

# IRA Distribution Form for Traditional, Roth, and SIMPLE IRAs

## 1 IRA OWNER INFORMATION

NAME, ADDRESS, CITY, STATE AND ZIP		IRA ACCOUNT (PLAN) NUMBER	TYPE OF IRA (SELECT ONE)
			<input type="checkbox"/> Traditional IRA
		SSN/TIN	<input type="checkbox"/> Roth IRA
			<input type="checkbox"/> SIMPLE IRA
DATE OF BIRTH	DATE OF DEATH (IF APPLICABLE)	DAYTIME PHONE NUMBER	
Tax Year of First Roth IRA Contribution/Conversion: _____			

## 2 DISTRIBUTION REASON Check this box if the distribution includes Hard to Value Assets

Select One. (Note: You are limited to one rollover per 1-year (12-month) period.)

<p><b>For Traditional and SIMPLE IRAs Only</b></p> <p><input type="checkbox"/> Normal (age 59½ or older)</p> <p><input type="checkbox"/> Early (younger than age 59½), no known exception</p> <p><input type="checkbox"/> Early (younger than age 59½), exception applies</p> <p><input type="checkbox"/> Death</p> <p><input type="checkbox"/> Disability</p> <p><input type="checkbox"/> Roll Over Directly to an Employer Plan (EP)</p> <p><input type="checkbox"/> SIMPLE IRA Distribution During Two-Year Period (younger than age 59½)</p> <p><input type="checkbox"/> EPCRS (for certain SEP and SIMPLE excess corrections)</p> <p><b>For Roth IRAs Only</b></p> <p><input type="checkbox"/> Younger than age 59½ and not disabled or deceased (J)</p> <p><input type="checkbox"/> Age 59½ or Older, Disabled, or Deceased and Not Held 5 Years (T)</p> <p><input type="checkbox"/> Age 59½ or Older, Disabled, or Deceased and Held 5 Years (Q)</p>	<p><b>For All IRA Types (Traditional, Roth, and SIMPLE IRAs)</b></p> <p><input type="checkbox"/> Transfer (including transfers due to death, divorce, or legal separation)</p> <p><input type="checkbox"/> IRS Levy</p> <p><input type="checkbox"/> Revocation</p> <p><input type="checkbox"/> Prohibited Transaction</p> <p><input type="checkbox"/> Recharacterization of Conversion/Contribution for Tax Year _____</p> <p><input type="checkbox"/> Qualified Health Savings Account Funding Distribution (QHSAFD)</p> <p><input type="checkbox"/> Correction of Excess Contribution for Tax Year _____ Amount of excess \$ _____ Earnings attributable to excess (if applicable) \$ _____</p> <p><input type="checkbox"/> On or before my tax-filing due date, including extensions</p> <p style="padding-left: 20px;"><input type="checkbox"/> In same calendar year the excess contribution was made</p> <p style="padding-left: 20px;"><input type="checkbox"/> In calendar year after the year the excess contribution was made</p> <p><input type="checkbox"/> After my tax-filing due date, including extensions</p>
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**Recipient Information** (Complete for IRS Levy, Death, Transfer, Recharacterization, Roll Over Directly to an EP, and QHSAFD transactions.)

NAME, ADDRESS, CITY, STATE AND ZIP		PLAN NUMBER (IF APPLICABLE)
		DAYTIME PHONE NUMBER
BENEFICIARY SSN/TIN	BENEFICIARY DATE OF BIRTH	BENEFICIARY RELATIONSHIP TO IRA OWNER
		<input type="checkbox"/> Spouse <input type="checkbox"/> NonSpouse

