

Helpful to Know

- Use this form to authorize a distribution from the account to yourself or send your funds, via direct rollover, to an employer plan.
- You are responsible to ensure that your IRA distributions comply with IRS rules.
- Disbursements authorized using this form will be reported to the IRS as an IRA distribution.
- We recommend you consult with your tax advisor as such distribution generally results in taxable income to you.
- Nonresident aliens must provide IRS form W-8BEN and a U.S. or foreign tax identification number.
- Resident aliens must provide a copy of their Green Card or W-9 with Individual Taxpayer Identification Number ("ITIN") along with certification you meet the IRS "Substantial Presence Test."
- If you are making withdrawals from more than one IRA, you must complete a separate form for each account.

**1. ACCOUNT HOLDER INFORMATION**

Account #: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. REASON FOR DISTRIBUTION (Select one type)**

CHOOSE ONLY ONE OPTION BELOW

- 1. NORMAL DISTRIBUTION** - Over 59 ½ years old. (IRS Code 7)
- 2. EARLY DISTRIBUTION** - Under age 59 ½ years old and no known exception applies. (IRS Code 1)
- 3. EARLY DISTRIBUTION** – Under age 59 ½ years old and **exception applies**. (IRS Code 2) Specify exception: \_\_\_\_\_
- 4. DISABILITY DISTRIBUTION** - Distribution due to permanent disability within the meaning of IRS Code §72(m)(7). Attach Physician’s Statement. Consult your tax advisor for assistance (IRS Code 3)
- 5. REMOVAL OF EXCESS/NONDEDUCTIBLE CONTRIBUTION PLUS EARNINGS before tax filing deadline.** Tax year in which contribution was made: \_\_\_\_\_

Is the contribution plus earnings being removed in the same year? Yes  No   
 The amount of earnings I calculated was \$: \_\_\_\_\_

- 6. REMOVAL OF EXCESS CONTRIBUTION (principal only) after tax filing deadline.**
- 7. REQUIRED MINIMUM DISTRIBUTION (Scheduled RMD)** - For scheduled RMD, proceed to Section 3.
- 8. DISTRIBUTION RELATED TO DEATH** – Beneficiaries of the account must provide a certified copy of the death certificate and a currently issued government issued Photo ID, such as a driver’s license or passport. (IRS Code 4)

If a trust is named as the beneficiary the trustee of the trust must provide either a copy of the trust instrument or qualifying documentation concerning the trust (Treas. Reg. 1.401(a)(9)-4, Q&A 6).

If the account holds positions/assets that cannot be distributed equitably in whole shares, attach a separate notarized letter of instruction stating the cash amount or specific asset(s) each beneficiary will receive. For death distributions, complete the following:

Beneficiary Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

- 9. TRANSFER PURSUANT TO DIVORCE** – Complete this section for transfers of interest from IRA Account Holder to ex-spouse pursuant to a divorce decree or separation instrument. Please provide the following required information and documents:  
 Official divorce decree or separation instrument with judge’s signature. Notarized letter of authorization and instruction signed by both parties agreeing to specific asset division if decree or agreement is not current or not specific.

Name of Recipient: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- 10. DIRECT ROLLOVER TO AN EMPLOYER SPONSORED QUALIFIED PLAN** (IRS Code G) - Use only for a rollover to an employer plan. “Employer plan” means a qualified retirement plan such as a 401(k), 403(b), or 457(b) eligible deferred compensation plan. Provide the Employer Plan Name & Address in the space below **and attach qualified plan letter or email of acceptance**:

Check Payable to: \_\_\_\_\_ Employer Plan Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

- 11. QUALIFIED (NORMAL) DISTRIBUTION FROM A ROTH IRA** (Code Q) Use for a distribution if the five-year holding period has been completed and the taxpayer has reached age 59½, if the taxpayer is disabled (**Attach Physician’s Statement**), or for a distribution from an Inherited Roth IRA.

- 12. ROTH IRA DISTRIBUTION, EXCEPTION APPLIES (Code T)** Use for a distribution if it is not known if the five-year holding period has been completed and the taxpayer has reached age 59½, if the taxpayer is disabled, or for a distribution from an Inherited Roth IRA.
- 13. EARLY DISTRIBUTION FROM A ROTH IRA (Code J)**
- 14. DISTRIBUTION FROM A SIMPLE IRA** – Use for a distribution from a SIMPLE IRA. You may take a distribution from a SIMPLE IRA at any time. However, if you make an unqualified withdrawal, such as before age 59 ½, you'll face a 10% early withdrawal penalty from the IRS. If withdrawals are made within the first two years of participation in the SIMPLE IRA, the penalty increases to 25%. Such distributions are reported on IRS Form 1099R using Code S.

