

IRA Distribution Request Instructions

This form is used to request a 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 financial 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.

Before Completing This Form:

- Please ensure that sufficient funds are available to cover the amount of the requested distribution. If necessary, ask your investment professional 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 investment professional.

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.

After Completing This Form:

- Please return the completed distribution form to your investment professional or financial organization. This request must be processed within 30 days of your signature and date. 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. Reason Request

Please see your tax advisor regarding possible taxes and penalties.

Normal — For clients who are the age of 59½ and older. This includes ‘one time’ Required Minimum Distributions (RMDs) from Traditional IRAs, SEPs, and SIMPLE IRAs for clients who are the age of 70½ and older. *For periodic RMDs, complete this transaction type in Step 3.* 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.

Early — For clients who are under the age of 59½, and do not qualify for any of the following exceptions to tax penalties as defined in IRC Section 72(t) death, disability, or substantially equal periodic payment. The distribution may be subject to the early distribution penalty.

Roth IRA — For any distributions from a Roth or Roth Conversion Account.

SIMPLE IRA Early — Distributions taken from a SIMPLE IRA when (i) you are under age 59½, (ii) you do not qualify for an exception to the 10% early distribution penalty, and (iii) it has been less than two years since the first SIMPLE contribution was made to your SIMPLE IRA.

Substantially Equal Series — Complete if you are under the age of 59½ and are taking distributions as part of substantially equal periodic payments. If you use this method as defined in IRC Section 72(t), the premature distribution penalty may not apply. Pershing does not verify and/or monitor the accuracy of the calculation or the method used to determine your 72(t) distribution amounts or whether they qualify for the premature distribution exception. Generally, the method of distribution you elect (and the amounts determined under the exception) cannot be modified except for distributions due to death or

disability, or a one-time change to the required minimum distribution method (if you are using an alternative permitted method). Also, Pershing does not monitor your distributions for modifications you make to your 72(t) distribution amounts or the resulting tax treatment of the modifications on your prior or subsequent distributions. Please consult a tax advisor prior to making your 72(t) distribution election and/or any modification as to the applicable federal and state tax treatment. Please consult with your tax professional for more information.

Permanent Disability — Within the meaning of IRC Section 72(m)(7). Consult your tax professional or employer to determine eligibility.

Once this determination has been made, your introducing financial institution will update your account profile with the date of disability.

Education Savings Account — or any distributions from an Education Savings Account, please **DO NOT** elect tax withholding. Education Savings Accounts are exempt from tax withholding.

Distribution Due to Death From Inherited/Beneficiary Account — For distributions that are taken as a result of the death of the IRA or ESA owner. The distribution is taken from the 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. For periodic RMDs, complete this transaction type in Step 3.

Direct Rollover to a Qualified Retirement (QRP) Plan — For distributions from an IRA that are being rolled over to a qualified plan (QRP, a 403(b) plan, or a 457(b) Governmental plan). An acceptance letter is required from the successor custodian or trustee.

Return Of Excess Contribution — Please provide the amount and date of the excess contribution(s). Excess contribution(s) plus their earnings must be withdrawn by your tax-filing deadline for the year the deposit was made, plus extensions. Provide the date of contribution and the excess amount. State the earnings separately. Indicate if the request is being submitted prior to your tax return filing date, plus extensions. Excess contributions removed after tax-filing date (including extensions) will be reported as normal or early, depending on the age of the participant and will not include earnings.

IRA Distribution Request Instructions

Step 3. Transaction Type

Total Distribution (Select one — account will be closed)

1. Total distribution of the entire account—Your account will be closed. 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 investment professional 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—Select this if you wish to have all assets distributed in cash. Please arrange with your investment professional or financial organization 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 movement 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, and journal distributions. This is not available for fed fund wires or 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 investment professional or financial organization to ensure cash is available on scheduled distribution dates or only the available cash portion of the distribution will be sent.
 - b. Select this option to only distribute income generated in the account. Income includes: dividends, interest, and mutual fund capital gains.
 - c. Required Minimum Distribution (RMD due to reaching age 70½) — electing this option will create scheduled instructions to meet your annual lifetime RMD amount. Federal income tax law generally requires that IRA owners commence RMDs beginning the year the IRA owner reaches the age of 70½. Roth IRAs are excluded from this requirement. See the associated note regarding RMD payments**
 - d. Required Minimum Distribution (RMD due to death) — Selecting this option will create annually scheduled RMDs from an Inherited IRA 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. To calculate the death RMD, please provide your investment professional 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 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 decedent. 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, spouse beneficiaries moving inherited assets into an Inherited IRA are not required to take a distribution until December 31st following the year the original 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 ensure that the settlement date of the transaction occurs 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 disbursement amounts scheduled to occur 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. Once the system resets, your January distribution will occur and your regularly scheduled distribution date will resume.
- Supplemental Distribution. If your account has active 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 day of the year.
- 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.