### 3 PAYMENT INSTRUCTIONS

PAYMENT ELECTION <i>(select one)</i>	PAYMENT METHOD <i>(select one)</i>	PAYMENT DETAIL <i>(completed by financial organization)</i>																		
<p>I elect distributions to be paid in the following manner:</p> <p><input type="checkbox"/> <b>Immediate Distribution</b> of Amount Requested of \$ _____ .</p> <p><input type="checkbox"/> <b>Periodic Distribution.</b> I authorize automatic distributions of _____ on a  <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annual  <input type="checkbox"/> other _____  basis, starting on _____ .  Continue periodic distributions until I notify you in writing otherwise.</p> <p><input type="checkbox"/> <b>Other</b> (including transfers) _____</p>	<p><input type="checkbox"/> <b>Deposit into my account at this financial organization.</b>  Account Type _____  Account Number _____</p> <p><input type="checkbox"/> <b>Other</b> _____</p>	<table> <tr><td>Amount Requested</td><td>\$ _____</td></tr> <tr><td>Penalties Charged</td><td>(-) _____</td></tr> <tr><td>Administrative Fees</td><td>(-) _____</td></tr> <tr><td><b>Subtotal</b> (amount may be subject to withholding)</td><td>\$ _____</td></tr> <tr><td>Federal Withholding</td><td>(-) _____</td></tr> <tr><td>State Withholding</td><td>(-) _____</td></tr> <tr><td>Local Withholding</td><td>(-) _____</td></tr> <tr><td><b>Net Amount Paid</b></td><td>\$ _____</td></tr> <tr><td>Date of Distribution</td><td>_____</td></tr> </table>	Amount Requested	\$ _____	Penalties Charged	(-) _____	Administrative Fees	(-) _____	<b>Subtotal</b> (amount may be subject to withholding)	\$ _____	Federal Withholding	(-) _____	State Withholding	(-) _____	Local Withholding	(-) _____	<b>Net Amount Paid</b>	\$ _____	Date of Distribution	_____
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### 4 WITHHOLDING ELECTION (Generally not applicable to Roth IRAs. See IRS Form W-8BEN if you are a foreign person.)

The instructions to Form W-4P (Withholding Certificate) are included in the Additional Information section of this form.

- I elect **not** to have Federal income tax withheld from my IRA distribution.
- I elect to have 10 percent Federal income tax withheld from my IRA distribution.
- I want the following **additional** dollar amount (\$ \_\_\_\_\_), or **additional** percentage ( \_\_\_\_\_ %) withheld from my IRA distribution.
- I elect to have \$ \_\_\_\_\_ or \_\_\_\_\_ % State income tax withheld from my IRA distribution (according to state law).

Form **W-4P**  
Department of the Treasury  
Internal Revenue Service  
OMB No. 1545-0074

### 5 SIGNATURES

I am the IRA owner, the beneficiary, or individual legally authorized to complete this form. I certify the accuracy of the information set forth in this form, and I authorize this transaction. I understand the custodian/trustee may require me to provide and/or complete additional documents before processing any distributions. I assume full responsibility for any consequences associated with my distribution including any taxes and penalties owed. I acknowledge that the custodian/trustee cannot provide, and has not provided, me with tax or legal advice. I have been advised to seek the guidance of a tax or legal professional.

\_\_\_\_\_  
Signature of IRA Owner/Beneficiary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Custodian/Trustee

\_\_\_\_\_  
Date

## ADDITIONAL INFORMATION

**Purpose.** The IRA Distribution Form for Traditional, Roth, and SIMPLE IRAs is used to document and instruct us of your distribution related decisions.

**Additional Documents.** Applicable law or policies of the IRA custodian/trustee may require additional documentation. A separate distribution form must be completed for each distribution reason.

**For Additional Guidance.** It is in your best interest to seek the guidance of a tax or legal professional before completing this document. You should also reference the IRA agreement and disclosure statement and/or amendments provided by the custodian/trustee. For more information refer to the IRS's web site at [www.irs.gov](http://www.irs.gov).

**Terms.** A general understanding of the following terms may be helpful in completing your transactions.

**Death.** This is a distribution taken by a beneficiary(ies) of a deceased IRA owner that is exempt from the early distribution penalty tax.

**Disability.** A distribution for a disability can avoid the 10 percent early distribution penalty tax if you are younger than age 59½ and meet the definition of disability under Internal Revenue Code (IRC) Section 72(m)(7).

