

# IRA DISTRIBUTION REQUEST

Institutional Advisor Services



## SECTION 1: Request Type

Select one:

**ONE-TIME OR SYSTEMATIC ESTABLISHMENT/CHANGE**

Select one:

- Request One-time, Full Distribution.
- Request One-time, Partial Distribution.
- Establish Systematic Distribution.
- Change Systematic Distribution. *Provide information in Sections 2B, 4, 5, 6, and 7 as applicable and sign in Section 8.*

**CANCEL**

Provide information below and in Section 2B, and sign in Section 8.

Select one:

- Cancel the sole systematic distribution currently on file
- Cancel the specified systematic instructions listed below:
- Cancel all systematic distribution instructions on file.

Cancel Schedule

Cancel Amount

## SECTION 2: Account

### A. ACCOUNT TYPE

Select one:

- Traditional IRA
- Roth IRA
- SIMPLE IRA
- SEP IRA
- SAR SEP IRA

Select one:  New account  Existing account

TCA Account Number, if applicable

### B. ACCOUNT OWNER

First Name

MI

Last Name

Last 4 Digits of Social Security Number

Date of Birth

## SECTION 3: Reason for Distribution

This information is required for IRS reporting purposes, select one:  
*Note: If no selection is made, Trust Company of America (TCA) will default to either "normal" or "premature" distribution based on your age.*

- Normal** (age 59½ or older) Also select for a Required Minimum Distribution (RMD).
- Premature** (under age 59½; may or may not be subject to 10% early withdrawal penalty)
- Substantially Equal Periodic Payment (SEPP)**
- Disability** (under age 59½; distribution not subject to 10% penalty tax) By checking this box, I certify that this distribution meets all the disability requirements of the IRS Code.
- Divorce** By checking this box, I certify that I agree to the divorce certification terminology in Section 9. *Note: Both you and your former spouse must sign in Section 9.*
- Direct rollover to a qualified retirement plan**  
*Note: Delivery method in Section 7 must be by internal transfer or direct rollover.*
- Early SIMPLE IRA distribution** (under age 59½; first contribution was less than two years ago; subject to 25% penalty tax)
- Recharacterization** *Note: Distribution amount in Section 4 must be Recharacterization.*



TCA Account Number

## SECTION 3: Reason for Distribution Continued

**Return of excess contribution plus earnings** (For distributions prior to the tax-filing deadline plus extensions) *Note: Distribution amount in Section 4 must be Return of Excess Contribution Plus Earnings.*

**Conversion to a Roth IRA**

## SECTION 4: Distribution Amount

Provide either full distribution instructions or the partial or systematic distribution instructions.

**IMPORTANT:** To liquidate assets for a full, partial, or systematic distribution in cash, contact your Investment Advisor to initiate any asset liquidations required. If your Investment Advisor needs to liquidate assets to cover the requested cash, the distribution will not be processed until the settlement date for the sells.

### A. FULL DISTRIBUTION INSTRUCTIONS, if applicable

Select one:

- Full cash distribution.** Distribute the total balance of my entire account, and close my account.
- Full in-kind distribution.** Distribute all cash and security balances in-kind and close my account.

### B. PARTIAL OR SYSTEMATIC DISTRIBUTION INSTRUCTIONS, if applicable

Select one:

- Dividends and interest only.** *Note: Systematic distributions only.*
- Gross cash amount of \$** \_\_\_\_\_  
*Note: Provide amount before tax withholding. For a systematic distribution, enter the gross cash amount to withdraw each period.*
- Net cash amount of \$** \_\_\_\_\_  
*Note: Provide amount after tax withholding. For a systematic distribution, enter the net cash amount to withdraw each period.*
- Required Minimum Distribution (RMD) amount.** Provide the following information for the calculation.

Type of RMD, select one:

- Full RMD amount for this account
- Remaining RMD balance for this account

Answer true or false:

I have designated my spouse or a qualifying trust (where my spouse is the sole primary beneficiary of the trust) as sole primary beneficiary of my account AND my spouse is at least 10 years younger than I.