Date employee first participated: \_\_\_\_\_

**3. AMOUNT AND METHOD OF DISTRIBUTION (SELECT ONE DISTRIBUTION METHOD)**

You may request a total distribution (closes the account), one-time, or scheduled distribution from your M2 Trust IRA. If you want a cash distribution from positions other than your available sweep cash balance, please arrange to have the asset(s) liquidated and the proceeds delivered to your account at M2 Trust. It is important that you ensure that there is sufficient cash available in your account by the date of distribution because we will not be able to provide notification of insufficient funds before the scheduled date of distribution.

**One-Time Distribution**

- Total distribution of my entire account. (Distribute available cash, re-register remaining asset(s) to me, and close account.)
- Distribute \$ \_\_\_\_\_ from my cash sweep balance.
- In-kind distribution of asset(s) (indicate which asset(s) to re-register below):

Asset Description	Quantity/Shares

Note: If additional space is needed, please attach a separate page.

**Scheduled Distribution** – for reoccurring distributions on a specified date.

- Distribution amount: \$ \_\_\_\_\_

**Frequency** (choose one). If no payment frequency is selected, your distribution will be processed as a one-time request.

- Monthly  Quarterly  Semi-Annual  Annual

Starting Date: \_\_\_\_\_ Ending Date (optional): \_\_\_\_\_

**4. PAYMENT METHOD**

CHOOSE ONLY ONE OPTION BELOW.

- Check** – mail to address of record. **Delivery Method:**  Regular Mail  Express Mail
- Check** – mail to temporary address noted below. **Delivery Method:**  Regular Mail  Express Mail

Alternative Address:

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Check** – made payable to (third party): \_\_\_\_\_

**Delivery Method:**  Regular Mail  Express Mail

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ACH**

Account Type:  Checking  Savings

**Attach your voided check to this form. For savings accounts, attach a preprinted deposit slip.**

**Wire**

Bank Information:

Bank Name: \_\_\_\_\_  
 Bank Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Bank Routing No (ABA): \_\_\_\_\_ (Must be 9 digits)  
 Banking Account Number: \_\_\_\_\_  
 Name on Bank Account: \_\_\_\_\_

**5. TAX WITHHOLDING**

IRS regulations require this notice be given to you each time your request a distribution from your IRA. Distributions from an IRA, other than a Roth IRA, are subject to federal and, where applicable, state income tax withholding unless you elect not to have withholding apply below. You may be liable for payment of federal and/or state income tax due on distribution(s) from your IRA, regardless of whether or not you elect to have taxes withheld. If your withholding of estimated tax is not adequate, you may be subject to tax penalties underestimated tax payment rules. We urge you to consult with your tax advisor with respect to your tax withholding election. If you do not elect out of withholding, federal income tax will be withheld at the rate of 10% from your IRA distribution amount, unless you indicate a higher percentage or dollar amount below. **Note: Federal and state tax withholding combined cannot total more than 99%. If you made nondeductible contributions to your IRA, this may result in excess withholding from your distributions.**

Do NOT complete this section if you are a nonresident alien. Instead, the nonresident alien tax-withholding rate of 30% will apply.

**State Withholding Election**

If an election is not made, M2 Trust will withhold taxes from your distribution in accordance with your state’s mandatory requirement. M2 Trust will not process state withholding if the “DO NOT WITHHOLD” box is checked below for a voluntary withholding state or the state withholding requirement is requested for a state where there is no such obligation. Note: Your state of residence determines the withholding requirement and is determined by your legal address of record. If you have moved, contact M2 Trust before completing this form and provide your new address information. See “State Tax Withholding” at the end of this form. **Note: We will only withhold state taxes for states that have mandatory withholding requirements.**

**Federal**

- DO NOT withhold federal income taxes.
- Withhold \$
- Withhold federal taxes at the rate of:

Percentage  % *Minimum 10%; maximum 99%. Note if there is federal tax withholding, certain states require that there also be state tax withholding.*

**State**

- DO NOT withhold state taxes unless required by law.
- Withhold \$
- Withhold state taxes at the applicable rate.
- Withhold state taxes at the rate of:

Percentage  % *Maximum 99%.*

**6. SIGNATURE AND DATE**

By signing below, you:

- Certify that you are the proper person to receive payment(s) from the IRA and that all information provided by you is true and accurate.
- Certify no tax advice has been given to you by M2 Trust.
- Authorize M2 Trust to withdraw the amount indicated in Section 3 of this form.
- Assume responsibility for any adverse consequences that may arise from this withdrawal.
- Acknowledge that non-Roth IRA distributions will generally be taxed as ordinary income and may be subject to a 10% early withdrawal penalty if taken before age 59½.
- Acknowledge that distributions from a Roth IRA that are attributable to earnings may be taxed as ordinary income and may be subject to a 10% early withdrawal penalty unless certain conditions are met.
- Acknowledge that M2 Trust is not responsible for changes in the value of assets that may occur during the distribution process.
- Acknowledge that distributions made from any SIMPLE IRA prior to age 59½ and within the first two years of participating in an employer’s SIMPLE IRA plan may be subject to a 25% penalty.
- Acknowledge if you request the distribution be mailed to an alternative address and/or paid directly to a third party, you agree that you, as the authorized person, are solely responsible for any adverse tax consequences, and you agree to indemnify and hold harmless M2 Trust from and against all losses, costs, liabilities and expenses that may arise as a result of M2 Trust following the directions you provide on this form.

