

Traditional IRA Distribution Form (Including SEP and SIMPLE-IRAs)

Custodian/Trustee (Payer)

Name Address City State Zip Attn:

Accountholder (Payee)

Name Date of Birth: SSN IRA Acct #:

Beneficiary (Other Payee) (Complete only if the distribution is made to the beneficiary. Use separate form for each beneficiary.)

Name Address City State Zip SSN or TIN

A beneficiary may use Form 204 to make his or her election as to how the funds will be paid out to comply with the rules of IRC 408(a)(6).

Reason for Withdrawal/Distribution (Check One)

I certify the reason for my distribution by checking the appropriate box below which best describes the reason for this withdrawal.

- 1. Before Age 59 1/2 and No Known Exception... 2. Before Age 59 1/2 but an Exception Applies... 3. Disability... 4. Death... 7. On or After Age 59 1/2... 9. Election to Revoke... 10. Transfer to Other Custodian/Trustee... 11. Transfer to the IRA of the Accountholder's Spouse Due to Divorce... 12. Transfer to the IRA of Accountholder's Spouse Due to Election to Treat as Own... 13. Transfer to Inherited IRA of Beneficiary... 14. Other Special Code... 15. From SIMPLE-IRA and 2-year rule not met. 16. Other

Notice of Rollover Rights - Most distributions from a traditional IRA are eligible to be rolled over into another traditional IRA or Roth IRA.

Status of Payee (Do not use this form for a distribution to a nonresident alien)

U.S. Citizen, or Resident Alien

Financial Information

Date of Distribution:

Type of Distribution:

- Nonperiodic or Periodic (I hereby instruct you to pay my IRA account balance to me as follows):

I certify that these payments satisfy, or will satisfy, the minimum distribution requirements of Code section 408(a)(6) if applicable. I understand my election is revocable.

Method of Payment:

- Issue check to me. Deposit to my checking account # Deposit to my savings account # Other

Table with columns: Amount Requested, Earnings Not Yet Reported to DP, Early Surrender Fee, Other Fees, Net Amount, Fed. W/H, Actual Amount Received or Transferred. Includes rows for Investment Account #.

Read - Important Distribution and Withholding Information

I understand this distribution has income tax consequences and I should consult a tax advisor as necessary. I understand this information will be used by the custodian/trustee, if required, to prepare the IRS information return Form 1099-R...

Withholding Notice - I understand that 10% will be withheld from my distribution unless I elect to not to have any withholding by checking box 1 below, unless my distribution is a transfer, or I instruct you below to withhold more than 10% by checking box 3 and by indicating the additional amount to be withheld.

See reverse side for an additional discussion of withdrawing a current-year or excess contribution. See the reverse side for an additional discussion of what rules must be met in order to roll over the amount distributed. If I am a nonspouse beneficiary of an inherited IRA, I acknowledge that I will never be eligible to roll over any IRA distribution, but a transfer to another inherited IRA would be permissible.

Certification - I expressly assume full responsibility for this distribution as evidence by my signature below.

Withholding Certificate for IRA Pension or Annuity Payments

The instructions to this substitute Form W-4P are on the reverse side as well as additional discussion of special withdrawal topics. Select #1, #2, or #2 and #3.

- 1. I elect NOT to have income tax withheld from this IRA distribution. 2. I elect to have income tax withheld from this IRA distribution equal to 10% of the amount withdrawn. This amount is \$ 3. I want the following additional amount withheld from each IRA payment. \$



Signature of Payee/Recipient Date Custodian/Trustee (Payer) Date

IRA Distribution Form

Instructions to Accountholder or Beneficiary — Withholding — Substitute Form W-4P

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request federal income tax withholding from periodic pension or annuity payments based on your withholding allowances and marital status, (b) request additional federal income tax withholding from your pension or annuity, (c) choose not to have federal income tax withheld, when permitted, or (d) change or revoke a previous Form W-4P. To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s). Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal enforcement and intelligence agencies to combat terrorism.