True  False

If the above statement is true, enter the following information:

Spouse's Date of Birth

Prior Year-end Value

**Partial security shares.** Enter share information.

Number of Shares

Security Description/Symbol

Number of Shares

Security Description/Symbol

Additional security shares information attached

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## SECTION 4: Distribution Amount Continued

### C. SPECIAL DISTRIBUTIONS, if applicable

#### 1. TYPE, select one:

**Recharacterization.** Select one:

**IMPORTANT:** Also select Earnings Calculation Method below.

- Recharacterize a prior conversion
- Recharacterize a contribution from a Roth IRA to Traditional IRA
- Recharacterize a contribution from a Traditional IRA to Roth IRA

Select the tax year for which the contribution was intended:

- Current year  Prior year

**Return of excess contribution plus earnings.**

**IMPORTANT:** Also select Earnings Calculation Method below.

Select the tax year for which the contribution was made:

- Current year  Prior year

*Note: The earnings are taxable for the year the contribution was made and may require you to file an amended tax return for the prior year.*

#### 2. EARNINGS CALCULATION METHOD, select one (required if C1 is selected):

**Earnings or losses calculated by you or your tax advisor.**

By checking this box, I direct TCA to accept the calculation method and amount as accurate.

\$ \_\_\_\_\_  
Gross Amount to Distribute (Adjusted for Earnings or Losses)

\$ \_\_\_\_\_  
Earnings or Losses Included in Gross Amount

**Earnings or losses calculated by TCA (only available if the original contribution was made to TCA)** By checking this box, I accept the calculation method and amount determined by TCA to be accurate.

\$ \_\_\_\_\_  
Amount of Original or Excess Contribution

\$ \_\_\_\_\_  
Date of Original or Excess Contribution

## SECTION 5: Withholding

### A. FEDERAL WITHHOLDING

**IMPORTANT:** If no election is made, federal tax withholding of 10% of any taxable distribution will be withheld.

Select one:

Withhold federal income tax of \_\_\_\_\_% or \$ \_\_\_\_\_ from the amount distributed. *Note: The total amount withheld must be no less than 10%.*

I elect not to have any federal income tax withheld. *Note: To elect no federal withholding, TCA must have a street address on file for your account.*

### B. STATE WITHHOLDING

Select one:

Withhold state income tax of \_\_\_\_\_% or \$ \_\_\_\_\_ from the amount distributed for the state listed in the address of record. *Note: Amounts will be rounded to the nearest whole dollar.*

I elect not to have state income tax withheld.

Even if you elect not to have tax withheld, you are liable for payment of income tax on the taxable portion of your distribution. You may also be subject to tax penalties under the estimated tax payment rules if your withholding or payments of estimated tax, if any, are not adequate.

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**IMPORTANT** for withholding on in-kind security distributions: There must be a sufficient cash balance to cover the withholding amounts specified. For withholdings specified as a percentage, the withholding amounts will be calculated on the gross cash amount plus the value of in-kind securities.

**IMPORTANT:** For a list of states available for withholding and their withholding rules, refer to the TCA Withholding Information document found online at [www.trustamerica.com/advisor-forms](http://www.trustamerica.com/advisor-forms). *Note: The account's legal address of record at the time of the distribution determines the state withholding requirements.*

If your state has mandatory withholding that allows you to opt out after certain conditions are met, please consult your tax advisor prior to checking the 'opt out' box on the distribution form to ensure that you have met the conditions.

**IMPORTANT:** If your state has mandatory withholding requirements, state withholding (including withholding on Roth IRA distributions) may be processed even if the 'I elect not to have state income tax withheld' box is checked or no state withholding box is checked.

## SECTION 6: Systematic Distribution Frequency, if applicable

**Systematic distribution.** Provide the schedule information below.

Month to Begin Distributions      Day of Month to Withdraw Distribution

*Note: For annual Systematic RMD distributions, beginning in January, please select a date later than January 16, in the above field.*

Frequency of Distributions

Select one:  Monthly  Quarterly  Semi-annually  Annually

## SECTION 7: Distribution Method

**Important for cash and in-kind instructions:** Check either the By Electronic Transfer or By Check box for the cash portion of the distribution and complete the By Security Delivery information for the in-kind portion, if applicable.