IRA Distribution Request Instructions

Step 4. Tax Withholding Election (Rates are subject to change without notice)

(Note: Education Savings Accounts are exempt from tax withholding.)

We are required to withhold federal income tax (and state income tax depending on your residency) from distributions. You may elect not to have federal income tax withheld by completing this section. In some cases, you may elect not to have state income tax withheld. If no election is made, 10% federal income tax and applicable state income tax will be withheld unless you indicate otherwise. For states with voluntary withholding, no withholding will apply if a percentage or dollar amount is not specified. For requests to have federal income tax withholding in a dollar amount, ensure that the amount is equal to or greater than 10% of the gross distribution amount.

- If you are not a U.S. person or U.S. resident alien, you must submit IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, to claim any tax treaty benefits. Nonresident aliens and foreign estates are generally subject to 30% federal tax withholding on payments from U.S. sources unless a tax treaty exemption has been claimed on IRS Form W-8BEN.
- For U.S. persons withholding is required on payments delivered outside of the U.S. or its possessions. Penalties may be incurred under the estimated tax rules if your withholding and/or tax payments are not sufficient for the tax year.

Note: Taxes withheld from your distribution in accordance with your instructions will not be reversed. You may revoke your election at any time before the distribution is processed. Your election remains effective until revoked. Contact your Investment Professional 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.

Step 5. Method of Delivery

If left blank, delivery will be in the form of a check and or securities certificate(s) and mailed to the address of record.

Account Owner Name and Address of Record— Select this option if the payment is in the form of a check or security certificate and the disbursement will be in the account owner's name and is to 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. No Fee will apply. 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.

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

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**— 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. This service is not available for periodic distributions. 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 financial professional.

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 instruction will remain on file for a finite time from your last use of the instruction (i.e. 15 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.

Step 7. Fees (optional)

Fees may be due for total distributions, fed fund wires, Saturday delivery and overnight 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 investment professional or financial organization 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 financial professional.

IRA Distribution

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

First Name	Middle Initial	Last Name
Account Number		State of Residence (for state tax purposes)

STEP 2. REQUEST REASON

- Normal** — age 59½ and older, including RMDs if applicable
- Early** — under Age 59½, no known exceptions
- Roth IRA** — use for all Roth distributions
- SIMPLE IRA Early** — use if “2 year rule” not satisfied
- Substantially Equal Series** — as defined in IRC Section 72(t)
- Permanent Disability** — within the meaning of IRC Section 72(m)(7)
- Education Savings Account** — no tax withholding, see instructions
- Due to Death From Inherited/Beneficiary Account** — including RMDs due to death if applicable
- Direct Rollover to a Qualified Retirement Plan, 403(B) or 457(B) Governmental Plans** — Letter of Acceptance required, see instructions for when this option applies
- Return of Excess Contribution for Tax Year** _____
 - Is excess being removed prior to the tax return due date, including extensions? Yes No
 - Specify excess amount, month, day, and year contribution was made: \$ _____ / ____ / ____
 - Earnings accrued on excess contribution (see instructions) \$ _____

SELECT JUST ONE REASON FOR ONE-TIME ASSET MOVEMENTS OR PERIODIC INSTRUCTIONS ONLY.

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

STEP 3. TRANSACTION TYPE

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

SELECT ONE DISTRIBUTION METHOD.

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

SYMBOL	DESCRIPTION	SHARE CLASS	QUANTITY



Periodic Distribution:

Please complete sections below for scheduled checks, ACH and journals.

Request Type

- New request Change of instructions

Frequency

- Semi-Monthly Monthly Quarterly Semi-Annually Annually

Start Date	<input type="text"/>	End Date (optional)	<input type="text"/>
------------	----------------------	---------------------	----------------------

Distribution Type

- Principal payment in the amount of \$ _____
- Income (dividends and capital gains) and interest
- Required Minimum Distribution due to reaching age 70½ (Scheduled RMD)
- Required Minimum Distribution due to death (Scheduled RMD from an Inherited IRA)

Periodic distributions will be calculated for spouse and non-spouse beneficiaries based on the single life expectancy of the original beneficiary of the IRA. In order to calculate your RMD, please ensure that you have provided your financial professional with the following information, if you have not already done so.

