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IRA Distribution Form

Traditional | Roth | SEP | SIMPLE

PTC IRA Account Number

OUR GOAL IS TO MEET YOUR EXPECTATIONS. Please select the processing method you prefer:

- Normal Processing** | No additional charge. Processed within 3 to 5 business days.
- Expedited Processing** | An Expedited Processing Fee of \$100.00 will be charged to your IRA Account for same day processing if remitted by 10:00 am (PST).

SECTION 1 | Account Type

- Traditional IRA
- Roth IRA
- SEP IRA
- SIMPLE IRA
- Inherited IRA

SECTION 2 | IRA Account Owner Information

First Name Initial Last Name

SSN DOB (MM/DD/YY) Email

Phone Number Cell Phone Number

Street Address City State Zip Code

SECTION 3 | Distribution Type

Select the type of distribution requested:

- Normal Distribution (age 59 1/2 or older)
- Required Minimum Distribution (RMD) (age 70 1/2 or older)
- Premature Distribution (**No Exception Applies**)
- Premature Distribution (**Exception Applies**)

If you selected Premature Distribution (**Exception Applies**) the following exceptions are allowable as defined by the IRS in Publication 590; death, disability, medical expenses and insurance, IRS levy, first home (buy, build or rebuild), reservist, annuity, and higher education expenses. See Additional Information for more details.

SECTION 4 | Investment Distribution Election (This section is only applicable if you are closing your account.)

- Election 1 I **do not** have investments in my IRA Account.
- Election 2 I elect to have my investment(s) in my IRA Account distributed **directly to me**.

If you selected Investment Distribution Election **2** above, the following investment(s) include:

Investment Title #1

Investment Title #2

Investment Title #3

SECTION 5 | Recipient Information (Complete for IRS Levy, Death, and Re-characterization.)

First Name Initial Last Name

SSN IRA Account Number (if applicable) Beneficiary Date of Birth (MM/DD/YY), (if applicable)

Street Address

City State Zip Code

SECTION 6 | Withholding Election (Not applicable to Roth IRAs)

Instructions for Form W-4P (Withholding Certificate) are included in the Additional Information section of this form.

I elect **not** to have Federal income tax withheld from my IRA distribution.

I elect to have 10% Federal income tax withheld from my IRA distribution.

I want the following **additional** dollar amount \$ or additional percentage % withheld from each IRA distribution.

I elect to have \$ or % state income tax withheld from my IRA distribution (if applicable).

SECTION 7 | Payment Information

The requested funds will be distributed according to funds available. Fund availability may result in a lower distribution.

PAYMENT ELECTION | I elect the distribution(s) to be paid in the following manner:

Immediate Distribution of \$

Periodic Distribution. I authorize automatic distributions of \$ on a Monthly Quarterly Annual basis.

For Monthly Periodic Distributions: Select the preferred periodic distribution day each month to receive your distribution. 10th or 20th

If Periodic Distribution is selected, you must provide a start date.

***Periodic Distributions will continue unless Preferred Trust Company is otherwise notified in writing.**

PAYMENT METHOD

Mail Check | 5 to 7 business days

Direct Deposit* | 2 business days

*If you select **Direct Deposit**, Preferred Trust Company requires a copy of a voided check to confirm the bank account and routing numbers before the distribution can be processed.

Name of Financial Institution Account Type Checking Savings

Name on Account Bank Account Number Routing Number

Wire** | 1 business day (A \$30.00 wire fee will be assessed from your IRA Account.)

If you select **Wire, Preferred Trust Company requires a copy of a voided check to confirm the bank account information **and** highly recommends you verify the routing number for the wire as it may not be the routing number illustrated on the voided check. Preferred Trust Company will use the information provided below to process the wire request. If the information provided is inaccurate you will be assessed a \$30.00 fee for a wire that is returned.

Name of Financial Institution Account Type Checking Savings

Name on Account Bank Account Number Routing Number

PAYMENT DETAIL

| | | |
|---|-----|----------------------|
| Amount Requested | \$ | <input type="text"/> |
| Account Closure Fee (if applicable) | (-) | <input type="text"/> |
| Federal Income Tax Withheld (if applicable) | (-) | <input type="text"/> |
| State Income Tax Withheld (if applicable) | (-) | <input type="text"/> |
| Net Amount Paid | \$ | <input type="text"/> |

Does this distribution close the IRA? Yes No

SECTION 8 | Acknowledgement Signature

I certify that I am the IRA Owner, the beneficiary, or individual legally authorized to complete this form. I certify the accuracy of the information set forth in this form, and I authorize this transaction. I understand that Preferred Trust Company as Custodian may require the completion of additional documents before processing any distributions. I understand that I am responsible for any consequences resulting from this distribution including taxes and penalties owed. I indemnify and hold Preferred Trust Company as Custodian harmless from any resulting liabilities. I acknowledge that Preferred Trust Company as Custodian cannot provide me with legal advice, and I agree to consult with a tax or legal professional for guidance.