**By electronic transfer.** *Note: Allow 1-2 business days for delivery from the processed date for ACH, and the same or next business day for wires.*

Select one:  By ACH       By Wire (fee may apply)

Select one:  Checking account       Savings account

Voided check provided in lieu of bank information

Bank Name

ABA (Routing) Number

Name on Bank Account

Account Number

**By check or security delivery:**

*Note: allow 10 Business days for check delivery. If no payment or mailing instructions are provided, the address of record will be used as default instructions. Check fee may apply.*

Select if applicable:

Send check via overnight delivery (not available for a P.O. Box address or systematic distribution). Fee may apply.

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Select one (check fee may apply):

- To the account owner at the address on record
- To the account owner at the address below
- To the third party payee at the address below

Third Party Payee if applicable

For the Benefit Of (FBO) if applicable      Account Type

Mailing Address

City      State      Zip

DTC security delivery information, if applicable

**By direct rollover.** Move the requested cash specified in Section 4 into the account listed below.

**TCA Account, if applicable**

*Note: If the receiving account is not an existing account, include the appropriate TCA account application.*

Select one:     New account:     Existing account

TCA Account Number      Account Type

Account Title

**Other Institution, if applicable:**

*Note: For a direct rollover to an employer plan, please verify that the plan accepts direct rollovers from an IRA.*

Name of Institution      Account Title

Account Number      Account Type

For the Benefit Of (FBO) if applicable

Mailing Address

City      State      Zip

**By internal transfer to a TCA account.** Move the requested cash and securities specified in Section 4 into my TCA Account listed below. *Note: If the receiving account is not an existing account, include the appropriate TCA account application.*

Select one:     New account     Existing account

TCA Account Number      Account Type

Account Title

TCA Account Number

By signing, I hereby agree to indemnify and hold harmless TCA, their successors and assigns, from and against any losses, claims, liabilities, damages, actions, charges, and expenses including attorney fees, resulting from TCA compliance with this request, including but not limited to transfer to another party.

Account Owner or Authorized Party Signature      Date

Print Name

**SECTION 9: Divorce Certification, if applicable**

*Note: All information and required signatures must be submitted on one form. Do not send a copy of a divorce decree to TCA.*

We, the undersigned Account Owner and the Account Owner's former spouse, hereby request the transfer of cash and/or assets to the IRA of the former spouse. The cash and/or asset amounts indicated on this form have been agreed to by both the Account Owner and the Account Owner's former spouse and the amounts are in accordance with the divorce decree. We attest that the requested transfer is being made pursuant to Internal Revenue Code sections 408(d)(6) and 71(b)(2)(A) and meets all requirements of law and TCA plan documents. We agree to indemnify and hold TCA harmless from and against any and all claims including, but not limited to, damages, court costs and legal fees resulting from reliance or action taken in reliance upon the information provided on this form as received by TCA and that TCA bears no responsibility for verifying the accuracy of the transfer instructions provided to it.

Former Spouse Name

Social Security Number      Date of Birth

Former Spouse Signature      Date

Account Owner Signature      Date

**- End of Form -**

**SECTION 8: Signature**

I certify that I am the proper party to receive or direct payment(s) from this IRA and that all information provided is true and accurate. I further certify that no tax advice has been given by TCA of America. All decisions regarding this withdrawal are my own. I expressly assume the responsibility of any adverse consequences which may arise from the withdrawal and I agree that TCA shall in no way be held responsible.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law, and that in the event an ACH entry is incorrect, TCA reserves the right to submit correcting entries.

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## General Instructions

Use these instructions to complete the IRA Distribution Request form.

