



# IRA DISTRIBUTION REQUEST

Please read the attached instructions.

ACCOUNT TYPE			
	Traditional IRA		
	SIMPLE IRA		
	SEP <i>(Simplified Employee Pension Account)</i>		
ACCOUNT HOLDER'S INFORMATION <i>(Complete all sections)</i>			
Full Legal Name			
Account No.			
SSN/ITIN/Tax ID <i>(Required by the IRS)</i>			
Date of Birth <i>(Optional)</i>			
BENEFICIARY (OR FORMER SPOUSE) INFORMATION <i>(Complete all sections)</i>			
<p><i>This section should only be completed by a beneficiary taking a Death Withdrawal from a Beneficiary IRA or transferring inherited IRA assets to another IRA, or a former spouse taking a withdrawal as a result of a court-approved property settlement due to divorce. DO NOT use this section to name or change your beneficiary(ies).</i></p>			
Full Legal Name			
Account No.			
SSN/ITIN/Tax ID <i>(Required by the IRS)</i>			
Date of Birth <i>(Optional)</i>			
Relationship			
TYPE OF DISTRIBUTION <i>(Select one. Note: Transfer of Assets Between Brokers must include a Letter of Acceptance from the receiving Custodian)</i>			
	Normal <i>(Age 59 ½ &amp; older)</i>		Death Withdrawal from a Beneficiary IRA
	<b>Premature</b> <i>(Under age 59 ½. Select one if applicable)</i>	<b>Disability</b> <small>(Within the meaning of Section 72(m)(7) of the Internal Revenue Code)</small>	<b>Revocation</b> <i>(Taken within 7 calendar days from the date account was opened)</i>
		<b>Simple IRA</b> <small>(Taken within the first two years)</small>	
	<b>Transfer</b> <i>(Select one if applicable)</i>	<b>Transfer of Assets between Brokers</b> <small>(Transfers between brokers must include a Letter of Acceptance from the receiving custodian)</small>	<b>Prohibited Transaction</b> <i>(A prohibited transaction is a transaction between a plan and a disqualified person that is prohibited by law)</i>
		<b>Transfer to Beneficiary IRA</b> <small>(Or Spouse's IRA if applicable)</small>	
		<b>Transfer Incident to Divorce</b>	
Excess Contribution Removed Before Excess Removal Deadline & Recharacterizations			
<p><i>The Gross Distribution amount must include the Net Income Attributable (NIA). The calculation method for NIA is found in IRA Pub. 590-A on Worksheet 1-3. Please note that the Net Income Attributable (NIA) cannot be left blank. The Gross Distribution entered in 'Distribution Method' should equal the Gross Distribution amount in this section.</i></p>			
	<b>Excess Contribution Removed Before Excess Removal Deadline</b>	DATE EXCESS CONTRIBUTION WAS MADE <i>(If multiple contributions were made, then date of first excess contribution)</i>	
		CALCULATE THE GROSS DISTRIBUTION	
		Excess Contribution Amount           \$ _____ + or - Net Income Attributable (NIA) \$ _____ = Gross Distribution                    \$ _____	Same Year <i>(Completed the same year as the year for which the contribution(s) was made)</i>  Prior Year <i>(Completed in the year following the year for which the contribution(s) was made)</i>
<b>Excess Contribution Removed After Excess Removal Deadline</b> <i>(Remove only amount of true excess without NIA)</i>		<b>SEP or SIMPLE IRA Excess Contribution Removed under EPCRS</b>	

# IRA DISTRIBUTION REQUEST

**TYPE OF DISTRIBUTION** (Continued) [For Thrift Savings Plan (TSP) DO NOT use this form. Send TSP form, with Section 1 completed and signed by the IRA owner, to ACATS@apexclearing.com]

<b>Recharacterization</b>	CALCULATE THE GROSS DISTRIBUTION	Same Year (Completed the same year as the year for which the contribution(s) was made)
	Contribution or Conversion Amount \$ _____ + or – Net Income Attributable (NIA) \$ _____ = Gross Distribution \$ _____	Prior Year (Completed in the year following the year for which the contribution(s) was made)
<b>Direct Rollover to Employer Plan</b> [By selecting this option you certify the amount does not include any after-tax contributions or a minimum distribution required under IRC Section 401(a)(9)]	EMPLOYER NAME & PLAN TYPE (401(k), 403(b), etc)	
	ADDRESS	
	CITY	

## DISTRIBUTION METHOD

(Select one distribution method. Gross Distribution for Excess Removal or Recharacterizations should match calculated amount above)