**Early (younger than age 59½), exception applies.** The following types of distributions are automatically exempt from the 10 percent early distribution penalty tax:

- ◆ Conversion to a Roth IRA
- ◆ Distributions based on an election to receive substantially equal periodic payments for the greater of a five-year period or until you attain age 59½
- ◆ IRS Levy

**Early (younger than age 59½), no known exception.** If you are younger than age 59½, you may be subject to a 10 percent early distribution penalty tax unless you properly roll over the assets within 60 days (or 120 days in the case of the return of a first-time homebuyer distribution), or unless you meet an exception. The exceptions are for distributions used to pay for a:

- ◆ Higher Education Expense
- ◆ First-Time Home Purchase
- ◆ Medical Expense
- ◆ Health Insurance Premium
- ◆ Qualified Reservist Distribution

**Employer Plan.** Employer plans include qualified trusts under IRC Section 401(a), annuity plans under IRC Section 403(a), annuity contracts under IRC Section 403(b), and certain governmental IRC Section 457 plans.

**EPCRS (Employee Plan Compliance Resolution System).** Use this for excess contributions under SEP, SARSEP, or SIMPLE IRA plans that are corrected under the EPCRS program. Rev. Proc. 2013-12, as amended.

**Excess Contribution.** An excess contribution occurs when the contribution amount exceeds allowable limits or when an ineligible individual makes a contribution. Removing an excess contribution, plus attributable earnings, by your tax-filing due date, including extensions, avoids a 6 percent excise tax. For correction purposes, an IRA owner can treat an unwanted contribution as an excess.

**Hard to Value Assets.** IRA assets not having a readily available fair market value include: stocks, short or long-term debt obligations, ownership interests in limited liability companies (LLCs), partnerships, trusts, or similar entities not readily tradable on an established

securities market, real estate, or option contracts or similar products not offered for trade on an established option exchange.

**Normal (age 59½ or older).** If you are age 59½ or older, you are not subject to a 10 percent early distribution penalty tax.

**One Rollover Per 1-Year (12-Month) Period.** You are limited to one rollover per 1-year (12-month) period. You may only roll over one IRA distribution per 1-year period aggregated between all of your IRAs. For this purpose, IRA includes rollovers among traditional (including SEP), SIMPLE, and Roth IRAs. For example, if you have IRA 1, IRA 2, and IRA 3, and take a distribution from IRA 1 and roll it over into a new IRA 4, you will have to wait 1 year from the receipt date of that distribution to take another distribution from any of your IRAs and subsequently roll it over into an IRA. The 1-year limitation does not apply to rollovers related to first-time homebuyer distributions, distributions converted to a Roth IRA, and rollovers to or from an employer-sponsored eligible retirement plan.

**Prohibited Transaction.** Violations of IRC Section 4975 due to improper investment or use of IRA assets could result in the IRA assets becoming fully taxable and subject to penalty tax.

**Qualified Health Savings Account Funding Distribution.** This is a distribution from an IRA, not including an ongoing SEP or SIMPLE IRA, to the extent it is contributed to your health savings account. The election to make this distribution is irrevocable.

**Recharacterization.** A recharacterization is the method by which you can redesignate the type of IRA to which a contribution is made for the year. A regular traditional IRA contribution may be recharacterized to a Roth IRA. The deadline to recharacterize a contribution, plus earnings, is the IRA owner's tax-filing due date, including extensions. The IRS also requires you to provide a written notice of recharacterization.

**Revocation.** You may revoke your IRA on or before seven (7) days after the date of establishment. For traditional and SIMPLE IRAs only, if you revoke a regular contribution, the distribution is reported to the IRS as a correction of excess contribution in the same year. If you revoke a traditional or SIMPLE IRA rollover or transfer contribution, the distribution is reported to the IRS as a normal distribution if you are age 59½ or older, or as an early distribution—no known exception, if you are younger than age 59½.

**Tax Year of First Roth IRA Contribution/Conversion.** Distribution of earnings in a Roth IRA may be tax free and penalty free when withdrawn if five years have passed since the tax year of your first contribution/conversion.

**Transfer.** A transfer is the nonreportable movement of assets between IRAs of the same type.

**Two-Year Period.** SIMPLE IRA funds cannot be rolled or transferred to a traditional IRA or converted to a Roth IRA within a two-year period that begins on the date of the initial contribution to your SIMPLE IRA. SIMPLE IRA funds transferred or distributed during the two-year period may be subject to an additional 25 percent excise tax.

**Recipient Information.** The Recipient Information section must be completed for a distribution due to IRS levy, a death distribution, a transfer to another IRA, a transfer to a former spouse's IRA due to divorce or legal separation, a transfer to a spouse's IRA due to death (if sole beneficiary), a recharacterization, a distribution rolled over directly to an employer plan, or a qualified health savings account funding distribution. Provide complete information regarding the individual or entity receiving the assets.