Purpose: Form W-4P is for U.S. citizens, resident aliens, or their estates who are recipients of pensions, annuities, (including commercial annuities), and certain other deferred compensation. Use Form W-4P to tell payers the correct amount of Federal income tax to withhold from your payment(s). You also may use Form W-4P to choose (a) not to have any Federal income tax withheld from the payment (except for eligible rollover distributions or payments to U.S. citizens delivered outside the United States or its possessions) or (b) to have an additional amount of tax withheld. Your options depend on whether the payment is periodic, nonperiodic, or an eligible rollover distribution.

You (or in the event of death, your beneficiary or estate) can use this substitute Form W-4P or the actual IRS Form W-4P to instruct your payer to withhold or not withhold. By January 31 of next year, you will receive a statement from your payer (i.e. Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.) showing the total amount of your IRA or pension or annuity 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 payer.

What Do I Need To Do? Recipients who want no tax to be withheld must check box 1 and sign the form. Recipients who want 10% of the amount withdrawn withheld should check box 2 and sign the form. Recipients who want more than 10% withheld should check box 2 and complete line 3 and sign the form.

Other Income: If you have a large amount of income from other sources not subject to withholding (such as interest, dividends, or capital gains), consider making estimated tax payments using **Form 1040-ES**, Estimated Tax for Individuals.

Note: Social security and railroad retirement payments may be includible in income. See Form W-4V, Voluntary Withholding Request, for information on voluntary withholding from these payments. You may obtain copies of these Forms and Publication 505, Tax Withholding and Estimated Tax from the IRS website (www.irs.gov).

Withholding Notice Requirement and Changes: The payments you receive from your IRA are subject to Federal income tax withholding unless you elect not to have withholding apply. You may elect not to have withholding apply or elect to have withholding apply by returning this form to us. Your most current election remains in effect until you revoke it or change it. You may revoke or change your election at any time by completing a new form and returning it. Since your IRA payments are payable upon demand, your IRA withdrawals are considered to be nonperiodic and are subject to a

ten (10) percent rate of withholding. If your withholding and estimated tax payments are insufficient, you may incur tax penalties. Generally, your election to have no tax withheld will apply to any later payment from the same plan or IRA. You cannot use line 2 to change the way tax is withheld. But you may use line 3 to specify that an additional amount be withheld.

Limitations of this Substitute Form W-4P: This substitute form cannot be used if payments from your IRA are not payable upon demand. IRS Form W-4P should be used if the payments are not payable upon demand.

Periodic Payments: A periodic distribution is one that you receive in installments at regular intervals over a period of more than one full year. For periodic payments, your Form W-4P stays in effect until you change or revoke it. Your payer must notify you each year of your right to choose not to have federal income tax withheld (if permitted) or to change your choice.

Nonperiodic Payments—10% Withholding: Your payer must withhold at a flat 10% rate from nonperiodic payments unless you choose not to have federal income tax withheld. **Distributions from an IRA that are payable on demand are treated as nonperiodic payments.** This special rule even applies if you are receiving periodic distributions. You can choose not to have Federal income tax withheld from a nonperiodic payment (if permitted) by submitting Form W-4P (containing your correct TIN) to your payer and checking the box on line 1. Generally, your choice not to have federal income tax withheld will apply to any later payment from the same plan. The 20% rate for a qualified total distribution does not apply to a payment from an IRA. If you previously chose not to have federal income tax withheld and you now want withholding, complete another substitute Form W-4P and submit it to your IRA custodian/trustee.

Completing the Withholding Portion

- (1) Fill in your name and social security number;
- (2) Make your instruction to withhold or not withhold; and
- (3) Sign, date and return it to the financial institution.