<b>One Time Distribution</b>	PAYMENT IN THE AMOUNT OF \$ _____					
	<b>DISTRIBUTION OF SECURITIES</b> (Indicate Symbol/Cusip & Quantities)					
		SYMBOL/CUSIP	QUANTITY		SYMBOL/CUSIP	QUANTITY
	1			3		
	2			4		
<b>Scheduled Distribution</b> (Complete all applicable items)	SELECT ONE <input type="checkbox"/> New Request <input type="checkbox"/> Change of Instruction					
	FREQUENCY (Select One) <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually				BEGINNING DATE	
	AMOUNT \$ _____ OR <input type="checkbox"/> Dividends & Interest (ACH Only)					
<b>Total Account Distribution</b> (Account will be closed)						

## TAX WITHHOLDING ELECTION

(Select applicable items. Do not complete this section for a transfer, recharacterization, or direct rollover to an eligible employer-sponsored retirement plan, or if you are a non-resident alien)

<b>Federal Income Tax Withholding</b> (Select One)	Do <b>NOT</b> withhold Federal Income Tax <small>(By selecting this, the account holder understands that they are still liable for the payment of Federal Income tax on the amount of any distributions received. The account holder also understands that they may be subject to Federal income tax penalties under the estimated tax payment rules if their payments of the estimated tax and withholdings are insufficient)</small>
	Withhold _____% from the amount of the Gross Distribution (Must be at least 10%)
	Withhold \$ _____ of Federal Income Tax from the Gross Distribution Amount (Amount must be equal to or greater than 10%)
<b>State Income Tax Withholding</b> (Select One)	Do <b>NOT</b> withhold State Income Tax from the Distribution (Not applicable to all states)
	Withhold _____% from the amount of the Gross Distribution
	Withhold \$ _____ of State Income Tax from the Gross Distribution Amount

# IRA DISTRIBUTION REQUEST

DELIVERY INSTRUCTIONS <i>(Select applicable items)</i>			
<b>ACH TO Bank Account on File</b>	If not already setup, you may submit an ACH Authorization form and voided check to request ACH setup.		
<b>To the following Apex Account</b>	ACCOUNT NO.		
<b>Mail check to Alternate Payee or Alternate Address</b> <i>(Fee will be assessed. Notary Public or Signature Guarantee required.)</i>	NAME		
	ADDRESS	CITY	STATE ZIP CODE
<b>Mail check to Address of Record</b> <i>(Fee will be assessed.)</i>	Allow 7 to 10 business days for processing and delivery time.		
<b>Overnight Delivery</b> <i>(Fees will be assessed.)</i>	Allow 1 to 2 business days for processing from receipt of ORIGINAL form.		
<b>Federal Fund Wire</b> <i>(Fee will be assessed.)</i>	ABA NO.	ACCOUNT NO.	BANK NAME
	ADDRESS		CITY STATE
	FOR CREDIT TO		TYPE OF IRA ACCOUNT RECEIVING
	BENEFICIARY ACCOUNT NO.		FURTHER CREDIT TO

## NOTICE OF WITHHOLDING

The distributions you receive from your individual retirement account established at this institution are subject to Federal Income tax withholding unless you elect not to have withholding apply. You may elect not to have withholding apply to your distribution payments by completing the "Tax Withholding Election" section of this form. If you do not complete the "Tax Withholding Election" section by the date your distribution is scheduled to begin, this distribution request form will be rejected. If you elect not to have withholding apply to your distribution payments, or if you do not have enough Federal income tax withheld from your 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.

## SIGNATURE *(This request cannot be processed without account holder's signature)*

\_\_\_\_\_  
*IRA Holder or Beneficiary Signature*

\_\_\_\_\_  
*Date*

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. Reporting Information Applicable to Traditional IRA & Simple IRA Withdrawals' section of this form and agree to abide by those rules and conditions therein. I further certify that no tax advice has been given to me by the Trustee or Custodian. 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 that the Trustee or Custodian shall in no way be held responsible.

## NOTARY Public/Signature Guarantee *(Required for third party payment)*

**Notary Seal:**

\_\_\_\_\_  
*Notary Signature*

## FOR INTERNAL USE ONLY

### Registered Principal Approval:

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

### Compliance Officer Approval/Registered Principal Approval:

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

# IRA DISTRIBUTION REQUEST

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## REPORTING INFORMATION APPLICABLE TO TRADITIONAL IRA & SIMPLE IRA WITHDRAWALS

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You must supply all requested information for the withdrawal so the trustee or custodian can properly report the withdrawal.

