|  |  |  |  |
| --- | --- | --- | --- |
| **Procedure Name:** | **Roth Conversion**  **(Advisor Model Portfolio)** | **A picture containing text, clipart  Description automatically generated** | |
| **Department:** | Investment Team |
| **Effective Date:** | 11/14/2022 | **Author:** | Katie Weinschenk |

**Description**

When a client with an AMP account wishes to complete a Roth Conversion, use the steps below to ensure accurate processing.

**Assumptions**

N/A

**Procedure**

1. Request a Raise Cash in the Traditional IRA by entering a **03 – ADV Raise Cash Request activity into Redtail**
2. Complete the Roth Conversion paperwork for e-signature/Client Signature
3. Upload paperwork to ServiceNet, if applicable
4. Confirm conversion
5. Request the funds be invested in the Roth IRA model by entering a **03 - ADV INVEST ACCOUNT(S) IN MODEL** activity
6. Confirm the investment

**References**

N/A

**Revision History**

|  |  |  |
| --- | --- | --- |
| **Revision Date** | **Revised By** | **Revision Notes** |
| 11/14/2022 | Katie Weinschenk | Procedure Created |
|  |  |  |