

IRA/ESA Distribution Request Instructions

This form is used to request a reportable distribution of assets from Traditional IRAs, SEP IRAs, SIMPLE IRAs, Roth IRAs, Education Savings Accounts, Inherited IRAs, and Inherited ESAs.

- Do not use this form to request a trustee-to-trustee transfer of assets between IRAs or ESAs, a transfer due to death of the IRA or ESA owner, a transfer due to divorce or legal separation of the IRA/ESA owner, a Roth conversion, or to purchase securities for this IRA/ESA.
- If you need to complete any of these transactions, check with your advisor for the appropriate form.

PLEASE BE AWARE THAT USE OF THIS FORM WILL RESULT IN A DISTRIBUTION THAT IS REPORTABLE TO THE INTERNAL REVENUE SERVICE (IRS) AND, IF APPLICABLE, THE TAX AUTHORITIES IN YOUR STATE OF RESIDENCE.

Before Completing This Form:

- Please ensure that sufficient funds are available to cover the amount of the requested distribution. If necessary, ask your advisor to sell securities in order to make cash for the requested distribution available.
- Note: Some delivery methods result in fees being applied (as noted in the instructions) — for a schedule of fees, please contact your advisor or financial institution that introduced your account. Also, this form may be used for multiple distribution instructions as long as the withholding elections remain the same. Please contact your advisor or financial institution on availability of distribution options.

As You Complete This Form:

- Please refer to the attached instructions. Incorrectly completing the form may result in incorrect processing.
- If you are requesting a “Periodic Instruction” via ACH, please complete the ACH Authorization Agreement.
- If you are requesting a “Standing Instruction” (as noted in the instructions), please complete both Method of Delivery and Tax Withholding elections to eliminate future paperwork requirements. In absence of a method of delivery selection, your instructions will be applicable to journal movements between Pershing accounts held in your name and check delivery to address of record.

After Completing This Form:

- Please return the completed distribution form to your advisor or financial institution. This request must be processed within 30 days of your signature and date for a one-time distribution, or within 60 days for a Standing or Periodic instruction request. You may keep a copy of the instructions for your reference.

Step 1. Account Owner Information

Please **print** your name (First, Middle Initial, Last) and fill in the boxes for account number, and state of residence. Provide the two-letter state abbreviation for state of residence. If payment is being made to an alternate payee and/or address, provide the appropriate information in Step 5.

Step 2. Request Reason (select only one reason request option)

Please see your tax advisor regarding possible taxes and penalties.

Normal — For IRA owners who are the age of 59½ and older. This includes Required Minimum Distributions (RMDs) from Traditional IRAs, SEPs, and SIMPLE IRAs for IRA owners who are the age of 70½ and older. If you are over 70½, the IRS requires that minimum distributions be taken according to a specific, elected formula. Please verify the method and amount of your RMD calculation with your tax professional. To schedule recurring distributions on a specified date to satisfy your RMD, complete the applicable sections in Step 3 under the “Periodic Distributions” option.

“Qualified charitable distributions” under the Internal Revenue Code should be selected as Normal distributions and will be reported as such on IRS Form 1099-R. Please consult with your tax advisor regarding the requirements of a “qualified charitable distribution” and the tax consequences of your distribution. The Custodian is not responsible for determining whether the distribution meets the requirements for treatment as a “qualified charitable distribution.”

For Roth IRA owners who have attained the age of 59½, qualified distributions from your Roth IRA may be applicable if you have also met the 5-year holding period. If your Roth IRA account has resided solely on the Pershing platform for 5 years, your Financial Professional may submit your distribution request as a qualified Roth distribution and it will be reported as such on IRS Form 1099-R.

Early — For IRA owners who are under the age of 59½. Early distributions may be subject to the early distribution penalty. For IRA owners who receive distributions prior to age 59½ and wish to avoid the early withdrawal penalty by claiming an exception (e.g. disability, 72(t) annuity payments) may do so by filing IRS Form 5329 with your tax return. If the distribution is from a SIMPLE IRA, and it has been less than two years since the first SIMPLE contribution was made to your SIMPLE IRA, do not select the “Early” Request Reason, please see “SIMPLE IRA Early” below.