**Required Minimum Distribution (RMD) Payment Election.** If you instruct us to pay your RMD amount periodically, the payment will be determined by the amount disclosed, if any, in your annual RMD notice.

**Withholding of Federal Income Tax.** Generally, federal income tax withholding applies to your IRA distributions. The method and rate of withholding depends on (a) the type of distribution you receive, (b) whether the distribution is delivered outside the United States or its possessions, and (c) whether you (or your beneficiary after your death) are a nonresident alien individual, a nonresident alien beneficiary, or a foreign estate. Qualified distributions from a Roth IRA are nontaxable and, therefore, not subject to withholding. Because your tax situation may change from year to year, you may want to change your withholding election each year. You can change the amount to be withheld by using IRS Form W-4P or an appropriate substitute form.

**Nonperiodic Payments—10% Withholding.** Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Your IRA custodian/trustee must withhold at a flat 10% rate from your IRA distributions unless you choose not to have federal income tax withheld. You can choose not to have income tax withheld from a nonperiodic payment by using IRS Form W-4P or an appropriate substitute form and providing your correct tax identification number (TIN). Generally, your choice to have income tax withheld or not will apply to any later distribution from your IRA. You may also specify an additional amount that you want withheld.

**Caution.** *If you do not provide your correct TIN, your IRA custodian/trustee cannot honor your request not to have income tax withheld and must withhold 10% of the payment for federal income tax.*

**Choosing Not to Have Income Tax Withheld.** You (or in the event of death, your beneficiary) can choose not to have income tax withheld from your payments by using Form W-4P or an appropriate substitute form. For an estate beneficiary, the election to have no income tax withheld may be made by the executor or personal representative of the decedent. The executor/representative must provide the estate's TIN/employer identification number (EIN).

**Caution.** *There are penalties for not paying enough federal income tax during the year, either through withholding or estimated tax payments. New retirees, especially, should see IRS Publication 505, Tax Withholding and Estimated Tax. It explains the estimated tax requirements and describes penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your IRA using Form W-4P or an appropriate substitute form.*

**Changing Your "No Withholding" Choice.** If you previously chose not to have income tax withheld and you now want 10% withholding, write "Revoked" next to the checkbox on line 1 of IRS Form W-4P and provide a copy to your IRA custodian/trustee. To the extent you want a greater amount withheld, complete a new Form W-4P or an appropriate substitute form for your IRA custodian/trustee.

**Payments to Foreign Persons and Payments Outside the United States.** Unless you are a nonresident alien, withholding (in the manner described above) is required on any nonperiodic payments that are delivered to you outside the United States or its possessions. You cannot choose not to have income tax withheld on Form W-4P. See IRS Publication 505, *Tax Withholding and Estimated Tax*, for additional details.

In the absence of a tax treaty exemption, nonresident aliens, nonresident alien beneficiaries, and foreign estates generally are subject to a 30% withholding tax under IRC Section 1441 on the taxable portion of a nonperiodic pension or annuity payment that is from U.S. sources. However, tax treaties may provide that private pensions and annuities are exempt from withholding and tax. Also, payments from certain pension plans are exempt from withholding even if no tax treaty applies. See IRS Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*, and IRS Publication 519, *U.S. Tax Guide for Aliens*, for details. A foreign person should submit IRS Form W-8BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*, to the IRA custodian/trustee before receiving any payments. The Form W-8BEN should contain the foreign person's ITIN.

If you are a foreign person who has taken an IRA distribution, the IRA custodian/trustee will furnish a statement to you on IRS Form 1042-S, *Foreign Person's U.S. Source Income Subject to Withholding*, by March 15 of next year.

**Federal Withholding.** In general, the federal withholding rules do not apply to Roth IRA distributions. An exception to the general rule applies to excess contributions returned to you by the tax-filing due date. The federal withholding rules apply to the taxable earnings portion of such a distribution unless the taxable amount is less than \$200.

**State Withholding.** Your state may allow or require state income tax withholding on any taxable distribution.

**Local Withholding.** Your local governing authority may allow or require local income tax withholding on any taxable distribution.