

Manning & Napier Fund, Inc. Recharacterization Request Form (External)



Use this form to recharacterize a Traditional or Roth Individual Retirement Account ("IRA") contribution from another institution to a Manning & Napier Fund, Inc. IRA. If you do not have an existing Traditional IRA or Roth IRA to invest the recharacterized proceeds, you must complete a Traditional or Roth IRA Application and Adoption Agreement ("Application"). For the purpose of the recharacterization, the custodian should calculate the net income attributable to the contribution using the method provided for in the IRS Final Regulations for Earnings Calculation for Returned or Recharacterized Contributions. Recharacterization of a contribution is irrevocable and must be completed on or before the due date, including extensions, for filing your federal income tax return for the tax year for which the contribution was originally made.

A recharacterized contribution is reported as a distribution from the first IRA (reported on IRS Form 1099-R) and a recharacterization contribution to your Manning & Napier Fund, Inc. IRA (reported on IRS Form 5498) for the tax year in which the recharacterization occurs. The rules regarding recharacterization are complex and you should consult a professional tax advisor prior to any recharacterization. Please refer to IRS Publication 590 for more information.

This form is not intended to facilitate Roth IRA conversions.

I. PARTICIPANT INFORMATION – Please Print

Name	()	Daytime Telephone
Address		
City	State	Zip
Social Security Number	Date of Birth	

II. TRANSACTION TYPE – Select one of the following: (A, B or C)

- A. Recharacterize my **2017 Roth IRA conversion contribution** (plus allocable earnings) **into to a Manning & Napier Fund, Inc. Traditional IRA**
 Date of Conversion: _____ Amount to Recharacterize: \$ _____
The Internal Revenue Service ("IRS") Announces an Important Change - Effective January 1, 2018, a Roth IRA conversion cannot be recharacterized back to a traditional IRA, SEP or SIMPLE IRA. A Roth IRA conversion is considered an irrevocable election which cannot be "reversed" or "corrected". According to the IRS, you can recharacterize a Roth IRA conversion that took place in tax year 2017, provided that the recharacterization is completed by October 15, 2018. For more information, please visit the IRS web site www.irs.gov using the search term "IRA FAQs – Recharacterization of Roth Rollovers and Conversions".
- B. Recharacterize my **annual contribution** (plus allocable earnings) **from my Traditional IRA to a Manning & Napier Fund, Inc. Roth IRA**
 Date of Contribution: _____ Amount to Recharacterize: \$ _____
- C. Recharacterize my **annual contribution** (plus allocable earnings) **from my Roth IRA to a Manning & Napier Fund, Inc. Traditional IRA**
 Date of Contribution: _____ Amount to Recharacterize: \$ _____

III. INVESTMENT INSTRUCTIONS FOR RECHARACTERIZED PROCEEDS

- New Traditional IRA – follow Application investment instructions
 New Roth IRA – follow Application investment instructions
 Invest the proceeds as follows into my existing account: Traditional IRA **(or)** Roth IRA

Account Number: _____

Fund Name: _____ Amount: \$ _____ or _____ %

Fund Name: _____ Amount: \$ _____ or _____ %

Fund Name: _____ Amount: \$ _____ or _____ %

Must Equal 100%

IV. CURRENT CUSTODIAN AND ACCOUNT INFORMATION

To avoid delays, contact your current custodian to verify their correct address and ask if they require a Medallion Signature Guarantee. Please see the Participant Authorization section for an explanation of the Medallion Signature Guarantee. Please also attach your most recent statement, if possible.

Current Custodian _____ () Telephone Number _____

Address _____

City _____ State _____ Zip _____

Investment to Recharacterize: _____ Account Number: _____

Distributing Account Type: Traditional/Rollover IRA Roth IRA

Amount to be Distributed: Liquidate Entire Account Partial \$ _____

For Certificated of Deposit: Immediately* At Maturity Date: _____

***Note:** If you wish to have certificates of deposit transferred immediately and they have not matured, you may incur a redemption penalty. We cannot accept requests to convert certificates of deposit more than 60 days before their maturity.

V. AUTHORIZATION

I authorize the current custodian or trustee of my IRA to distribute the amount indicated for the purpose of recharacterizing it to an IRA with Manning & Napier Fund, Inc. and to issue a check as indicated below. I understand it is my responsibility to insure the prompt recharacterization of assets by the current custodian or trustee. I understand that I am solely responsible for all tax consequences and agree that neither Manning & Napier Fund, Inc. nor its Custodian shall have responsibility for any tax consequences resulting from my instructions. I authorize Manning & Napier Fund, Inc. and BNY Mellon Investment Servicing Trust Company to process this request on my behalf.

I have read this form and understand and agree to be legally bound by the terms of this form. I also understand that the Custodian, Manning & Napier Fund, Inc. and its agents will rely on my instructions within this form when accepting my recharacterization contribution. I understand this recharacterization is irrevocable.

X _____
Authorized Signature _____ Date _____

Medallion Signature Guarantee (If required by your current custodian or transfer agent): An eligible guarantor is a domestic bank or trust company, securities broker/dealer, clearing agency or savings association that participates in a medallion program recognized by the Securities Transfer Agents Association. The three recognized medallion programs are the Securities Transfer Agents Medallion Program (known as STAMP), Stock Exchanges Medallion Program (SEMP), and the Medallion Signature Program (MSP). A notarization from a notary public is NOT an acceptable substitute for a signature guarantee.

Place Medallion Guarantee stamp and signature in box (if applicable):

INTERNAL USE ONLY – RESIGNING CUSTODIAN INSTRUCTIONS

Issue check payable to: BNY Mellon Investment Servicing Trust Company as custodian for the Manning & Napier Fund, Inc. Roth IRA

Mail to: **First Class Mail:** **Overnight Mail:**
Manning & Napier Fund, Inc. Manning & Napier Fund, Inc.
PO Box 9845 4400 Computer Drive
Providence, RI 02940-8045 Westborough, MA 01581