Decedent's Date of Birth (original owner)	<input type="text"/>	Decedent's Date of Death (original owner)	<input type="text"/>
Original Beneficiary's Date of Birth (for RMD calculation)	<input type="text"/>	Relationship to Decedent (relationship to original owner)	<input type="text"/>

Your financial professional will add this information to your Account Profile to ensure your RMD is calculated annually.

Important Information About Year-end RMD Distributions

By selecting the Required Minimum Distribution option, 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 day of the year.

Please note: 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.

PERIODIC DISTRIBUTION INSTRUCTIONS WILL EXPIRE WITHIN 15 MONTHS OF NON-USE.

ACH AUTHORIZATION FORM AND VOIDED CHECK REQUIRED FOR ACH.

STEP 4. TAX WITHHOLDING ELECTION

Federal Income Tax Withholding

If either an election is not made below, or you are a U.S. Person sending a distribution abroad, we will withhold 10% of the gross distribution amount. A minimum of 10 percent must be withheld if a specific percentage or dollar amount is provided. State income tax withholding may be required when you elect federal income tax withholding.

- Do NOT withhold** federal income tax from the gross distribution amount. (Not applicable to distributions subject to mandatory withholding.)
- Withhold** federal income tax from the gross distribution amount at the rate of 10% .
- Withhold** _____ % or \$ _____ of federal income tax from the gross distribution amount. Dollar amount selection only available for pay principal distributions. Must be at least 10%.

State Income Tax Withholding

If an election is not made, we will withhold from your distribution according to your state of residence requirement. The minimum state of residence requirement must be withheld if a specific percentage or dollar amount is provided. For states with voluntary withholding, no withholding will apply if a percentage or dollar amount is not specified.

- Do NOT withhold** state income tax from the distribution. (Not applicable to all states.)
- Withhold** state income tax from the distribution according to the requirements as outlined in Pershing's IRA Tax Withholding Instructions.
- Withhold** _____ % or \$ _____ of state income tax.

If standing instructions are selected, the percentage withholding election is the only option available.

RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

FOR DISTRIBUTION OF ASSETS OTHER THAN CASH, TAX WITHHOLDING CAN ONLY BE A % AND NOT A DOLLAR AMOUNT. PLEASE ENSURE THAT YOU HAVE SUFFICIENT CASH AVAILABLE TO PROCESS. IF YOU ELECT WITHHOLDING ON A DISTRIBUTION OF SECURITIES, THE VALUE OF THE SECURITIES REPRESENTS YOUR NET AMOUNT. PLEASE ENSURE THAT YOU REQUEST A SUFFICIENT QUANTITY TO COVER THE WITHHOLDING.

Nonresident Alien Tax Withholding

If you are a Nonresident alien, mandatory withholding may apply. A minimum of 30% NRA tax will be withheld unless you have submitted a W-8BEN form claiming a reduced treaty rate. You may elect a higher rate of withholding below. Please see form instructions for details.

- Do NOT withhold** nonresident alien tax from the distribution. I have submitted a W-8BEN claiming a zero treaty rate.
- Withhold** nonresident alien tax from the gross distribution amount at the rate of 30%.
- Withhold** _____ % or \$ _____ of NRA taxes.

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.

- Deliver** check or security certificate(s) 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

STANDING INSTRUCTION SELECTION (STEP 6) IS NOT AVAILABLE FOR JOURNAL ENTRY OR DELIVERY OF SECURITY DISTRIBUTIONS.

- ACH:** please complete an ACH Authorization Form and attach a voided check.
- Journal entry** to the following Pershing account:

Account Number
<input type="text"/>
- Overnight check delivery.** (Not available for periodic or standing instructions. Fees will be assessed.)
 - Saturday check delivery
- Federal Fund Wire** (Not available for periodic instructions. Fees will be assessed.)

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 by your financial professional)	

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.

- Tax Withholding** as noted in Step 4 above.
- Method of Delivery** as noted in Step 5 above.

STANDING INSTRUCTIONS WILL EXPIRE WITHIN 15 MONTHS OF NON-USE.