Signature of IRA Account Owner

Date

Signature of Custodian

Date

ADDITIONAL INFORMATION

Purpose. The IRA Distribution Form for Traditional, Roth and SIMPLE IRAs is designed to assist you in selecting an individual retirement arrangement (IRA) distribution reason and method. This form does not allow for cost and penalty-free SIMPLE IRA transfers from a designated financial institution (DFI). Your DFI will require additional documentation, such as an election form.

Additional Documents. Applicable law or policies of the IRA custodian may require additional documentation. A separate distribution form must be completed for each distribution reason.

For Additional Guidance. It is in your best interest to seek the guidance of a tax or legal professional before completing this document. Your first reference should be the IRA agreement and disclosure statement you received upon establishing your IRA or amendments provided by your custodian. For more information refer to Internal Revenue Service (IRS) Publication 590-Individual Retirement Arrangements, IRS Publication 505-Tax Withholding and Estimated Tax, instructions to your federal income tax return, your local IRS office, or the IRS's website at www.irs.gov.

Terms. A general understanding of the following terms may be helpful in completing your transactions.

Premature, no known exception. If you are younger than age 59½, you may be subject to a 10% premature-distribution penalty tax unless you properly roll over the assets within 60 days (or 120 days in the case of the return of a first-time home buyer distribution), or unless you meet an exception. The exceptions are for distribution used to pay for: higher education expenses, first-time home purchase, medical expense or health insurance premium.

Premature, exception applies. These types of distributions are automatically exempt from the 10% premature-distribution penalty tax: a distribution subsequently converted to a Roth IRA levy, a distribution to satisfy an IRS levy, or distribution based on an election to receive substantially equal periodic payments for the greater of a five-year period or until you attain age 59½.

Disability. A distribution for a disability can avoid the 10% premature-distribution penalty tax if you are younger than age 59½ and meet the definition of disability under Internal Revenue Code (IRC) Section 72(m)(7).

Death. A distribution taken by a beneficiary (ies) of a deceased IRA owner that is exempt from the premature-distribution penalty tax. Distributions made as part of a series of substantially equal periodic payments over your life expectancy or the life expectancies of you and your designated beneficiary. If these distributions are from a qualified plan other than an IRA, you must separate from service with this employer before the payments begin for this exception to apply.

Medical Expenses. Distributions to the extent you have deductible medical expenses that exceed 10% of your AGI (7.5% if you or your spouse is 65 or older) whether or not you itemize your deductions for the year. The 7.5% limitation is a temporary exemption from January 1, 2013 to December 31, 2015 for individuals 65 and older and their spouses.

Medical Insurance. The distributions are not more than the cost of your medical insurance due to a period of unemployment.

First Home Exception. Distributions made to buy, build, or rebuild a first home.

Reservist. Distributions that are qualified reservist distributions. Generally, these are distributions made to individuals that are called to active duty for at least 180 days after September 11, 2001.

Annuity. You are receiving distributions in the form of an annuity

Higher Education. The distributions are not more than your qualified higher education expenses.

Prohibited Transaction. Violations of IRC Section 4975 due to improper investment or use of IRA assets could result in the IRA assets becoming fully taxable and subject to penalty tax.

Age 59½ or Older (Normal). If you are age 59½ or older, you are not subject to a 10% premature-distribution penalty tax.

Transfer. A transfer in the non-reportable movement of assets between IRAs of the same type.

Revocation. You may revoke your IRA on or before 7 days after the date of establishment. For traditional and SIMPLE IRAs only, if you revoke a regular contribution, the distribution is reported to the IRS as a correction of excess contribution in the same year. If you revoke a rollover or transfer contribution, the distribution is reported to the IRS as a normal distribution. If you are age 59½ or older, or as a premature distribution, no known exception, if you are younger than 59½.

Excess Contribution. An excess contribution occurs when the contribution amount exceeds allowable limits or when an ineligible individual makes a contribution. For correction purposes, an IRA owner can treat an unwanted contribution as an excess.

