

# Retirement Account Distribution

This form is used to request a one-time distribution of assets or to set up periodic distribution of assets from Traditional, SEP, SIMPLE, Roth and Inherited IRAs. 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
Date of Birth	Social Security Number	Account Number           -
Address	City	State   Zip Code

## STEP 2. REQUEST REASON

- Normal** – age 59 ½ or older, including RMDs if applicable
  - Early** – Under Age 59 1/2, no known exceptions
  - Roth**
    - Has the 5-year requirement been met?  Yes  No
    - Is the account holder over age 59 1/2?  Yes  No
  - Roth Conversion**- (Traditional IRA to Roth)
  - SIMPLE IRA**– Provide the date that the SIMPLE IRA was originally funded \_\_\_\_\_
  - Substantially Equal Series** – as defined in IRC Section 72(t) \*
  - Permanent Disability** – within the meaning of IRC Section 72(m)(7)\*\*
  - Due to Death from Inherited/Beneficiary Account** – including RMDs due to death if applicable
  - 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: \$ \_\_\_\_\_ D: \_\_\_\_\_  
Earnings accrued on excess contribution (see instructions) \$ \_\_\_\_\_
- Recharacterization:** I authorize COR Clearing to recharacterize: \*\*\*
- Roth Conversion of \$ \_\_\_\_\_ made on date: \_\_\_\_\_
  - Contribution of \$ \_\_\_\_\_ made on date: \_\_\_\_\_

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

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

\*SUBMIT THE APPROVED IRS CALCULATION TO DETERMINE THE AMOUNT UNDER 72(T)

\*\*PROVIDE SOCIAL SECURITY CERTIFICATION, IRS SCHEDULE R OR A PHYSICIAN'S STATEMENT

\*\*\*RECHARACTERIZATIONS SHOULD INCLUDE NET INCOME ATTRIBUTABLE CALCULATIONS WHICH IS THE RESPONSIBILITY OF THE CLIENT. CONSULT YOUR TAX ADVISOR FOR MORE INFORMATION.

## STEP 3. TRANSACTION TYPE

- Total distribution** –account will be closed
- One-Time Partial Distribution**
  - Gross  Net  RMD
  - Distribution Amount \$ \_\_\_\_\_
  - Distribute securities via Account Transfer (indicate symbol, description and quantity)

SYMBOL	DESCRIPTION	SHARE CLASS	QUANTITY

- Periodic Distribution**
  - Set up New Instructions  Change of Instructions
  - Distribute \$ \_\_\_\_\_ per payment  Distribute RMD
  - Distribute the earnings (dividends and interest) from my account

**Frequency**

- Weekly  Semi-Monthly  Monthly  Quarterly  Semi – Annually  Annually

Start Date (mm/dd/yyyy)

SELECT ONE DISTRIBUTION METHOD IF NEITHER GROSS NOR NET IS SELECTED, GROSS WILL BECOME THE DEFAULT

**FOR OFFICE USE ONLY**

GROSS \_\_\_\_\_  
 FEES \_\_\_\_\_  
 FEES \_\_\_\_\_  
 FEDERAL \_\_\_\_\_  
 STATE \_\_\_\_\_  
 NET DIST \_\_\_\_\_

Account Number:					-				
-----------------	--	--	--	--	---	--	--	--	--

**STEP 4. TAX WITHHOLDING ELECTION**

See instructions for additional information regarding withholding elections

**Federal Income Tax Withholding**

- Do NOT withhold** federal income tax from the gross distribution amount  
(Not applicable to distributions subject to mandatory withholding)
- Withhold** \_\_\_\_\_% or \$ \_\_\_\_\_ of federal income tax from the gross distribution amount  
Must be at least 10% of gross distribution amount.

IF YOU ELECT WITHHOLDING ON A DISTRIBUTION OF SECURITIES, THE VALUE OF THE SECURITIES REPRESENTS YOUR NET AMOUNT. PLEASE ENSURE THAT YOU HAVE SUFFICIENT CASH AVAILABLE TO PROCESS.

**State Income Tax Withholding**

- I declare my permanent state of residence is \_\_\_\_\_. (If blank, default is address on record).
- Do NOT withhold** state income tax from the distribution. (Not applicable to all states.)
  - Withhold** \_\_\_\_\_% or \$ \_\_\_\_\_ of state income tax.

