

Step-by-Step Guide to a Partial Roth IRA Conversion at Athene

If you are appointed to sell Athene products, follow this guide to quickly reference our internal process for partial Roth IRA conversions. For more information, or if you are not yet appointed with Athene, please contact the Sales Desk at 888-ANNUITY (266-8489).

Filing and Submitting the Application

1.



To process a partial Roth IRA conversion, you must complete the partial **Roth IRA conversion form (22796)** found on **Athene Producer Connect**. You must log in to the Connect Producer Portal to access the form.

2.



If a contract has not yet been issued at Athene, you can submit the form with the application. The Roth conversion paperwork will typically be **processed within 5-7 business days** after the parent contract is issued.

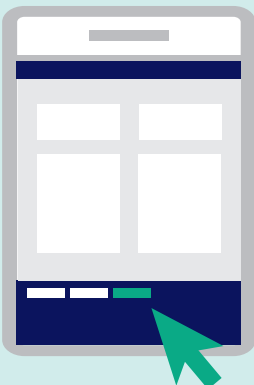
3.



Choose one option to return completed form.

- Upload through the document **upload tool**
- Attach form to an email and send to **SubmitCustomerDocs@athene.com**
- Fax: **866-709-3922**
- Mail to: **7700 Mills Civic Parkway, West Des Moines, IA 50266**

4.



Contracts in the new admin system are eligible for partial Roth IRA conversion. If you are not sure whether a contract is in the new system, contact the **Sales Desk at 888-ANNUITY (266-8489)**.

5.



For an in-force contract, the partial Roth conversion can be **processed within 1-2 business days** after the contract anniversary.

Processing the Conversion

6.



We suggest **documenting** your Roth conversion recommendations to clients.

7.



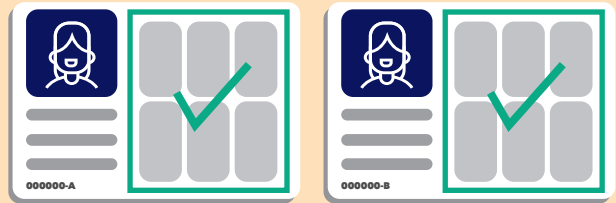
Allow **5-7 business days for processing**, then check the **Athene Producer Connect Portal** or contact the Sales Desk to ensure the conversion was processed correctly.

8.



Inform clients that **tax forms 1099-R and 5498** will be distributed on the child contract in the calendar year following a Roth IRA conversion.

9.



Inform clients that the child contract will have the same **Withdrawal Charge Schedule as the parent contract**, but they will receive a **separate statement and allocation change form** for each.

Exploring Additional Resources

10.

FAQ



Refer to our **Roth IRA Conversion FAQs, form (22976)**, for answers to common questions or contact the **Sales Desk at 888-ANNUITY (266-8489)**.

11.

IRA conversion



Access the partial **Roth IRA conversion overview brochure (23088)**, to show clients important considerations and the potential benefits of a partial Roth IRA conversion.

To learn more about a partial Roth IRA conversion strategy and whether it could be right for your clients, contact the best Sales Desk in the business at 1-888- ANNUITY (266-8489).

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