**Purpose of this form.** This form is required to request a one-time distribution from an IRA by ACH, check, or wire. It is also required to establish, change, or cancel a systematic distribution from an IRA. *Note: Only one set of instructions should be submitted on this form.*

Use this form for:

- Systematic distributions
- A direct rollover or transfer to another TCA account in your name
- IRA rollovers to a qualified plan account at TCA
- Divorce transfers
- Return of excess contributions
- Conversions to a Roth IRA
- IRA recharacterizations

**Important:** Use the **Beneficiary Distribution Request** form for:

- Distributions from a deceased account owner's account
- Distributions from a Beneficiary IRA or a Beneficiary Roth IRA

**Important:** This form cannot be used to transfer assets from your TCA IRA in your name at another trustee or custodian. Use the new custodian's transfer form to complete this type of action.

**Distribution fees.** There may be fees associated with your distribution request, including but not limited to:

- Wire fees
- Check fees
- Overnight mail fees

**Important:** Applicable distribution fees will be deducted from your account balance. *Note: For information on distribution fees for this request, contact your Investment Advisor.*

**All fields are required unless noted.** All fields are required unless designated as 'if applicable'. 'If applicable' indicates the section or entry is required if certain conditions apply. These conditions are outlined in detail in these instructions.

You must **complete all required fields and provide all required additional forms and documentation** to expedite processing and to avoid requests for additional information.

**Print or type all entries.** Print clearly in all CAPITAL LETTERS to complete this form. To type entries, a fillable PDF of this form can be found online at [www.trustamerica.com/advisor-forms](http://www.trustamerica.com/advisor-forms).

## Section 1: Request Type

Check the appropriate box to indicate the type of action you want to take with this form. *Note: Allow up to 7 days from receipt of this form by TCA for the systematic distribution to be activated, changed, or cancelled.*

**One-time or Systematic Establishment/Change.** Provide account information in Section 2 and information to be changed in Sections 4, 5, 6, and 7 as applicable and sign in Section 8.

**Cancel** Select which type of systematic distribution should be cancelled. If the account has more than one systematic distribution, indicate the withdrawal schedule and the distribution amount of the systematic distribution to cancel.

## Section 2: Account

### A. Account Type

Check the box indicating the retirement account type and then select if it is a new or existing account. For an existing account, provide the TCA account number. For a new account, provide the appropriate TCA account application with this form.

### B. Account Owner

Enter the account owner information for this account exactly as it appears on your TCA account. For new accounts, enter the account name exactly as it is written on the application form.

## Section 3: Reason for Distribution

This information is required for IRS reporting purposes. In most situations, TCA is required to issue a Form 1099-R for distributions from your IRA. Depending on the nature of the distribution, the distribution may or may not be taxable. *Note: If no selection is made, TCA will default to either "normal" or "premature" distribution based on your age. For additional information, consult your tax advisor or the IRS.*

Select one of the following distribution reasons.

- **Normal** (age 59½ or older) Also used for Required Minimum Distribution (RMD) or if you intend to rollover the distribution to another retirement account within 60 days.
- **Premature** (under age 59½; may or may not be subject to 10% early withdrawal penalty) *Note: For additional information, consult your tax advisor or the IRS.*
- **Substantially Equal Periodic Payment (SEPP)** Use if the distribution is part of a series of a SEPP program.

**Important:** Any contributions or distributions other than the SEPP program distributions will be considered a modification of the SEPP program and could be cause for exemption disqualification by the IRS.

- **Disability** (under age 59½; not subject to 10% early withdrawal penalty) Under Internal Revenue Code an individual is deemed to be disabled if "he is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or to be of long-continued and indefinite duration." *Note: The Social Security definition of disability does not apply here. Proof of disability may be required by the IRS.*
- **Divorce** (under age 59½, not subject to 10% early withdrawal penalty) Use this method to move all or a portion of your IRA to a former spouse under a divorce decree. *Note: Assets from a Roth IRA can only be moved to another Roth IRA.*

**Important:** A divorce transfer requires your former spouse to complete their personal information and sign in Section 9, in addition to your signature in Section 8. *Note: All information and required signatures must be submitted on one form. Do not send a copy of a divorce decree to TCA.*

- **Direct rollover to a qualified retirement plan.** This method moves cash to a qualified retirement plan. *Note: If the receiving account is not an existing account, attach the appropriate TCA account application.*

