

IRA Distribution Form

Check the box to attach additional documents

For Traditional and Roth IRAs

Name (First, MI, Last)				Social Security Number		Date of Birth	
Street Address				City		State Zip	
Mailing Address				City		State Zip	
E-mail Address				Plan # (if known)			
				Home Phone #			
				Mobile Phone #			

Withdraw from Traditional IRA (Select One.)

Early Distribution (under age 59.5)

Normal Distribution (over age 59.5) RMD

IRA to IRA Transfer (incl. divorce)

Direct Rollover to Employer's Retirement Plan

Conversion

Disability

Withdraw from Roth IRA (Select One.)

Early Distribution (under age 59.5)

Normal Distribution (over age 59.5)

IRA to IRA Transfer (incl. divorce)

Disability

Qualified first time Home Buyer

Checks will be mailed directly to the account holder for delivery to the appropriate person/institution

Recipient Information (Traditional IRA Distribution)

Check Payable to:

Recipient Information (Roth IRA Distribution)

Check Payable to:

Payment Election

Distribution Amount: (Choose one)

Entire Account Partial \$ _____

Distribution Timing: (Choose Immediate or Installments)

Immediate, one time payment

or

Installment payments of \$ _____:

monthly quarterly annually

Installment payments are processed on/or around the first business day of each month. I elect my periodic distributions to begin at the beginning of the month of _____ continuing until I notify you in writing otherwise.

Payment Election

Distribution Amount: (Choose one)

Entire Account Partial \$ _____

Distribution Timing: (Choose Immediate or Installments)

Immediate, one time payment

or

Installment payments of \$ _____:

monthly quarterly annually

Installment payments are processed on/or around the first business day of each month. I elect my periodic distributions to begin at the beginning of the month of _____ continuing until I notify you in writing otherwise.

***Distribution fees apply – see Page 2**

Withholding Election

Choose either Option 1, 2 or, 3.

Option 1. I elect **not** to have federal income tax withheld from my distribution. (Must have US Residence address on file.)

Option 2. Please withhold federal income taxes from my distribution at a rate of 10%.

Option 3. Please withhold federal income taxes from my distribution at a rate of more than 10%: Withhold: _____%

Withholding Election

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Option 1. I elect **not** to have federal income tax withheld from my distribution. (Must have US Residence address on file.)

Option 2. Please withhold federal income taxes from my distribution at a rate of 10%.

Option 3. Please withhold federal income taxes from my distribution at a rate of more than 10%: Withhold: _____%

I understand that I am still liable for the payment of Federal income tax on the taxable amount. I also understand that I may be subject to tax penalties under the estimated tax payment rules, if my payments of estimated tax and withholding, if any, are not adequate. We will withhold state tax in accordance with the respective state's rules if, at the time of distribution, your address of record is within a mandatory withholding state and you have federal income tax withheld.

Account Holder: _____ **Date:** _____

Please review your elections carefully. Once processed, your distribution election is irrevocable.

I certify that I am the proper party to receive payment(s) from this IRA, and that all information provided by me is true and accurate. I acknowledge that I have read the Notice of Withholding on the reverse side of this form and have completed the Withholding Election(s) above. I further certify that no tax advice has been given to me by the Custodian or Trustee, that distributions (except certain transfers) are reported to the IRS, and that all decisions regarding this withdrawal are my own. I expressly assume the responsibility for any adverse consequences which may arise from this withdrawal and I agree that the Custodian or Trustee shall in no way be responsible for those consequences.



NOTICE OF WITHHOLDING ON DISTRIBUTIONS FROM IRAs

Please read carefully before completing the IRA Withdrawal Form

Your IRA distributions, other than Roth IRA distributions and Direct Rollovers, are subject to federal (and, in some cases, state) income tax withholding unless you elect not to have withholding apply. Withholding will apply to the gross amount of each distribution, even if you have made non-deductible contributions. Moreover, failure to provide a U.S. residential address will result in 10% federal income tax withholding (and possible state income tax withholding) on the distribution proceeds, even if you have elected not to have tax withheld (an IRS requirement as applicable). **A Post Office Box does not qualify as a residential address.**

If you elect to have withholding apply (by indicating so on the distribution request form, by making no choice, or by not providing a U.S. residential address), federal income tax will be withheld from your IRA distribution(s) (excluding Roth IRA distributions) at a rate of at least ten percent (10%). Federal income tax will not be withheld from Direct Rollovers or distributions from a Roth IRA unless you elect to have such tax withheld.

Important: state tax withholding information: We will withhold state tax in accordance with the respective state's rules if, at the time of distribution, your address of record is within a mandatory withholding state and you have federal income tax withheld.

State tax withholding rules can change; please consult with your tax advisor to obtain the most up-to-date information pertaining to your state.

Whether or not you elect to have federal and, if applicable, state income tax withheld, you are still responsible for the full payment of federal income tax, any state tax or local taxes, and any penalties which may apply to your distribution(s). Whether or not you elect to have withholding apply (by indicating so on the distribution form), you may be responsible for payment of estimated taxes. You may incur penalties under the IRS and applicable state tax rules if your estimated tax payments are not sufficient.

If you are not a U.S. person (including a U.S. resident alien), you must submit IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, with the distribution request form to claim tax treaty benefits, and a reduced federal income tax withholding rate, if applicable. Otherwise payments are subject to the 30% nonresident alien federal income tax withholding rate. To obtain Form W-8BEN, please consult your tax advisor or go to the IRS website at <http://www.irs.gov>.

Distribution Processing Fees: A distribution fee of \$75 will apply to all one-time distribution elections. Installment payments will be assessed a fee of \$75, divided by the number of payments elected over a 12-month period (installment frequency). Please be sure to provide complete and accurate payable instructions (provide an attachment, if necessary); fees for check stop-payment and reprocessing are \$50 and \$75, respectively.

[Reverse Side of IRA Distribution Request