Recharacterization. A recharacterization is the method by which an IRA owner can redesignate the type of IRA contribution made for the year.

Two-Year Rule. SIMPLE IRA funds cannot be rolled or transferred to a traditional IRA or converted to a Roth IRA within a two-year period that begins on the date of the initial contribution to your SIMPLE IRA. SIMPLE IRA funds transferred or distributed during the two-year period are subject to an additional 25% excise tax.

Eligible Retirement Plan. Eligible retirement plans include qualified plans under IRC Section 401(a), which includes Section 401(k) plans, a tax-sheltered annuity under IRC Section 403(b), or a deferred compensation plan under IRC Section 457(b).

Separate Accounting. Under Treasury Regulation Section 1.409(a)(9)-8, Q&A-3, a separate account in an IRA would be a separate portion of the IRA that reflects a beneficiary's separate interest in the IRA as of the date of the owner's death. If a separate accounting is not immediate upon an IRA owner's death, an IRA custodian should allocate the post-death investment gains and losses for the period prior to the establishment of separate accounts on a reasonable and consistent pro rata basis among the separate beneficiary accounts.

Tax Year of First Roth IRA Contribution/Conversion. Distribution of earnings in a Roth IRA may be tax free and penalty free when withdrawn if five years have passed since the tax year of the Roth IRA owner's first contribution/conversion.

Recipient Information. The Recipient Information section must be completed for a distribution due to IRS levy, a death distribution, a transfer to another IRA, a transfer to a former spouse's IRA due to divorce or legal separation, a transfer to a spouse's IRA due to death (if sole beneficiary), a recharacterization, or a direct rollover to an eligible retirement plan. Provide complete information regarding the individual or entity receiving the assets.

Withholding of Federal Income Tax. Generally, federal income tax withholding applies to your IRA distributions. The methods and rate on withholding depends on (a) the type of distribution you receive, (b) whether the distribution is delivered outside the United States to its possessions, and (c) whether you (or your beneficiary after your death) are a nonresident alien individual, a nonresident alien beneficiary, or a foreign estate. Qualified distributions from a Roth IRA are nontaxable and, therefore, not subject to withholding. Because your tax situation may change from year to year, you may want to change your withholding election each year. You can change the amount to be withheld by using IRS Form W-4P or an appropriate substitute form.

Nonperiodic Payments - 10% Withholding. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Your IRA custodian must withhold at a flat 10% rate from your IRA distributions unless you choose not to have federal income tax withheld. You can choose not to have income tax withheld from a nonperiodic payment by using IRS Form W-4P or an appropriate substitute form and providing your correct tax identification number (TIN). Generally, your choice to have income tax withheld or not will apply to any later distribution from your IRA. You may also specify an additional amount that you want withheld.

Caution. If you do not provide your correct TIN, your IRA custodian cannot honor your request not to have income tax withheld and must withhold 10% of the payment for federal income tax.

Choosing Not to Have Income Tax Withheld. You (or in the event of death, your beneficiary or estate) can choose not to have income tax withheld from your payments by using Form W-4P or an appropriate substitute form. For an estate, the election to have no income tax withheld may be made by the executor or personal representative of the decedent. The executor/representative must provide the estate's TIN/employer identification number (EIN).

Caution. There are penalties for not paying enough federal income tax during the year, either through withholding or estimated tax payments. New retirees, especially should see IRS Publication 505, Tax Withholding and Estimated Tax. It explains the estimated tax requirements and describes 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 or an appropriate substitute form.

Changing Your "No Withholding" Choice. If you previously chose not to have income tax withheld and you now want 10% withholding, write "Revoked" next to the check box on line 1 of IRS Form W-4P and provide a copy to your IRA custodian. To the extent you want a greater amount withheld, complete a new Form W-4P or an appropriate substitute form for your IRA custodian.

Payments to Foreign Persons and Payments Outside the United States. Unless you are a nonresident alien, withholding (in the manner described above) is required on non periodic payments that are delivered to you outside the United States or its possessions. You cannot choose not to have income tax withheld Form W-4P. See IRS Publication 505, Tax Withholding and Estimated Tax for additional details.

If you are a foreign person who has provided an IRA custodian with IRS W-8BEN, the IRA custodian will furnish a statement to you on IRS Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, by March 15 of the next year.

State Withholding. Your state may allow or require state income tax withholding on any taxable distribution.

Local Withholding. Your local governing authority may allow or require local income tax withholding on any taxable distribution.