

Regular mail:
Highland Funds
PO Box 219424
Kansas City, MO 64121-9424
Telephone: 877-665-1287

Overnight mail:
Highland Funds
430 W 7th Street, Suite 219424
Kansas City, MO 64105-1407

HIGHLAND FUNDS ROTH IRA CONVERSION FORM

Use when converting a traditional, SEP or SIMPLE (after the required two year holding period) Individual Retirement Account (IRA) to a ROTH IRA within Highland Funds. Do not use this form to recharacterize a prior conversion or IRA contribution.

PARTICIPANT INFORMATION

Name: _____ Daytime Telephone: (_____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ Date of Birth: _____

TAX WITHHOLDING

IRS regulations require the custodian or trustee of your IRA to withhold federal income taxes from the conversion distribution at the rate of 10% unless you elect not to have withholding apply. Withholding will apply to the entire amount of the conversion distribution, including the amount of any nondeductible contributions that may have been made to the IRA. You may not convert any portion of required minimum distributions (RMDs). Please make an election:

- I elect not to have federal income tax withheld from this conversion distribution from my traditional IRA.
- I elect to have 10% federal income tax withheld from this conversion distribution from my traditional IRA.
- I elect to have _____% federal income tax withheld from this conversion distribution from my traditional IRA.
(must be more than 10%)

If you elect federal income taxes be withheld, you may still invest the entire amount of the conversion distribution into your Highland Funds Roth IRA by using other assets to replace previous amounts withheld as a prepayment of federal income taxes. Remember, if you use assets of your IRA to pay taxes on the conversion distribution amount (either by liquidating additional shares or by not replacing amounts withheld for federal income tax), the IRA assets used to pay those taxes may be considered a premature distribution (if you are under the age of 59 ½) since they are not being converted into the Roth IRA or rolled over into another IRA and you could also be subject to a 10% early withdrawal penalty.

STATE WITHHOLDING

Your state of residence will determine your state income tax withholding requirements, if any. Those states with mandatory withholding will require state income tax to be withheld from payments if federal income taxes are withheld. Voluntary states let individuals determine whether they want state taxes withheld. Some states have no income tax on retirement payments. Please consult with a tax advisor or your state's tax authority for additional information on your state requirements.

- I elect **TO NOT** have state income tax withheld from my retirement account distributions (only for residents of states that do not require mandatory state tax withholding).
- I elect **TO** have the following dollar amount or percentage from my retirement account distribution withheld for state income taxes (for residents of states that allow voluntary state tax withholding). \$ _____ or _____%

INSTRUCTIONS FOR CONVERSION PROCEEDS

Indicate below the existing Highland Funds traditional IRA you wish to convert to a Highland Funds Roth IRA:

Traditional IRA account number: _____ SEP IRA SIMPLE IRA (after 2 year holding period)

Entire account balance across all funds

Partial account conversion: \$ _____

From:

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

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

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

Invest the net conversion proceeds (less federal taxes withheld) into the Roth IRA as follows:

Roth IRA account number: _____ or New Roth IRA- application attached

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

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

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

PARTICIPANT AUTHORIZATION

I authorize Highland Funds and the IRA custodian to make the above requested distribution from my traditional IRA and use the distribution proceeds to purchase a conversion contribution into a Roth IRA. I certify that the contribution described above is an eligible Roth IRA conversion. I agree that I am solely responsible for all tax consequences of this conversion and that neither Highland Funds nor the IRA custodian shall have responsibility for any tax consequences.

I have read this form and understand and agree to be legally bound by the terms of this form. I also understand that the IRA custodian or Highland Funds and/or their agents may rely on my instructions within this form. I understand this conversion is irrevocable.

Participant's Signature: _____

Date: _____

Mail to the following:

First Class Mail:
Highland Funds
PO Box 219424
Kansas City, MO 64121-9424

Overnight Mail:
Highland Funds
430 W 7th Street Suite 219424
Kansas City, MO 64105-1407
1-877-665-1287