SIMPLE IRA Early — For IRA owners who are taking a SIMPLE IRA distribution, are under age 59½, and it has been less than two years since the first SIMPLE contribution was made to your SIMPLE IRA.

Education Savings Account — For distributions taken from an Education Savings Account (ESA) by an ESA owner (except the return of excess contributions). Please **DO NOT** elect tax income withholding. Education Savings Accounts are exempt from tax withholding.

Death Distribution — For distributions from an Inherited/beneficiary IRA or ESA. Please see the Asset Movement form when transferring assets from a deceased account to a newly established Inherited/beneficiary IRA or ESA. To schedule recurring distributions on a specified date to satisfy your beneficiary RMD, complete the applicable sections in Step 3 under the “Periodic Distributions” option. For ESAs, the remaining ESA assets must generally be distributed within 30 days after the date of death of the ESA beneficiary.

Direct Rollover to an Eligible Employer-Sponsored Plan — For distributions from a Traditional, SEP or SIMPLE IRA that are being directly rolled over to an eligible employer sponsored plan (e.g. 401(a) qualified plans, 401(k) plans, 403(b) plans, governmental 457(b) plans). An acceptance letter is required from the receiving employer plan.

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Return of Excess Contribution —

Traditional IRAs, Roth IRAs and Educations Savings Accounts. Please provide 1) the tax year for which the excess contribution was made as well as 2) the amount of the excess contributions(s) and the date the excess contribution(s) were originally made.

You must also provide the earnings attributable to the excess contribution(s) for excess contributions withdrawn by the applicable deadline. For IRAs, the applicable deadline is the IRA owner's tax-filing date (including extensions), which is typically October 15th following the year for which the contribution was made. Note: The deadline is automatically extended by 6 months for taxpayers who file their taxes timely. For ESAs, the applicable deadline is May 31st following the tax year for which the excess contribution(s) was made. When removing excess contribution(s) prior to the applicable deadline, the earnings must also be withdrawn with the excess contribution(s). For assistance in calculating the related earnings to the excess contribution using the IRS-approved method, refer to Treasury Regulations section 1.410-11, IRS Publication 590-A and your tax advisor.

Earnings attributable to the excess contribution(s) are not withdrawn when excess contributions are removed after the applicable deadline.

SEP IRAs and SIMPLE IRAs. Return of excess SEP and SIMPLE employer contributions (including salary deferrals) may require a letter of instruction from your employer. Contact your advisor for additional information.

Step 3. Transaction Type

You may use one form to process multiple transaction types from the same account. If you do use this form for multiple distributions, tax withholding elections must remain the same.

Total Distribution

- 1. Total distribution of the entire account in cash and securities.** Your securities will be mailed to you, **if possible**, along with any remaining cash balance, unless you request them to be moved to the Pershing account indicated in Step 5. Please arrange to have your advisor or financial institution liquidate or sell all assets you deem necessary to fulfill your fee obligation and applicable federal and/or state tax withholding.
- 2. Total distribution of entire account in cash ONLY.** Select this if you wish to have all assets distributed in cash. Please arrange with your advisor or financial institution to liquidate or sell all assets.
 - If the tax withholding election for a total distribution is a dollar amount, Pershing will convert it to a percentage to accommodate any residual payments processed after the account is closed.

One-Time Partial Distribution — This results in a one-time distribution of your specified assets.

1. Indicate the dollar amount of the partial distribution in US Dollars.
2. Indicate the description and quantity of securities that you wish to receive. Please use the security descriptions as they appear on your brokerage account statement.

Periodic Instructions — For recurring distributions on a specified date, please complete Steps 1-3.

This may be completed for scheduled check, ACH, Federal Fund Wire and journal distributions. This is not available for partial delivery of securities.

1. Indicate whether this is a new request or a change of an existing instruction.
2. a. Select distribution frequency.
b. Provide beginning date and end date if applicable.