**Important:** For direct rollover to another custodian, cash only transactions permitted.

- **Early SIMPLE IRA distribution** (under age 59½; first contribution was less than two years ago; subject to 25% penalty tax) Use this method if you are under 59½, your first contribution was less than two years ago, and none of the exceptions allowed by the IRS are known to apply. You may be subject to a 25% penalty tax. *Note: The two-year period begins on the day contributions were first deposited into your SIMPLE IRA. For additional information regarding exceptions, refer to your tax advisor or the IRS.*

**Important:** Do not choose this distribution reason if the first contribution went into your SIMPLE IRA more than two years ago. Select Premature Distribution instead if you are younger than 59½ and the SIMPLE has been in existence for more than 2 years.

- **Recharacterization** This method changes your IRA contribution designation and moves either all or a portion of an original contribution (in your original IRA,) adjusted for earnings or losses, to another IRA type (your second IRA.) Use this form to:
  - Recharacterize any conversion contributions you made to a Roth IRA back to the original Traditional IRA; or
  - Recharacterize any annual contributions you made to a Roth IRA to be an annual Traditional IRA contribution; or
  - Recharacterize any annual contributions you made to a Traditional IRA to be an annual Roth IRA contribution.

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If your original IRA or your second IRA is at another custodian, please be advised that you must first authorize a recharacterization to an account at TCA. You may then obtain a transfer form from the new custodian to authorize a trustee to trustee transfer between like account types. TCA will not process and other custodians will not accept mid-air recharacterizations.

- **Return of excess contribution plus earnings** This method withdraws funds prior to the tax-filing deadline plus extensions for the year for which the excess contribution was made. *Note: If the excess contribution is being removed after the tax-filing deadline plus extensions, depending on your age, the distribution is either a Normal Distribution or Premature Distribution. Check the appropriate box and complete Gross Cash Amount in Section 4B.*
- **Conversion to a Roth IRA** This method moves funds from a Traditional, SEP, or SIMPLE to a Roth IRA. By choosing this option, you are certifying that the conversion meets the requirement under law for a qualifying conversion contribution and that you understand the tax consequences of the transaction. If the Roth IRA is at another custodian, please be advised that you must first convert to a Roth IRA at TCA. You may then obtain a transfer form from the new custodian to authorize a trustee to trustee transfer between like account types. TCA will not process and other custodians will not accept mid-air conversions. *Note: If you are 70½ or older, your RMD must be satisfied prior to completing a conversion. For additional information, consult your tax advisor or the IRS.*

## Section 4: Distribution Amount

Complete either the full distribution instructions in Section 4A or the partial distribution instructions in Section 4B.

**Liquidate assets for cash distribution.** To liquidate assets for a full, partial, or systematic distribution in cash, contact your Investment Advisor to initiate any liquidations required. If your Investment Advisor needs to liquidate assets to cover the requested cash, the distribution will not be processed until the settlement date for the sells. *Note: If you request to liquidate an asset that cannot be liquidated, we will return the paperwork to your Investment Advisor for clarification and no action will be taken on the request.*

### A. Full Distribution Instructions, if applicable

For full distributions, select either Full Cash Distribution or Full In-kind Distribution checkbox. *Note: Distributions requiring the liquidation of assets will be processed after all liquidating trades have settled.*

**Important:** If you are requesting a full distribution, all systematic distributions for the account will be stopped upon receipt of this distribution request.

### B. Partial or Systematic Distribution Instructions, if applicable

For partial or systematic distributions, select the appropriate type of distribution and provide the requested information, if applicable.

- **Dividends and Interest Only.** All dividends and interest earned by the account during the systematic period will be distributed. If the account balance is less than \$10, it will not pay out for that period. *Note: For systematic distributions only.*
- **Gross Cash Amount.** The gross cash amount is the amount before any tax withholding has been applied. Provide the gross cash amount for any distribution reason, including requesting a RMD amount that has been calculated by you or your tax advisor. *Note: For a systematic distribution, enter the gross cash amount to withdraw each period.*
- **Net Cash Amount.** The net cash amount is the amount after any tax withholding has been applied. Provide the net cash amount for any distribution reason, including requesting a RMD amount that has been calculated by you or your tax advisor. *Note: for a systematic distribution, enter the net amount to withdraw each period.*
- **Required Minimum Distribution (RMD) amount.** TCA will calculate your RMD amount based on the information provided in

this section. *Note: May be delivered one-time or by a systematic distribution.*

**Full RMD amount.** TCA will calculate and distribute the total RMD amount for the year. *Note: Any previous distributions for the year will be ignored.*

**Remaining RMD balance.** TCA will calculate the total RMD amount for the year, subtract any previous distributions for the year, and distribute the remaining amount.

