USAA Life Insurance Company
USAA Life Insurance Company of New York

INSTRUCTIONS FOR RETURNING FORMS

You need to print, complete, and sign and date this form.

You can return it to us one of three ways: by upload, mail or fax.

Upload the completed and signed form through the USAA Mobile App or usaa.com:

From the USAA Mobile app:

1. Select the profile icon.
2. Select "Inbox" (Android only).
3. Select "Send documents to USAA."
4. Select "Upload documents."
5. Follow the screen prompts.

From usaa.com:

1. Log on to your account.
2. Select the profile icon.
3. Select "Inbox."
4. Select "Send documents to USAA."
5. Follow the screen prompts.

You can also mail to:

USAA Life Insurance Company
USAA Life Insurance Company of New York
9800 Fredericksburg Road
San Antonio, TX 78288

Or you can fax to:

210-498-3243 within the United States
877-435-7099 from outside the United States

Questions?

Call toll-free in the United States: 800-531-8722

FIXED ANNUITY TO ROTH IRA CONVERSION REQUEST

1. ACCOUNT INFORMATION			
Name			
Address			USAA Number
City	State	Zip	USAA Contract Number (if applicable)

2. TYPE OF RETIREMENT ACCOUNT

☐ **Traditional IRA** ☐ **SEP IRA** ☐ **SIMPLE IRA** ☐ **403(b)**

3. TYPE OF ROTH IRA CONVERSION I WANT:

☐ I elect to internally convert my entire fixed annuity to a Roth IRA annuity (this is a full conversion and your contract number will not change, but the status of your contract will change to a Roth IRA.).

☐ I elect to convert and place monies into my existing Roth IRA annuity - contract number: ________________

☐ I elect to submit a new application and start a new Roth IRA annuity.

4. INFORMATION ABOUT THE ACCOUNT YOU ARE CONVERTING (Required if other than USAA)			
Name of Current Custodian/Bank		Name of Contact Person (if known)	
Address	City	State	Zip
Phone Number	Fax Number (if available)	Contract Number	

5. INSTRUCTIONS TO PRESENT CUSTODIAN (Required for all requests)

I authorize and direct the custodian or trustee of my account to distribute the amount stated below, less any fees and expenses, to USAA Life Insurance Company of New York. (REMIT IN CASH - DO NOT SEND CERTIFICATES OR RE-REGISTER ACCOUNTS.) I also ask that you send any documentation requested with respect to this transaction.

Check one (required):

☐ **Full Conversion**

Note: We will stop any automatic contributions upon conversion of your contract. Automatic contributions into your new Roth IRA contract will need to be established. Government allotments will be moved to your new contract. If you would like to make changes to the existing allotment contact the Finance Center.

Please liquidate all and send cash

Check one (required):

☐ **Partial Conversion**

Note: All automatic contributions and government allotments will remain as-is unless we receive additional instructions from you.

Please liquidate $________ or________ %

☐ Liquidate and send upon maturity date ____/____/______

☐ Liquidate and process immediately

USAA LIFE INSURANCE COMPANY of NEW YORK Service Center 9800 Fredericksburg Road San Antonio, Texas 78288
Toll Free 1-800-531-USAA (8722) In San Antonio (210) 456-9002

97714-0421
NSF016NY

5. INSTRUCTIONS TO PRESENT CUSTODIAN (Required for all requests) - Continued

If CHECK is used:	If WIRE* is used:
Mail checks directly to: USAA LIFE INSURANCE COMPANY of NEW YORK P.O. Box 34030 San Antonio, Texas 78265-9933 **Make checks payable to:** USAA LIFE INSURANCE COMPANY of NEW YORK FBO (Owner's Name)	JPMorgan Chase Bank, N.A. ABA Transit Routing: #021000021 Account Number: 662634575 Account Name: USAA Life Insurance Company of NEW YORK FBO (Owner's Name) ____________________ Owner's USAA# ____________________ Contract#: (if known) ____________________ * A wire fee may be assessed by your current custodian.

6. THINGS TO CONSIDER

Tax Consequences may result from the limits and conditions set forth by the Internal Revenue Code and IRS regulations. We do not offer tax advice. We recommend you consult your tax advisor. If distributions are made prior to 59 1/2, you may be subject to IRS premature withdrawal penalties.

Required Minimum Distributions must be disbursed prior to conversion. Conversion into Roth-IRAs cannot be reversed once processed.

7. INCOME TAX WITHHOLDING

By electing to convert your contract to a Roth IRA, you are authorizing the custodian to create a taxable distribution. This distribution will be subject to federal income tax withholding at a rate of 10%, unless you elect not to have withholding apply by checking the box below. Depending on your state of residence, state withholding may also apply. You may also be required to submit a Form specific to your state. Any amounts withheld will generally be taxable and if done prior to Age 59 1/2, you may be subject to IRS premature withdrawal penalties. We suggest you consult your tax advisor.

☐ NOT withhold federal income tax (or state income tax, if applicable)

☐ Withhold income tax as follows:

Federal ☐ standard rate (10%) or ☐ _______%rate

State ☐ standard rate, if applicable or ☐ _______%rate

8. YOUR AUTHORIZATION

I wish to convert the assets as indicated. I understand that I am responsible for determining my eligibility to convert within the limits set forth by IRS regulations. I assume full responsibility for this transaction. For questions related to taxable of this transaction, please contact your tax advisor. I understand this conversion cannot be reversed back to the original retirement plan.

_______________________________________ Signature

____________________ Date

9.USAA LIFE INSURANCE COMPANY OF NEW YORK ACCEPTANCE

USAA Life Insurance Company of New York hereby accepts the transfer of funds as requested above.

_______________________________________ Authorized Officer Signature

____________________ Date

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