3. Select the type of periodic distribution to make from the account. Select one of the following distribution options:

- a. **Principal Payments** — To receive payments of a specific amount, select this option and indicate the dollar amount. Only available funds will be sent on the date you select. Please make arrangements with your advisor or financial institution to ensure cash is available on scheduled distribution dates or only the available cash portion of the distribution will be sent.
- b. **Income Only** — Select this option to only distribute income generated in the account. Income includes: dividends, interest, and mutual fund capital gains.
- c. **Required Minimum Distribution for Traditional, SEP and SIMPLE IRA owners (RMD due to reaching age 70½)** — electing this option will create scheduled instructions to meet your annual RMD amount. Federal income tax law generally requires that Traditional, SEP and SIMPLE IRA owners commence RMDs beginning no later than April 1st immediately following the year the IRA owner reaches the age of 70½, known as the Required Beginning Date (RBD). If you delay until the year immediately following reaching age 70½, two distributions are required to be made in that year. Roth IRAs are excluded from this requirement. See the associated note regarding RMD payments**
- d. **Required Minimum Distribution (RMD to beneficiary due to death of Traditional, SEP, SIMPLE or Roth IRA owners)** — Selecting this option will create annually scheduled RMDs from an Inherited IRA that is generally based on the original beneficiary's single life expectancy (SLE). The RMD for a non-spouse beneficiary is generally based on the SLE associated with the original designated beneficiary age in the year following the year of death reduced by one each year. The RMD for the spouse beneficiary is generally based on the SLE associated with the spouse's age from the SLE Tables each year. This table is found in IRS Publication 590-B. To calculate the death RMD, please provide your advisor with the following information if you have not already done so:
 - **Original IRA owner's birth date (decedent)** — If this account will hold assets that were previously inherited from another IRA owner, the deceased IRA owner's birth date from the original IRA (i.e. the very first IRA) should be entered.
 - **Decedent's Date of Death** — If this account will hold assets that were previously inherited from another IRA owner, the deceased IRA owner's date of death from the original IRA (i.e. the very first IRA) should be entered.
 - **Original Beneficiary's Date of Birth** — Provide the date of birth of the beneficiary who is inheriting assets from the IRA. When multiple beneficiaries inherit IRA assets, each beneficiary can open a separate Inherited IRA and use their own date of birth for calculating the RMD as long as the Inherited IRA is established before December 31st following the year of the death of the IRA owner. However, if a beneficiary establishes an Inherited IRA after this date, the birth date of the oldest beneficiary designated on the original IRA should be entered. Please note that if an inherited retirement account is established to receive assets from a deceased beneficiary who previously Inherited IRA assets, you must enter the date of birth of the account holder of the previously Inherited IRA, i.e., the very first Inherited IRA.
 - **Relationship to Decedent** — Please indicate whether the original beneficiary was a spouse or non-spouse.

Note: Spouse beneficiaries can transfer inherited assets into their own IRA or transfer to an inherited IRA. A death distribution is not required for spouses who choose to treat inherited assets as their own. Furthermore, when a spouse beneficiary inherits a Roth IRA

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or a Traditional, SEP or SIMPLE IRA (when death was before the IRA owner's RBD), and the spouse beneficiary moves the inherited IRA assets to an Inherited IRA, the spouse beneficiary is not required to take a distribution until December 31st of the year the deceased IRA owner would have reached age 70½ or December 31st following the year of death (whichever is later).

****Please note the following regarding RMD payments:**

- Failure to take the RMD by the deadline may result in a 50% IRS imposed excise tax on any portion of the required amount not withdrawn. As a reminder, if securities must be liquidated to accommodate a cash distribution, please contact your advisor or financial institution to ensure that the settlement date of all investment transactions occur on or before the date the request is sent to Pershing.
- This scheduled instruction will continue for the yearly RMD calculation, unless new instructions are received.
- RMD amounts scheduled for disbursement in early January may be delayed as the disbursement system resets your RMD calculation for the new year. Once your RMD calculation and amount has been updated, your January distribution will be distributed and your regularly scheduled distribution will resume.
- IRA owners may meet their RMD requirements from a single IRA or a combination of your IRAs. However Pershing will report and if selected, perform annually scheduled RMDs on an account by account basis.
- Supplemental Distribution. If your account has scheduled RMD instructions you agree to a "supplemental" distribution (up to the available cash in your account) to meet the RMD amount if the account's RMD obligations for the year has not been met by the last business day of the year. If you are utilizing a "funding method" as described below, the associated liquidations will not take place for the purpose of making a supplemental distribution.
- Any additional distributions, either from one-time distribution(s) or additional periodic distributions plans, will not automatically reduce your annually calculated RMD schedule payment amount. In addition, other attributes of your periodic RMD payment schedule will not change. So you may end up distributing more than your required minimum distribution amount for the year.
- Any changes that affect your calculation-factor and/or the fair market value of the IRA for the previous year may affect the calculation of your RMD amount.