**Important:** The RMD calculation will be based on the information available to TCA. The account owner is responsible for notifying TCA if there are any outstanding rollovers, outstanding transfers, conversions, or recharacterizations that are not reflected on the previous year-end statement.

**Important:** TCA will calculate the RMD using the Uniform Lifetime Table unless the sole beneficiary is a spouse more than 10 years younger than the account owner. If the spouse beneficiary is more than 10 years younger, TCA will calculate the RMD using the Joint Life Expectancy Table.

- **Prior Year-end Value.** If the account was custodied at a prior custodian on December 31 prior to transfer to TCA, please provide the prior year-end value to calculate the RMD.
- **Partial security shares.** Provide the number of shares and the security description and symbol, if available. *Note: The value of the distribution, including securities, is determined as of the closing price on the business date the distribution is issued. Certificates of deposit, treasuries, and some mutual funds and securities cannot be delivered in certificate form.*

**More than two securities.** For a partial distribution, if there are more than two securities being requested, list the information for the additional securities on a separate piece of paper and check the 'Additional securities information provided' checkbox at the end of the section.

## C. Special Distributions, if applicable

Select either recharacterization or return of excess contribution and then choose earnings calculation method.

### 1. Type:

**Recharacterization.** Select the type of recharacterization and select the year for which the contribution was intended.

**Return of excess contribution plus earnings.** For distributions prior to the tax-filing deadline plus extensions. Check the Current Year or Prior Year checkbox to denote the year for which the contribution was made.

### 2. Earnings Calculation Method.

Select who will calculate the earnings and losses for the recharacterization or excess.

**Earnings or losses calculated by you or your tax advisor.** Enter the gross amount, adjusted for earnings or losses, to distribute. Also enter the amount of earnings or losses used to calculate the gross amount.

**Earnings or losses calculated by TCA** (only available if the original contribution was made to TCA). Enter the amount of the original or excess contribution. Also enter the date of the contribution or conversion was made. *Note: Calculations performed by TCA use the method posted in the current applicable IRS regulation.*

## Section 5: Withholding

**Important:** The distributions you receive from your IRA account may be subject to federal and possibly state income tax. Even if you elect not to have tax withheld, you are liable for payment of income tax on the taxable portion of your distribution. You may also be subject to tax penalties under the estimated tax payment rules if your withholding or payments of estimated tax, if any, are not adequate. *Note: For additional information, consult your tax advisor or the IRS.*

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## A. Federal Withholding

Check the box indicating the federal withholding and the percent or amount to be withheld or specify that you want no federal tax withheld. *Note: The total amount withheld must be no less than 10%. To elect no federal withholding, TCA must have a street address on file for your account.*

**Important:** If no election is made, federal withholding of 10% of any taxable distribution will be withheld.

## B. State Withholding

Check the box indicating the state withholding and the percent or amount to be withheld or specify that you want no state tax withheld. *Note: All state withholding will be rounded to the nearest whole dollar. The account owner's legal address of record at the time of the distribution determines the state withholding requirements.*

**Important:** State withholding is not available for all states. For a list of states available for withholding and the withholding rules by state, refer to the TCA Withholding Information document found online at [www.trustamerica.com/advisor-forms](http://www.trustamerica.com/advisor-forms).

**Important:** If your state has mandatory withholding requirements, state withholding (including withholding on Roth IRA distributions) may be processed even if the 'I elect not to have state income tax withheld' box is checked or no state withholding box is checked.

