



DCP Roth Conversion

Existing DCP customers use this form to convert all or part of your DCP balance from pretax to Roth.

Send completed form to:
Voya Financial • Attn: Washington DRS
PO Box 389 • Hartford, CT 06141
Or Fax to 844.449.2546
For assistance call 888.327.5596 (TTY 711)

Read This

Roth is an option within your DCP 457(b) plan. With this form, you can convert all or part of your pretax account balance.

- ✓ **You will need to pay income taxes for any pretax converted amount.** You will owe taxes on your next filing for the year the conversion completes. These additional funds will need to be provided by you, out-of-pocket. We do not withhold the tax amount.
- ✓ **The balance you are converting must already be in your DCP account.** To enroll in the Washington State Deferred Compensation Program (DCP), complete the Enrollment form at drs.wa.gov/dcp to start Roth or pretax contributions. For information about rolling funds into DCP, search "rollovers" on the DRS website.
- ✓ **Converting a pretax balance to Roth is a permanent change.** Your conversion will be effective approximately 5-7 days after you submit this form. You will receive a confirmation from the record keeper when your conversion is complete. You can also confirm the change through your online account at drs.wa.gov/login.

Customer Information

Customer Name (Last, First, Middle)	Birthdate (mm/dd/yyyy)	Social Security Number (last 4) XXX-XX-	
Mailing Address (must match address on file)	City	State	ZIP
Email Address (Required. This is how we will notify you of your application status.)		Phone Number	

Optional: We can also send you application status updates via text message. Standard text message rates apply.

☐ Yes, send text message updates of my conversion to this texting capable number: _____

Amount Election

You will owe federal income taxes for this converted amount. By default, the balance will be converted equally (pro rata) from your investment options with a balance, and will retain the same investment options once they are Roth. The converting balance will remain active in the market during this process. You can reallocate investment options once the conversion is complete.

☐ Actively Employed Customer

I am still working for my DCP-covered employer and would like to convert all or a portion of my pretax DCP balance to the Roth option under DCP.

☐ **Full conversion:** Convert all available DCP funds to the DCP Roth option.

☐ **Partial conversion of my pretax balance:** Fill in dollar or percentage (not both). \$ _____ OR _____%

☐ Separated Customer

I am separated from my DCP-covered employer and would like to convert all or a portion of my pretax DCP balance to the Roth option under DCP.

☐ **Full conversion:** Convert all available DCP funds to the DCP Roth option.

☐ **Partial conversion of my pretax balance:** Fill in dollar or percentage (not both). \$ _____ OR _____%

Federal and State Income Tax Withholding

The amount of the Roth in-plan conversion is subject to ordinary income taxes in the year of the conversion. There will be no tax withholding on this conversion. You are advised to seek the guidance of a qualified tax advisor prior to making this conversion. State income tax does not apply to Washington residents.

Signature Required

I am requesting all or part of my existing DCP account balance be permanently converted to Roth.

- I certify the information I have provided is true, accurate and complete.
- I understand I am responsible for any taxes or penalties that arise from the conversion of pretax assets to Roth assets.
- I understand that once my conversion is processed, it is permanent and the funds cannot be changed back to pretax funds.

Signature

Date

Form Submission (use one of the following options to submit this form)

Fax Voya Financial
Attn: Washington State DRS
844-449-2546

Mail Voya Financial - Attn: Washington State DRS
PO Box 389
Hartford, CT 06141

Overnight Delivery Voya Financial, Attn: Washington State DRS, One Orange Way, Windsor, CT 06095-4774

Your Social Security or Tax ID number is needed so the DRS record keeper can report to the IRS any funds paid to you. We will not disclose your information unless required to do so by law. See IRC sections 6041(a) and 6109.