Funding Method — You may select one method to fund your periodic distribution. If funds are not available for the initial distribution, instructions must be added eight days prior to the first scheduled distribution date to allow for trade processing. Due to other fees that might be charged and fractional share rounding at the time of your sale, your payment amount may not equal the requested amount.

1. Distribute available CASH only — default if no other method selected.
 - a. This includes free cash balances and money market sweep funds.
2. Distribute PROPORTIONATELY — all eligible mutual funds in the account are redeemed proportionately, including money market sweep funds and cash balance.
 - a. Proportionately divides funds equally in terms of market value, not quantity of shares.
3. Distribute by specific eligible mutual funds — select up to ten eligible funds to be redeemed based on a fixed percentage.
 - a. If a specific mutual fund(s) are selected, liquidation may not take place if there is insufficient quantity in that fund. This may result in the periodic payment less than the amount requested.

Step 4. Tax Withholding Election

(Note: Tax withholding does not apply to distributions from an Education Savings Account, Roth qualified distributions, or to direct rollovers from an IRA to an eligible employer-sponsored plan.)

(Form W-4P/OMB No. 1545-0074) Dept. of Treasury, Internal Revenue Service)

Notice: Generally the distributions you receive from your IRA are subject to Federal income tax withholding unless you elect not to have Federal income tax withheld. You may elect not to have Federal income tax withheld on your IRA distribution by returning a signed and dated substitute Form W-4P (contained in Step 4 of this distribution request form) to Pershing LLC or financial institution with the appropriate box checked. Unless a previous withholding election is in place, you elect not to have Federal income tax withheld, or if you elect an alternative withholding amount, 10% will be withheld from your nonperiodic IRA distribution. Your election is valid (on this distribution and all future distributions from this IRA) until you change or revoke it. You may change your withholding election by completing another substitute Form W-4P included in this distribution form.

If you elect not to have Federal income tax withheld on your IRA distribution, or if you do not have enough Federal income tax withheld from your IRA distribution, you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient. You are responsible for determining and paying all Federal, and if applicable, state and local taxes on distributions from all IRAs you own.

If you are a U.S. citizen or resident alien receiving an IRA distribution that is delivered outside the United States or its possessions, withholding is required. That is, you may not waive withholding.

Nonresident aliens and foreign estates are generally subject to 30% federal tax withholding on nonperiodic IRA distributions if there is not a tax treaty exemption. If you are a nonresident alien you may not use Form W-4P to withhold income tax or to waive withholding. Instead, if you are a nonresident alien you must provide Pershing LLC with Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individual), to establish foreign status and to claim a treaty rate (when applicable). A foreign person should refer to IRS Publication 515 and to Form W-8BEN for further information.

We may be required to withhold state income tax from your IRA distribution depending on your residency. Withholding rates are subject to change without notice. If no election is made, applicable state income tax may be withheld unless you indicate otherwise. For states with voluntary withholding, no withholding will apply if a percentage or dollar amount is not specified. You may waive state income tax withholding to the extent permitted by law. In some cases, you may elect not to have state income tax withheld.

Note: Taxes withheld from your IRA distribution in accordance with your instructions will not be reversed. Your withholding election will remain effective until modified or revoked. Once a distribution has been processed in accordance with your instructions, you may not retroactively change your withholding election. Contact your advisor for a copy of Pershing's IRA Federal and State Income Tax Withholding Instructions. For additional information regarding Federal and state tax withholding, contact your tax professional.

