



## DOMINI IMPACT INVESTMENTS

### ROTH IRA CONVERSION FORM (EXTERNAL)

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

*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, there will be no eligibility requirements for converting a traditional, SEP or SIMPLE (after the required two-year holding period) IRA 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) website [www.irs.gov](http://www.irs.gov) regarding special taxation rules that will apply to conversions occurring in 2010.

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

Beginning in 2010, 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 (EXTERNAL)

This form is for converting a Domini Traditional, SEP or SIMPLE IRA (after the required two year holding period) from another custodian or trustee to a Domini Roth IRA. If establishing a new Domini Roth IRA, attach a completed Roth IRA Application. 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 questions, please call our Shareholder Information line at 1-800-582-6757, M – F, 9 am to 6 pm Eastern Time.

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### PARTICIPANT INFORMATION

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

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

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

Impact Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Roth IRA Account Number \_\_\_\_\_ or  New Roth IRA Application attached

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

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### INSTRUCTIONS FOR CONVERSION PROCEEDS

Follow the investment instructions as provided on the attached Application (if establishing new Domini Roth IRA), or

Invest the proceeds as follows in my existing Domini Roth IRA: \$1,500 initial minimum for each new position

Domini Impact Equity Fund (473) Investor Share Class \_\_\_\_\_ Dollar Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %

Domini International Impact Equity Fund (430) Investor Share Class \_\_\_\_\_ Dollar Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %

Domini Impact Bond Fund (501) Investor Share Class \_\_\_\_\_ Dollar Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %

Domini Deposit Account at PNC Bank (675)\* \_\_\_\_\_ Dollar Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %  
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).

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### 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). You may still invest the entire amount of the conversion distribution into your Domini 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 will 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.

I elect not to have federal income tax withheld from this conversion distribution; or

I elect to have 10% federal income tax withheld from this conversion distribution; or

I elect to have \_\_\_\_\_ % federal income tax withheld from this conversion distribution. (must be more than 10%)

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**CURRENT CUSTODIAN AND ACCOUNT INFORMATION**

To avoid delays, contact your current custodian to verify their correct address and ask if they require a Medallion Signature Guarantee. Please see the Participant Authorization section for an explanation of the Medallion Signature Guarantee. Please also attach your most recent statement, if possible.

Current custodian: \_\_\_\_\_ Telephone number: ( \_\_\_\_\_ ) \_\_\_\_\_

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

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

1) Investment to be transferred: \_\_\_\_\_ Account number: \_\_\_\_\_

Distributing Account Type:  Traditional/Rollover IRA  SEP IRA  SIMPLE IRA – (after 2 years)  
Amount to be Distributed:  Liquidate Entire Account  Partial \$ \_\_\_\_\_ or # of shares \_\_\_\_\_  
For Certificates of Deposit:  Immediately\*  At Maturity Date \_\_\_\_\_

2) Investment to be transferred: \_\_\_\_\_ Account number: \_\_\_\_\_

Distributing Account Type:  Traditional/Rollover IRA  SEP IRA  SIMPLE IRA – (after 2 years)  
Amount to be Distributed:  Liquidate Entire Account  Partial \$ \_\_\_\_\_ or shares \_\_\_\_\_  
For Certificates of Deposit:  Immediately\*  At Maturity Date \_\_\_\_\_

**\*Note:** if you wish to have certificates of deposit transferred immediately and they have not matured, you may incur a redemption penalty. We cannot accept requests to convert certificates of deposit more than 60 days before their maturity.

**HOW DID YOU HEAR ABOUT US?**

TV advertisement  Print ad in \_\_\_\_\_  News story in \_\_\_\_\_  
 Facebook  Twitter  Morningstar  Lipper  Internet search  
 Friend/Relative  Conference  Financial Advisor/Broker  Other \_\_\_\_\_

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**PARTICIPANT AUTHORIZATION**

I authorize the current custodian or trustee of my IRA to distribute the amount(s) indicated for the purpose of converting them to a Domini Roth IRA and to issue a check as indicated below. I understand it is my responsibility to insure the prompt conversion of assets by the current custodian. I understand that I am solely responsible for all tax consequences and agree that neither Domini Impact Investments, the IRA custodian, nor any agent or affiliate or either of them shall have responsibility for any tax consequences resulting from my instructions. I authorize Domini and BNY Mellon Investment Servicing Trust Company to process this request on my behalf.

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 will rely on my instructions within this form when accepting my conversion contribution. I understand this conversion is irrevocable.

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Medallion Signature Guarantee Stamp and Signature (If required by your current custodian or transfer agent): An eligible guarantor is a domestic bank or trust company, securities broker/dealer, clearing agency or savings association that participates in a medallion program recognized by the Securities Transfer Agents Association. The three recognized medallion programs are the Securities Transfer Agents Medallion Program (known as STAMP), Stock Exchanges Medallion Program (SEMP), and the Medallion Signature Program (MSP). A notarization from a notary public is NOT an acceptable substitute for a signature guarantee.

<b>Medallion Signature Guarantee</b>          
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**INTERNAL USE ONLY – RESIGNING CUSTODIAN INSTRUCTIONS**

Issue check payable to: **BNY Mellon Investment Servicing Trust Company** as custodian for Domini Funds Roth IRA.

FBO: \_\_\_\_\_ Account No: \_\_\_\_\_

**Mail to the following:**

**First Class Mail:**

Domini Funds  
P.O. Box 9785  
Providence, RI 02940-9785

**Overnight Mail:**

Domini Funds  
4400 Computer Drive  
Westborough, MA 01581 1 800 582-6757

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