

### **IMPORTANT CHANGES TO ROTH CONVERSIONS EFFECTIVE JANUARY 1, 2010**

Beginning in 2010 and thereafter, there are no eligibility requirements for converting a Traditional, SEP, or SIMPLE IRA (after the required two-year holding period) into a Roth IRA under the Tax Increase Prevention and Reconciliation Act of 2006 ("TIPRA"). You should consult your tax advisor or the Internal Revenue Service (IRS) web site [www.irs.gov](http://www.irs.gov) regarding special taxation rules that apply to conversions occurring in 2010.

### **EMPLOYER-SPONSORED PLAN CONVERSIONS TO ROTH IRA**

Beginning in 2010 and thereafter, individuals are permitted to roll over amounts from employer-sponsored plans, such as qualified plans and 403(b) plans, and convert them to a Roth IRA under The Worker, Retiree, and Employer Recovery Act of 2008 ("WRERA") regardless of their modified adjusted gross income or tax-filing status. Refer to Internal Revenue Service (IRS) Publication 590 for more information. You must contact your employer's plan administrator to initiate the direct rollover conversion. Do not use these forms to request the employer plan direct rollover conversion.

# DOMINI IMPACT INVESTMENTS ROTH IRA CONVERSION FORM (INTERNAL)

This form is for converting a Domini Traditional, SEP or SIMPLE IRA (after the required two-year holding period) to a Domini Roth IRA. Do not use this form to recharacterize a prior conversion or IRA contribution. Please consult a professional advisor for tax, legal and investment advice. If you have any other questions, please call our Shareholder Information line at 1-800-582-6757, M – F, 9 am to 6 pm Eastern Time.

**PARTICIPANT INFORMATION** Name: \_\_\_\_\_

Daytime Telephone: (        ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Account Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## TAX WITHHOLDING

IRS regulations require the custodian or trustee of your IRA to withhold federal income taxes from the conversion distribution at the rate of 10% unless you elect not to have withholding apply. Withholding will apply to the entire amount of the conversion distribution, including the amount of any nondeductible contributions that may have been made to the IRA. You may not convert any portion of required minimum distributions (RMDs). Please make an election:

- I elect not to have federal income tax withheld from this conversion distribution from my traditional IRA; or
- I elect to have 10% federal income tax withheld from this conversion distribution from my traditional IRA; or
- I elect to have \_\_\_\_\_% federal income tax withheld from this conversion distribution from my traditional IRA.  
(must be more than 10%)

If you elect federal income taxes be withheld, you may still invest the entire amount of the conversion distribution into your Domini Funds Roth IRA by using other assets to replace previous amounts withheld as a prepayment of federal income taxes. Remember, if 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 may be considered a premature distribution (if you are under the age of 59 ½) since they are not being converted into the Roth IRA or rolled over into another IRA and you could also be subject to a 10% early withdrawal penalty.

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## INSTRUCTIONS FOR CONVERSION PROCEEDS

Indicate below the existing Domini Traditional IRA you wish to convert to a Domini Roth IRA:

Domini Traditional IRA account number: \_\_\_\_\_  SEP IRA  SIMPLE IRA (after 2 year holding period)

- Entire account balance across all account positions; or
  - Partial account conversion: \$ \_\_\_\_\_ From: \_\_\_\_\_ \$1,500 initial minimum for each new position
- |   |         |                     |
|---|---------|---------------------|
| 1) Domini Sustainable Solutions Fund (450) Investor Share Class       | Amount: | \$ _____ or _____ % |
| 2) Domini Impact Equity Fund (473) Investor Share Class               | Amount: | \$ _____ or _____ % |
| 3) Domini International Impact Equity Fund (430) Investor Share Class | Amount: | \$ _____ or _____ % |
| 4) Domini Impact Bond Fund (501) Investor Share Class                 | Amount: | \$ _____ or _____ % |
| 5) Domini International Opportunities Fund (440) Investor Share Class | Amount: | \$ _____ or _____ % |
| 6) Domini Deposit Account at PNC Bank (675)                           | Amount: | \$ _____ or _____ % |

Percentage Must equal 100%

Invest the net conversion proceeds (less federal taxes withheld) into the Roth IRA as follows:

Domini Roth IRA account number: \_\_\_\_\_ or  New Roth IRA (application attached)

- 1) Domini Sustainable Solutions Fund (0450) Investor Share Class: Amount : \$ \_\_\_\_\_ or \_\_\_\_\_ %
- 2) Domini Impact Equity Fund (0473) Investor Share Class: Amount: \$ \_\_\_\_\_ or \_\_\_\_\_ %
- 3) Domini International Impact Equity Fund (0430) Investor Share Class: Amount: \$ \_\_\_\_\_ or \_\_\_\_\_ %
- 4) Domini Impact Bond Fund (0501) Investor Share Class: Amount: \$ \_\_\_\_\_ or \_\_\_\_\_ %
- 5) Domini International Opportunities Fund (440) Investor Share Class: Amount: \$ \_\_\_\_\_ or \_\_\_\_\_ %
- 6) Domini Deposit Account at PNC Bank\*: Amount: \$ \_\_\_\_\_ or \_\_\_\_\_ %

Must equal 100%

\*Domini generally will assess a \$3.00 monthly service charge for Domini Deposit Account at PNC Bank account positions, subject to modification or waiver at Domini's discretion. This charge will be automatically withdrawn from your account on or about the 15th of each month (or the next applicable business day).

**PARTICIPANT AUTHORIZATION**

I authorize Domini Funds and the IRA custodian to make the above requested distribution from my traditional IRA and use the distribution proceeds to purchase a conversion contribution into a Roth IRA. 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 and that neither Domini Impact Investments, the IRA custodian, nor any agent or affiliate of either of them 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 the IRA custodian, Domini Impact Investments and their agents and affiliates may rely on my instructions within this form. I understand this conversion is irrevocable.

Participant's Signature:

Date:

**Mail to the following:**

**First Class Mail:**

Domini Funds  
P.O. Box 46707  
Cincinnati, OH 45246 - 0707

**Overnight Mail:**

Domini Funds  
225 Pictoria Drive, Suite 450  
Cincinnati, OH 45246

If you have any questions, please call our Shareholder Information line at 1-800-582-6757, M – F, 9 am to 6 pm Eastern Time.