Statement of Federal Income Tax Withheld From Your IRA — By January 31 of next year, Pershing LLC will provide to you Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., showing the total amount of your IRA distributions and the total Federal income tax withheld during the year. If you are a foreign person who provided your IRA Custodian with Form W-8BEN, Pershing LLC will provide to you Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, by March 15 of next year.

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Step 5. Method of Delivery

If left blank, delivery will be in the form of a check and mailed to the address of record.

Journal Entry to the Following Pershing Account — To make your distribution to another Pershing account. Please provide the receiving account number.

Account Owner Name and Address of Record — Select this option if the payment is in the form of a check and will be delivered to the address of record. Note: The Standing Instruction selection (Step 6) is not available for distributions of securities.

Alternate Payee Name and/or Address — Provide information if a check, wire or securities should be delivered to an alternate payee. These are considered distributions to a third-party. Note: The Standing Instruction selection (Step 6) is not available for distributions of securities.

ACH — An ACH agreement and preprinted, (encoded) voided check must accompany all requests to establish ACH Standing Instructions. This election will transmit funds directly to your account. No fee will apply.

Overnight Delivery — You may elect to receive the distribution overnight. A fee is assessed for this service. See Step 7 to provide the account number to which the fee will be assessed. This service is not available for delivery to a P.O. Box address or for standing or periodic instructions.

- **Saturday Delivery** — If available, you may elect to receive the distribution for a Saturday delivery. A fee is assessed for this service. Please see Step 7 to provide the account number to which the fee will be assessed. This service is not available for delivery to a P.O. Box address or for standing or periodic instructions.

Federal Fund Wire — Legal address must be provided or on file. A fee is assessed for this service. See Step 7 to provide the account number to which the fee will be assessed. For more details, please contact your advisor on this service offering.

- **ABA Number** — The bank's code for wiring funds. This is a required field for wire distributions.
- **DDA/Account Number** — This is required for all wire disbursements.
- **Bank Name** — The bank to which the funds are being sent.
- **City, State** — City and state location of the bank.
- **Branch Information** — Branch name, city, and state location if required for routing.
- **Second Bank Information** — ABA, DDA, Bank name, city, and state or country location if a secondary bank is required for routing.
- **Further Credit to Intermediary Name and Number** — If required, ask your bank for specific instructions.
- **Ultimate Beneficiary Name** — Required for any third party and joint wire disbursements only.
- **Purpose Of Wire** — Only required if requested by your advisor or financial institution.

Step 6. Standing Instructions (optional)

Use this option to indicate that your instructions in Steps 4 and 5 are to be used for approval of an ongoing instruction. This may allow your financial professional or their firm to request distributions on your behalf, if their policies permit. This instruction will remain on file for a finite time from your last use of the instruction (i.e. 36 months). If the instruction is stagnant and unused past this finite time, the instruction will be removed from your account and you may want to establish updated instructions for future disbursements. Note that each delivery method and tax election are separate instructions and may expire upon a separate schedule depending upon your use of the various instructions.

If you select a standing tax election, but do not indicate an associated method of delivery, your instructions will be applicable to journal movements between Pershing accounts held in your name and check delivery to address of record.

Step 7. Fees (optional)

Fees may be due for total distributions, Federal Fund wires, Saturday or overnight delivery requests. You may either pay by check or have the fees deducted from this account or another non-retirement Pershing account over which you have trading authority. Contact your advisor or financial institution to obtain a fee schedule.

Step 8. Signature

(This request cannot be processed without your signature and date.)

Your signature is required to process the distribution from your account. Please read the certification carefully, sign, and return to your advisor or financial institution.

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Please read the attached instructions. **Use of this form will result in a reportable distribution to the Internal Revenue Service and state tax authorities, as required.**

STEP 1. ACCOUNT OWNER INFORMATION

Name	
Account Number	State of Residence (for state tax purposes)

TO ESTABLISH A STANDING TAX ELECTION AND ASSOCIATED DELIVERY INSTRUCTION ONLY, PLEASE MOVE TO STEP 4.