**STEP 5. METHOD OF DELIVERY**

- Check or Security Certificate(s)** in the name of the account owner to the address of record.
  - Overnight check delivery. (Fees apply)
  - Saturday Overnight check delivery
  - Alternate Address for check or security.

IF NO SELECTION IS MADE, THE DEFAULT IS A CHECK DELIVERED BY FIRST CLASS MAIL.

Address		
City	State	Zip/Postal Code

OVERNIGHT DELIVERY AND ALTERNATE ADDRESS ARE NOT AVAILABLE FOR PERIODIC PAYMENTS

- ACH:**
  - On File**     **New Instructions** (a MoneyLink Form and a voided check required)

- Journal Entry** to the following COR Clearing account:

Account Number
----------------

- Federal Fund Wire** (Fees will be assessed.)

ABA/Routing Number		DDA/Bank Account Number	
Bank Name			
City	State	Zip/Postal Code	
Intermediary Bank Info (if applicable)			

FEDERAL FUND WIRES ARE NOT AVAILABLE FOR PERIODIC PAYMENTS

**STEP 6. SIGNATURE**

I certify that I am authorized to receive payments from this IRA and that all information provided by me is true and accurate. I have received a copy of the Withholding Notice information. No tax advice has been given to me by the trustee or custodian. All decisions regarding this withdrawal are my own, and I expressly assume responsibility for any consequences that may arise from this withdrawal. I agree that the trustee or custodian is not responsible for any consequences that may arise from processing this withdrawal authorization.

**Account Holder**

Account Owner Signature ✕	Print Name	Date
------------------------------	------------	------

Broker Signature ✕	Print Name	Date
-----------------------	------------	------

General Principal Signature ✕	Print Name	Date
----------------------------------	------------	------

*Original signature required; electronic signatures and/or signature fonts are not authorized.  
Broker and/or Principal Signatures required.*

## WITHHOLDING NOTICE INFORMATION (FORM W-4P/OMB No. 1545-0074)

**Basic Information about Withholding from Pensions and Annuities.** Generally, federal income tax withholding applies to the taxable part of payments made from pension, profit sharing, stock bonus, annuity, and certain deferred compensation plans; from IRAs; and from commercial annuities.

- **Caution:** There may be penalties for not paying enough tax during the year, through either withholding or estimated tax payments. New retirees should see Publication 505, Tax Withholding and Estimated Tax. 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 IRA using form W-4P.

**Purpose of Form W-4P.** Unless you elect otherwise, 10 percent federal income tax will be withheld from payments from individual retirement accounts (IRAs). You can use Form W-4P (or a substitute form, such as this form), provided by the trustee or custodian, to instruct your trustee or custodian to withhold no tax from your IRA payments or to withhold more than 10 percent. This substitute form should be used only for withdrawals from IRAs that are payable upon demand.

**Non-periodic Payments.** Payments made from IRAs that are payable upon demand are treated as non-periodic payments for federal income tax purposes. Generally, non-periodic payments must have at least 10 percent income tax withheld.

Your election will remain in effect for any subsequent withdrawal unless you change or revoke it.

**Payments Delivered Outside of the U.S.A** U.S. citizen or resident alien may not waive withholding on any withdrawal delivered outside of the U.S. or its possessions. Withdrawals by a nonresident alien generally are subject to a tax withholding rate of 30 percent. A reduced withholding rate, may apply if there is a tax treaty between the nonresident alien's country of residence and the United States and if the nonresident alien submits Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, or satisfies the documentation requirements as provided under federal regulations. The Form W-8BEN must contain the foreign person's taxpayer identification number.

- For more information, Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Publication 519, U.S. Tax Guide for Aliens, are available on the IRS website at [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM.

**Revoking the Exemption from Withholding.** If you want to revoke your previously filed exemption from withholding, file another Form W-4P with the trustee or custodian and check the appropriate box on that form.

**Statement of Income Tax Withheld from Your IRA.** By January 31 of next year, your trustee or custodian will provide a statement to you and to the IRS showing the total amount of your IRA distributions 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 or custodian.

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

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, 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.

