



# IRA Distribution Request Form

Account Number \_\_\_\_\_

Account Type: \_\_\_\_\_ Traditional IRA/SEP \_\_\_\_\_ Roth IRA \_\_\_\_\_ Coverdell ESA \_\_\_\_\_ SIMPLE IRA

## Account Owner Information

Name \_\_\_\_\_ D/O/B \_\_\_\_\_

Address \_\_\_\_\_ SSN \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Email \_\_\_\_\_

Distribution Information			
<b>Distribution Reason</b> <input type="checkbox"/> Normal <input type="checkbox"/> Premature (IRS Penalty Applies) <input type="checkbox"/> Premature (IRS Penalty Exception) <input type="checkbox"/> Roth Distribution (before 5 years) <input type="checkbox"/> Death <input type="checkbox"/> Divorce <input type="checkbox"/> Disability		<input type="checkbox"/> Conversion <input type="checkbox"/> Contribution Recharacterization <input type="checkbox"/> Coverdell ESA <input type="checkbox"/> Removal of Excess Contribution <input type="checkbox"/> Rollover to Employer Plan <input type="checkbox"/> SIMPLE IRA (before 2 years) <input type="checkbox"/> Other _____	
		<b>Commencement Date</b> _____	<b>Payment Instruction</b> <input type="checkbox"/> Entire Account <input type="checkbox"/> Required Minimum Distribution <input type="checkbox"/> \$ _____ <i>(specify gross or net amount)</i> <input type="checkbox"/> Wire to _____ <i>(Please include wiring instructions)</i> <input type="checkbox"/> Other _____
		<b>Frequency</b> <input type="checkbox"/> One-Time <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually	
Securities to be reregistered or liquidated			
Liquidate/Reregister <i>(Please circle one)</i>	How Many (Shares or Units)	Name of Assets	Account Number
L/R	_____	_____	_____
L/R	_____	_____	_____
L/R	_____	_____	_____

**Withholding Election (Required)** Please see Page 2 of this form for the withholding notice information.

### FEDERAL WITHHOLDING

If this election is not completed, Federal income tax will be withheld at the rate of 10% from the taxable portion of your withdrawal.

- Please withhold taxes from my distribution at a rate of 10%.
- Please withhold taxes from my distribution at a rate of: \_\_\_\_\_% (can not be less than 10%).
- I elect not to have Federal income tax withheld effective \_\_\_\_\_  
 Month Day Year

### STATE WITHHOLDING

If you do not make an election, we will automatically apply withholding at the maximum rate based on your state of residency.

*(Please see page 2 for state withholding information.)*

I declare my permanent state of residence is \_\_\_\_\_, and that my election should reflect the requirements of that state. **If a permanent state of residence is not noted, we will default to the state on record.**

Please make your election below:

- Please withhold state tax from my distribution at a rate of: \_\_\_\_\_%.
- I elect not to have state income tax withheld effective \_\_\_\_\_  
 Month Day Year

**Please read and sign the following section**

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 further certify that no tax advice has been given to me by the Trustee. 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 the Trustee shall in no way be held responsible.

\_\_\_\_\_  
 (IRA Holder or Beneficiary)

\_\_\_\_\_  
 (Date)

**Form W4P/OMB NO.1545 0415**

Unless you elect otherwise, Federal income tax will be withheld from your payments from Individual Retirement Accounts (IRAs). You can use Form W-4P, or a substitute form, such that is contained in this form, furnished by the Trustee, to instruct your Trustee to withhold no tax from your IRA payment (or to revoke this election). This substitute form should be used only for distributions from IRAs which are payable upon demand.

**Non-periodic Payments**

Payments from IRAs that are payable upon demand are treated as non-periodic payments for Federal income tax purposes. Generally, non-periodic payments must have income tax withheld at a rate not less than 10 percent.

You can elect to have no income tax withheld from a non-periodic payment (IRA payment) by filing Form W-4P or a substitute form with the Trustee and checking the appropriate box on that form. Your election will remain in effect for any subsequent distribution unless you change or revoke it.

The election to not have income tax withheld does not apply to any payments that are delivered outside the U.S. or its possessions to a U.S. citizen or resident alien. Other recipients who have these payments delivered outside the U.S. or its possessions may choose not to have income tax withheld only if an individual completes Form W-8BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*, or satisfies the documentation requirements as provided under the regulations.

For more information, please see Publication 505, *Tax Withholding and Estimated Tax*, available from most IRS offices.

**Caution:** Remember that there are penalties for not paying enough tax during the tax year, through either withholding or estimated tax payments. New retirees should see Publication 505. It explains the estimated tax requirements and penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withholding from your IRA using Form W-4P.

**Revoking The Exemption From Withholding**

If you want to revoke your previously filed exemption from withholding, file another Form W-4P with the Trustee and check the appropriate box on that form.

**Statement Of Income Tax Withheld From Your IRA**

By January 31 of next year, you will receive a statement from your Trustee showing the total amount of your IRA payments and the total Federal income tax withheld during the year. Copies of Form W-4P will not be sent to the IRS by the Trustee.

**Please contact your tax professional before making any election regarding state withholding. State law is subject to change and neither Legent Clearing or Delaware Charter is responsible for changes in state law that may affect the accuracy of this communication.**

State	Federal Tax W/H Election Yes, No, No Instructions	State Withholding Amount
California (CA)	Yes No No Instructions	Must withhold 10% of federal withholding amount, unless customer specifies a w/h amount No withholding Must withhold 10% of federal withholding amount
Georgia (GA)	Yes No No Instructions	Must withhold 5%, unless customer elects no state w/h No withholding Must withhold 5%
Iowa (IA)	Yes No No Instructions	Must withhold 5% of taxable amount No withholding Must withhold 5% of taxable amount
Kansas (KS)	Yes No No Instructions	Must withhold 5% of taxable amount, unless customer elects no state w/h No withholding Must withhold 5% of taxable amount
Louisiana (LA)	Yes No No Instructions	Must withhold 3% of taxable amount, unless customer elects no state w/h No withholding Must withhold 3% of taxable amount
Maine (ME)	Yes No No Instructions	Must withhold 5% of taxable amount No withholding Must withhold 5% of taxable amount
Massachusetts (MA)	Yes No No Instructions	Must withhold 6% of taxable amount No withholding Must withhold 6% of taxable amount
Oklahoma (OK)	Yes No No Instructions	Must withhold 7% of taxable amount; customer can elect additional w/h No withholding Must withhold 7% of taxable amount
Oregon (OR)	Yes No No Instructions	Must withhold 8% of taxable amount, unless customer elects no state w/h No withholding Must withhold 8% of taxable amount
Vermont (VT)	Yes No No Instructions	Must withhold 24% of federal withholding amount, unless customer elects no state w/h No withholding Must withhold 24% of federal withholding amount
Virginia (VA)	Yes No No Instructions	Must withhold 4% of taxable amount for plan distributions, customer specified amount for IRA's No withholding Must withhold 4% of taxable amount for plan distributions, customer specified amount for IRA's
North Carolina (NC)	Yes No No Instructions	Must withhold 4% of taxable amount No withholding Must withhold 4% of taxable amount
Nebraska (NE)	Optional	