STEP 2. REQUEST REASON

- Normal** — age 59½ and older, including RMDs and Roth qualified distributions if applicable
- Early** — under age 59½, no known exceptions
- SIMPLE IRA Early** — use if “2 year rule” and account owner is under age 59½
- Education Savings Account** — no tax withholding, see instructions
- Death** — from an Inherited/beneficiary IRA or ESA
- Direct Rollover to an Eligible Employer-Sponsored Plan (e.g. 401(a) qualified plans, 401(k) plans, 403(b) plans, governmental 457(b) plans)** — Letter of Acceptance required from receiving employer plan, see instructions for more details
- Return of Excess Contribution for Tax Year** — all below must be completed
(Please note: Return of excess SEP & SIMPLE employer contributions may require a letter of instruction from your employer. Contact your advisor for additional information.)
 - Tax year _____
 - If this is a prior-year excess, is this excess being removed prior to the extended tax return due date?
 Yes No
 - Specify excess amount, month, day, and year contribution was made: \$ _____ / ____ / ____
 - Earnings attributable to excess contribution amounts (see instructions) \$ _____

DO NOT USE THIS FORM TO REQUEST A TRUSTEE-TO-TRUSTEE TRANSFER OF ASSETS TO ANOTHER IRA. SEE INSTRUCTIONS FOR FURTHER INFORMATION.

DO NOT USE THIS FORM TO PURCHASE AN INVESTMENT WITHIN YOUR ACCOUNT.

STEP 3. TRANSACTION TYPE

- Total Distribution** — select one, account will be closed:
 - Total distribution of the entire account in cash and securities.
 - Total distribution of the entire account in cash ONLY. Please arrange to have your advisor or financial institution liquidate all assets.
- One-Time Partial Distribution:**
 - Gross Net
 - Cash payment in the amount of \$ _____
 - Distribute securities (indicate symbol, description and quantity).

IF NEITHER GROSS NOR NET IS SELECTED, GROSS WILL BECOME THE DEFAULT.

IF “NET” IS ELECTED, APPLICABLE TAXES MUST BE AVAILABLE IN CASH.

SYMBOL	DESCRIPTION	SHARE CLASS	QUANTITY



STEP 5. METHOD OF DELIVERY

Select a method of delivery. If left blank, delivery will be in the form of a check and mailed to the address of record.

Journal entry to the following Pershing account (not available for standing instructions):

Account Number
<input type="text"/>

Deliver check in the name of the account owner to the address of record.

Alternate payee name and/or address (a.k.a. third-party) for check or security. Tax reporting will still be generated in the name of the IRA owner.

Name		
Address		
City	State	Zip/Postal Code

QUALIFIED CHARITABLE DISTRIBUTIONS SHOULD BE MADE PAYABLE TO THE CHARITY. CONSULT WITH YOUR TAX ADVISOR REGARDING REQUIREMENTS.

ACH: Use existing instructions on file. If none exist, complete an ACH Authorization Form, include attaching a voided check and understand there is a pre-note period.

Overnight check delivery. (Not available for periodic or standing instructions. Fees will be assessed.)

Saturday check delivery, subject to carrier and residence availability.

Federal Fund Wire

ABA/Routing Number	DDA/Bank Account Number	
Bank Name		
City	State	Zip/Postal Code
Second Bank Information (if necessary)		
Further Credit to Intermediary Name and Number		
Ultimate Beneficiary Name (required for third parties)	Purpose of Wire (only required if requested)	

STEP 6. STANDING INSTRUCTIONS (OPTIONAL)

Select one or both of the box(es) below if you would like to establish standing instructions for all future on-demand payments. This may allow your financial professional or their firm to request payments without requiring an additional signed distribution form.

Tax Withholding as noted in Step 4 above.

Method of Delivery as noted in Step 5 above.

STANDING INSTRUCTIONS WILL EXPIRE WITHIN 36 MONTHS OF NON-USE.

STEP 7. FEES (OPTIONAL)

Charge applicable fees to the following non-retirement Pershing account:

Account Number
<input type="text"/>