**Withholding on in-kind security distributions.** For in-kind security distributions, there must be a sufficient cash balance to cover the withholding amounts specified. For withholdings specified as a percentage, the withholding amounts will be calculated on the gross cash amount plus the value of in-kind securities.

## Section 6: Systematic Distribution Frequency

If applicable, Select the appropriate distribution frequency.

**Systematic distribution.** Select the Systematic Distribution checkbox and complete the schedule information. *Note: Allow up to 7 days from receipt of this form for the systematic distribution to be activated, updated or cancelled.*

**Important:** Your first distribution may be delayed to the next scheduled date if this form is received less than 8 days before your first requested withdrawal.

*Note:*

- Systematic distributions will be withdrawn from the models in the account according to the account's model distribution percentages.
- If you select a day of the month for distribution withdrawal of the 29<sup>th</sup>, 30<sup>th</sup> or 31<sup>st</sup>, please note that your distribution will be made on the last business day of the month.

## Section 7: Distribution Method

Select the appropriate distribution method.

**Important:** Funds sent overnight via check or wired may be subject to a fee, which will be deducted from your account balance. Your Investment Advisor can provide you with fee information regarding this transaction.

**Cash and in-kind instructions.** Check either the By Electronic Transfer or By Check box for the cash portion of the distribution and complete the By Security Delivery information for the in-kind portion.

- **By electronic transfer.** Select the type of electronic transfer and provide the bank information below. If you select either Checking Account or Savings Account, enter your banking information. If you select the Voided Check Provided box, provide a blank check with this form. *Note: Allow 1-2 business days for delivery from the processed date for ACH, and the same or next business day for wires. If the bank account type is not selected, TCA will default to checking account.*

**Important:** All systematic distributions will be processed by ACH, even if the By Wire box is selected.

- **By check or security certificate delivery.** Select the box indicating to whom the check should be payable or the certificate registered and where the check or certificate should be sent. If applicable, enter the third party payee information and the address information for this request. *Note: Contact your Investment Advisor for information regarding any re-registration fees. Allow 10 business days for delivery of mailed checks and four to six weeks for security certificates.*

- **By direct rollover.** This method transfers the cash or securities to another retirement or non-retirement account in your name.

Check the box indicating if it is a new or existing TCA account. For new accounts, enter the type of account and attach the appropriate TCA account application to this form. For existing accounts, provide the TCA account number, account number and account type.

For other institutions, provide the institution name, account title, account number, address information and account type.

**Important:** If you want to make a direct rollover into your qualified plan account, please provide your written instructions as well as a signed acceptance letter from the qualified plan's authorized trustee or administrator.

- **By internal transfer to a TCA account.** Select this method to move cash or securities from your IRA into another TCA retirement or non-retirement account in your name.

Check the box indicating if it is a new or existing account. For new accounts, enter the type of account and attach the appropriate TCA account application to this form. For existing accounts, provide the TCA account number, account type and account title.

## Section 8: Signature

Sign and date the form.

For Custodial IRA or Custodial Roth IRA, the custodian must sign.

**Advisor Authorization for Distributions.** If your Investment Advisor has been preauthorized to sign IRA distribution requests for you and the distribution situation does not require a client signature, your Investment Advisor may sign in place of you. Please check with your Investment Advisor if they require a signature.

*Note: Complete the Advisor Authorization for Distributions form to authorize your Investment Advisor to sign on your behalf in selected situations.*

**Client signature always required.** Your signature will always be required for the following instruction requests:

- Check withdrawal to an address different than the account's address of record
- Check or wire distribution made payable to someone other than the account owner
- IRA distributions for a disability
- Distributions of \$100,000.00 or more
- Distributions for a death or divorce
- IRA account transfers, rollovers, or in-kind distributions
- Roth conversions
- IRA recharacterizations
- Return of Excess Contribution

## Section 9: Divorce Certification, if applicable

Provide your former spouse's name, social security number, and date of birth. Both you and your former spouse must sign and date the form.

*Note: All information and required signatures must be submitted on one form. Do not send a copy of a divorce decree to TCA.*

Return your completed form as instructed by your Investment Advisor or your client representative. Questions regarding this form should be directed to your Investment Advisor.