Caution: *If you submit a Form W-4P that does not contain your correct TIN, the payer cannot honor your request not to have federal income tax withheld and must withhold 10% of the payment for federal income tax. Remember that there are penalties for not paying enough tax during the year, either through withholding or estimated tax payments. New retirees especially, 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 withheld from your pension or annuity using Form W-4P.*

Changing Your “No Withholding” Choice

Nonperiodic payments: If you previously chose not to have federal income tax withheld and you now want withholding, write “Revoked” next to line 1 and check line 2 or complete a new form.

Payments to Foreign Persons and Payments Outside the United States: Unless you are a nonresident alien, withholding is required on any periodic or nonperiodic payments that are delivered to you outside the United States or its possessions. You cannot choose not to have federal income tax withheld on line 1 of Form W-4P. See Pub. 505 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 section 1441 on the taxable portion of a periodic or nonperiodic pension or annuity payment that is from U.S. sources. However, most tax treaties 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 Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for details. A foreign person should submit Form W-8BEN, Certificate of Foreign Status of Beneficial owner for United States Tax Withholding, to the payer before receiving

any payments. The Form W-8BEN must contain the foreign person's TIN.

Statement of Federal Income Tax Withheld From Your Pension or Annuity

By January 31 of next year, your payer will furnish a statement to you on Form 1099-R, Distributions From Pension, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., showing the total federal income tax withheld during the year. If you are a foreign person who has provided your payer with Form W-8BEN, your payer instead will furnish a statement to you on Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, by March 15 of next year.

Discussion of Special IRS Distribution Codes

A “5” is to be used to report a prohibited transaction.

An “8” is to be used to report the withdrawal of a current-year or excess contribution when the date of the contribution and the date of the distribution occur within the same calendar year. If I have withdrawn an excess contribution or a current-year contribution, I certify that a deduction was not allowed with respect to such contribution.

A “G” is to be used when funds are directly rolled over from an IRA (conduit or non-conduit) into an eligible retirement plan other than another IRA.

An “N” is to be used to report the recharacterization of an IRA contribution when the contribution occurs in a calendar year, the contribution is for the same tax year, and the recharacterization occurs during that same calendar year. For example, a contribution is made in 2012 for the 2012 tax year and is also recharacterized in 2012.

A “P” is to be used to report the withdrawal of a current-year or excess contribution when the date of distribution occurs in the year following the year in which the contribution was made, but on or before April 15, plus extensions, if applicable.

An “R” is to be used to report the recharacterization of an IRA contribution when the contribution occurred during one calendar year and the recharacterization occurred in the immediately following calendar year, or the contribution was made for the prior year during the current calendar year and the recharacterization also occurs during that same calendar year.

An “S” is to be used to report an early distribution from a SIMPLE-IRA in the first two years and no known exception otherwise applies. If the premature distribution takes place within a 2-year period commencing on the date the employee first participated in the SIMPLE, the penalty will be 25% of the distribution instead of the normal 10% penalty. “First participation” is the date the first contribution was received by the SIMPLE-IRA.

Additional Discussion of Rollovers/Transfers

If I am going to roll over this distribution, I understand that I must complete my rollover within 60 days unless the special 120-day limit for failed first-time home purchase applies or a special rule allowing me to make a recontribution applies. I understand that I cannot roll over any required minimum distribution (i.e. distributions required for the year I attain age 70½ and for each subsequent year). I also understand that with respect to an IRA, I am permitted only one rollover per twelve-month period. If I am transferring this IRA, I certify that I have established an IRA with the indicated custodian/trustee and direct you to transfer my IRA funds to that custodian/trustee. I also understand that I am not authorized to roll over any after-tax dollars to an eligible retirement plan. An eligible retirement plan is defined to be a section 401(a) qualified trust, an annuity plan described in section 403(a), a governmental section 457(b) plan, or a section 403(b) plan.

Definition of Qualifying Military Reservist

A qualifying military reservist is a reservist called to active duty on or after September 11, 2001 for at least 180 days.