If you have any questions regarding a withdrawal, please consult a competent tax professional or refer to IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*, for more information. This publication is available on the IRS website at [www.irs.gov](http://www.irs.gov) or by calling 1 (800) TAX-FORM.

### WITHDRAWAL REASON

IRA assets can be withdrawn at any time. Most IRA withdrawals are reported to the IRS. IRS rules specify the distribution code that must be used to report each withdrawal on IRS Form 1099-R, *Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.*

**Transfer to Another IRA.** Transfers are not reported on Form 1099-R. Transfers may be made by an IRA owner, beneficiary, or former spouse under a transfer due to a divorce. Inherited IRA assets may only be transferred to another inherited IRA, unless you are a spouse beneficiary.

**Normal Withdrawal (Age 59½ or older).** If you are age 59½ or older, withdrawals (including required minimum distributions) are reported on Form 1099-R using code 7.

**Early Withdrawal (Under age 59½).** If you are under age 59½, withdrawals for any reason not listed below are reported on Form 1099-R using code

- **Disability.** If you are under age 59½ and disabled, withdrawals are reported on Form 1099-R using code 3.
- **Direct Conversion to a Roth IRA, or IRS Levy.** If you are under age 59½, withdrawals due to direct conversions to a Roth IRA, or IRS levy are reported on Form 1099-R using code 2. Certain distributions taken due to federally declared disasters also are reported using code 2. Please refer to the IRS website at [www.irs.gov](http://www.irs.gov) for more information and a listing of the disaster areas.
- **SIMPLE IRA Withdrawal in the First Two Years (No IRS penalty exception).** If you are under age 59½ and less than two years have passed since the first contribution to your SIMPLE IRA, withdrawals are reported on Form 1099-R using code S.

**Death Withdrawal by a Beneficiary.** Withdrawals by beneficiaries following the death of the original IRA owner are reported on Form 1099-R using code 4. Use code G with code 4 for a surviving spouse beneficiary who elects a direct rollover to an eligible employer-sponsored retirement plan.

**Direct Rollover to an Eligible Employer-Sponsored Retirement Plan.** Direct rollovers to eligible employer-sponsored retirement plans (Internal Revenue Code Section (IRC Sec.) 401(a) (e.g., 401(k), profit sharing, money purchase pension plan), annuity plan (IRC Sec. 403(a)), tax-sheltered annuity plan (IRC Sec. 403(b)), or governmental deferred compensation plan (IRC Sec. 457(b)) are reported on Form 1099-R using code G.

**Prohibited Transaction.** Prohibited transactions as defined in IRC Sec. 4975(c) are reported on Form 1099-R using code 5.

**Excess Contribution Removed Before the Excess Removal Deadline.** Excess contributions removed before the excess removal deadline (your tax filing deadline, including extensions) must include the net income attributable to the excess.

- If your excess contribution was contributed and removed in the same year, before the excess removal deadline, the withdrawal is reported on Form 1099-R using code 8. If you are under age 59½ also use code 1.
- If your excess contribution was contributed in one year and removed in the next year, before the excess removal deadline, the withdrawal is reported on Form 1099-R using code P. If you are under age 59½ also use code 1.

**Excess Contribution Removed After the Excess Removal Deadline.** If your excess contribution is removed after the excess removal deadline, the withdrawal is reported on Form 1099-R using code 1 if you are under age 59½ or code 7 if you are age 59½ or older.

**SEP or SIMPLE IRA Excess Contribution Removed Under the EPCRS.** Excess SEP or SIMPLE IRA contributions removed under the Employee Plans Compliance Resolution System (EPCRS) generally are reported on Form 1099-R using code E.

**Recharacterization.** A Traditional IRA contribution including the net income attributable may be recharacterized as a Roth IRA contribution up until your tax filing deadline, including extensions.

- Recharacterizations that occur in the same year for which the contribution was made are reported on Form 1099-R using code N.
- Recharacterizations that occur after the year for which the contribution was made are reported on Form 1099-R using code R.

**Revocation of a Regular Contribution.** Revocations of regular contributions are reported on Form 1099-R using code 8. If you are under age 59½ and earnings on the contribution are distributed, also use code 1.

**Revocation of Rollover, Transfer, or SEP Contribution.** Revocations of rollovers, transfers, or SEP plan contributions are reported on Form 1099-R using code 1 if you are under age 59½ or code 7 if you are age 59½ or older.