IRS Model Letter Under Rev. Proc. 2016-47

**Certification for Late Rollover Contribution**

*Name*

*Address*

*City, State, ZIP Code*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Plan Administrator/Financial Institution*

*Address*

*City, State, ZIP Code*

Dear Sir or Madam:

Pursuant to Internal Revenue Service Revenue Procedure 2016-47, I certify that my contribution of $ [ENTER AMOUNT] missed the 60-day rollover deadline for the reason(s) listed below under Reasons for Late Contribution. I am making this contribution as soon as practicable after the reason or reasons listed below no longer prevent me from making the contribution. I understand that this certification concerns only the 60-day requirement for a rollover and that, to complete the rollover, I must comply with all other tax law requirements for a valid rollover and with your rollover procedures.

Pursuant to Revenue Procedure 2016-47, unless you have actual knowledge to the contrary, you may rely on this certification to show that I have satisfied the conditions for a waiver of the 60-day rollover requirement for the amount identified above. You may not rely on this certification in determining whether the contribution satisfies other requirements for a valid rollover.

**Reasons for Late Contribution**

I intended to make the rollover within 60 days after receiving the distribution but was unable to do so for the following reason(s) (check all that apply):

\_\_\_ An error was committed by the financial institution making the distribution or receiving the contribution.

\_\_\_ The distribution was in the form of a check and the check was misplaced and never cashed.

\_\_\_ The distribution was deposited into and remained in an account that I mistakenly thought was a retirement plan or IRA.

\_\_\_ My principal residence was severely damaged.

\_\_\_ One of my family members died.

\_\_\_ I or one of my family members was seriously ill.

\_\_\_ I was incarcerated.

\_\_\_ Restrictions were imposed by a foreign country.

\_\_\_ A postal error occurred.

\_\_\_ The distribution was made on account of an IRS levy and the proceeds of the levy have been returned to me.

\_\_\_ The party making the distribution delayed providing information that the receiving plan or IRA required to complete the rollover despite my reasonable efforts to obtain the information.

**Signature**

I declare that the representations made in this document are true and that the IRS has not previously denied a request for a waiver of the 60-day rollover requirement with respect to a rollover of all or part of the distribution to which this contribution relates. I understand that in the event I am audited and the IRS does not grant a waiver for this contribution, I may be subject to income and excise taxes, interest, and penalties. If the contribution is made to an IRA, I understand you will be required to report the contribution to the IRS. I also understand that I should retain a copy of this signed certification with my tax records.

*Signature:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_