- **Normal Withdrawal (Age 59 1/2 or older).** If you are age 59 1/2 or older, withdrawals (including required minimum distributions) are reported on Form 1099-R using code 7.
- **Early Withdrawal (Under age 59 1/2).** If you are under age 59 1/2, withdrawals for any reason not listed below are reported on Form 1099-R using code 1.
- **Roth Conversion, Substantially Equal Periodic Payments, or IRS Levy.** If you are under age 59 1/2, withdrawals due to direct conversions to a Roth IRA, substantially equal periodic payments, or IRS levy are reported on Form 1099-R using code 2.
- **SIMPLE IRA Withdrawal in the First Two Years (No IRS penalty exception).** If you are under age 59 1/2 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.
- **Permanent Disability.** If you are under age 59 1/2 and disabled, withdrawals are reported on Form 1099-R using code 3.
- **Due to Death from Inherited/Beneficiary Account.** 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.
- **Return of Excess Contribution before the 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 59 1/2 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 59 1/2 also use code 1.
- **Return of Excess Contribution after the 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 59 1/2 or code 7 if you are age 59 1/2 or older.
- **Recharacterization.** A Traditional IRA contribution including the net income attributable may be recharacterize 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.

## STATE TAX WITHHOLDING INFORMATION SHEET

This general information is provided to help you understand state income tax withholding requirements for Individual Retirement Account distributions. While COR Clearing, LLC makes every effort to obtain information about state tax laws from sources believed to be reliable, COR Clearing, LLC cannot guarantee the accuracy or timeliness of state tax withholding information because state tax laws are subject to constant change and interpretation. We recommend that you contact your tax advisor regarding your tax withholding elections and answer any questions that you may have regarding your state's withholding laws.

STATE OF RESIDENCY	STATE INCOME TAX WITHHOLDING
AK, FL, HI, NH, NV, SD, TN, TX, WA, WY	State income tax is not required.
AL, AZ, CO, CT, D.C., ID, IL, IN, KY, LA, MD, MN, MO, MS, MT, NJ, NM, NY, ND, OH, PA, RI, SC, UT, VA, WI, WV	State income tax withholding is voluntary <ul style="list-style-type: none"> <li>• We will withhold state income tax only if you instruct us to do so.</li> <li>• You must indicate the amount to withhold.</li> <li>• For <b>CT, MD, NJ &amp; NY</b> amounts must be in whole dollars.</li> <li>• For <b>PA</b>, if you choose to withhold it must be at 3.07%</li> <li>• <b>D.C.</b> – Periodic distributions only</li> </ul>
CA, GA, NC, OR, VT	State income tax withholding is voluntary unless Federal withholding applies and then it is mandatory <i>If federal tax is required, we will withhold the following unless you indicated otherwise:</i> <ul style="list-style-type: none"> <li>• CA – 10% of federal tax withheld</li> <li>• GA – 6% of gross distribution</li> <li>• NC – 4% of gross distribution</li> <li>• OR – 8% of gross distribution</li> <li>• VT – 27% of federal tax withheld (2.7% of gross distribution)</li> </ul>
AR, IA, KS, ME, MA, NE, OK	State income tax withholding is mandatory where federal withholding applies. <i>If federal tax is withheld, you cannot opt out of state withholding. We will withhold as indicated:</i> <ul style="list-style-type: none"> <li>• AR – 3% of gross distribution</li> <li>• IA – 5% of gross distribution</li> <li>• KS – 5% of gross distribution</li> <li>• ME – 5% of gross distribution</li> <li>• MA – 5.3% of gross distribution</li> <li>• NE – 5% of gross distribution</li> </ul>
State Income Tax Withholding	
D.C.	Mandatory if lump sum distribution and not a direct rollover – 8.95% of distribution
DE	Mandatory whether or not federal income tax is withheld unless opt out (5% of gross distribution)
MI	Required unless you certify that your distribution is not taxable because you were born before 1946 or you believe you will not have a balance due on your Michigan Individual Income Tax Return, Form MI-1040. 4.35% of taxable distribution.
Note 1:	The above applies to residents of each respective state. Special rules apply if you live in a foreign country, are not a U.S. Citizen, or are a non-resident alien.
Note 2:	The above is provided as a guideline only, and is not advice regarding withholding. State law is subject to change and COR Clearing, LLC is not responsible for changes in state law that may affect the accuracy of the above. Please contact your tax advisor before making an election regarding state withholding.