

**JOHNSON MUTUAL FUNDS TRUST**

**3777 WEST FORK ROAD  
CINCINNATI, OHIO 45247  
(513) 661-3100  
(800) 541-0170  
(513) 661-3160 FAX**



**JOHNSON**  
MUTUAL FUNDS

For Internal Use  
A/C#

**ROTH IRA CONVERSION**

**Instructions:**

Use this form to transfer cash from an existing Traditional IRA to a Johnson Roth IRA. If you are opening a new Roth IRA, the completed Roth IRA application must accompany this Roth IRA Conversion form. Please be aware that your present institution may require additional documentation including a signature guarantee by a commercial bank or New York Stock Exchange member firm. Please complete all the information requested below. Johnson Mutual Funds Trust will process your transfer and the Custodian will send you notification when the cash has been received and invested.

**1. Participant Information**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Address \_\_\_\_\_ Date of Birth \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Phone Number \_\_\_\_\_

**2. Name and Address of Resigning or Current Trustee**

*Note: If you are 70½ or older this year, the required minimum distribution **MUST** be taken before the conversion is made.*

Name of Organization \_\_\_\_\_  
Attention \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_ Account or Policy Number \_\_\_\_\_

If current Custodian is Johnson Trust Company for Johnson Mutual Funds Trust, please indicate account number to be converted:  
Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Type of Account to be Converted:  Traditional IRA  Rollover IRA

**3. Deposit Amount**

- Transfer all full and fractional shares (estimated value of transfer \$\_\_\_\_\_ ) of the account indicated in Section 2 and transfer the proceeds to my Johnson Roth IRA [ ] immediately [ ] at maturity. **Close the account.** Send any subsequent dividends or interest that post to my Johnson Roth IRA.
- Liquidate or transfer \$\_\_\_\_\_ of the account indicated in Section 2 and transfer the proceeds to my Johnson Roth IRA [ ] immediately [ ] at maturity. **Do not close the account.**

Details of Partial Liquidation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Fund Selection**

*Note: If you are 70½ or older this year, the required minimum distribution **MUST** be taken before the conversion is made.*

If your transfer is not your initial investment, please indicate which Fund you would like your transferred assets to be invested in:

- Make No Changes to My Current Allocation in Account # \_\_\_\_\_
- Initial Investment (See Accompanying Roth IRA Application)

- OR -

\$ Amount or % Per Fund

- Johnson Growth Fund \_\_\_\_\_
- Johnson Disciplined Mid-Cap Fund \_\_\_\_\_
- Johnson Realty Fund \_\_\_\_\_
- Johnson Fixed Income Fund \_\_\_\_\_
- Johnson Disciplined Small-Cap Fund \_\_\_\_\_
- Johnson Equity Income Fund \_\_\_\_\_
- Johnson International Fund \_\_\_\_\_

**5. Authorization to Transfer**

To Resigning Trustee or Custodian:

I have established a Roth IRA with Johnson Mutual Funds Trust. Please use this letter as authorization to liquidate assets in my account with your firm, as indicated below. To ensure proper crediting, please contact the Funds for trustee-to-trustee delivery instructions.

\_\_\_\_\_  
Investor Signature Date

\_\_\_\_\_  
Signature Guarantee (If Needed) Date

**6. New Custodian**

To be completed by new custodian.

We have been requested to send you a letter of acceptance in order to transfer the assets of the above-mentioned account for deposit to the Johnson Mutual Funds Trust. To ensure proper crediting, contact the Funds for trustee-to-trustee delivery instructions.

This is to be executed as a trustee-to-trustee transfer so as not to put the plan participant in actual or constructive receipt of all or any part of the transferred assets.

\_\_\_\_\_  
Trust Officer Date