**Account Holder’s Signature**

**Date**

X

## 1. FEDERAL TAX WITHHOLDING

IRS regulations require us to withhold federal income tax at the rate of 10% from your IRA distribution(s) unless you elect **NOT** to have withholding apply by indicating this on your distribution request. This election will remain in effect on scheduled distributions taken from your IRA until revoked by you. You can revoke this election at any time by sending a written request or by sending notice to M2 Trust by fax or email:

By mail:	By fax or email:
M2 Trust Services, LLC	Fax: (720) 420-8381
700 17th Street, Suite 1100	Email: <a href="mailto:ClientServices@M2trustservices.com">ClientServices@M2trustservices.com</a>
Denver, CO 80202	

Withholding will apply to the gross amount of each distribution, even though you may have made nondeductible contributions.

If you elect to have withholding apply when you request a distribution, federal income tax will be withheld from your IRA distribution(s) (excluding Roth IRA distributions) at a rate of 10%, unless you have elected to have more than 10% withheld in which case federal income tax will be withheld at the higher rate you have chosen. Withholding will also apply if you make no withholding election or do not provide a U.S. residential address.<sup>1</sup> Even if you choose to have federal income tax withheld, you are still responsible for the full payment of federal income tax, any state or local taxes, and any penalties that may apply to your distribution(s). Federal income tax will not be withheld from Roth IRA distributions unless you elect to have such tax withheld. Whether or not you elect to have withholding apply, you may be responsible for payment of estimated taxes. You may also incur penalties under the IRS estimated tax rules if your estimated tax payments are not sufficient.

If you are a nonresident alien, you must submit IRS Form W-8BEN (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding) with your distribution request to claim tax treaty benefits, if applicable. To obtain Form W-8BEN, consult your tax advisor or go to the IRS Web site at <http://www.irs.gov>.

*Roth IRA* - The IRS does not generally require us to withhold federal income tax from your Roth IRA distribution(s) unless you elect to have withholding apply on your distribution request. For Roth IRA distributions for which no withholding instructions are provided, no federal income tax will be withheld. The IRS does require withholding, at a rate of at least 10%, on distributions of earnings attributable to returns of excess contributions to Roth IRAs, unless you elect NOT to have withholding apply by indicating this on your Return of Excess request.

## 2. STATE TAX WITHHOLDING

**M2 Trust will only withhold state income tax withholding in situations where it is required by the state.** State tax requirements may change from time to time. Contact your tax or Financial Advisor for updated information. If federal income tax is withheld, state income tax may also require withholding. Your state of residence will determine your state income tax withholding requirements, if any. For purposes of applying state income tax withholding to your IRA distributions, your state of residence is determined by the address of record maintained by M2 Trust.

**You should contact your tax professional before making an election regarding state withholding. M2 Trust is not responsible for changes in state law that may impact the accuracy of this information.**

State of Residency	State Income Tax Withholding Options																		
AK, FL, HI, NH, NV, SD, TN, TX, WA, WY	STATE INCOME TAX WITHHOLDING NOT Allowed. State tax withholding may not be elected. State tax withholding is not available on your IRA distribution even if your state has state income tax. Do not complete the State Tax Withholding section.																		
AL, AZ,* CO, GA, ID, IL,* IN,* KY, LA, MD,* MN, MO, MS, MT, ND, NE, NJ,* NM, NY,* OH, PA,* RI, SC, UT, VA, WV, WI	VOLUNTARY STATE INCOME TAX WITHHOLDING State income tax will be withheld only if you instruct us to do so. If state withholding is elected, it will be calculated based on your state's applicable minimum withholding requirement, if any. You may optionally elect a specific dollar amount in addition to your state's minimum requirement.  * These states do not have a minimum withholding requirement; therefore, a dollar amount must be indicated if you would like state income tax withheld.																		
AR, CA, CT, DE, IA, KS, MA, ME, NC, OK, OR, VT	MANDATORY STATE INCOME TAX WITHHOLDING If state withholding applies, it will be calculated based on your state's applicable minimum withholding requirement as specified below. You may optionally elect a specific dollar amount in addition to your state's minimum requirement.  IF FEDERAL INCOME TAX IS WITHHELD State income tax may be automatically withheld from your distribution(s) whenever federal income tax is withheld. CA, DE, and NC residents may elect not to have state tax withheld, even when federal tax is withheld, by indicating that you do not want it withheld. State income tax will be withheld according to the rates below, plus any additional dollar amount you may choose to indicate.  MINIMUM RATES FOR MANDATORY STATES: <table border="0"> <tr><td>Arkansas</td><td>3.00% of the gross distribution</td></tr> <tr><td>California</td><td>10.00% of the Federal Income Tax withheld</td></tr> <tr><td>Connecticut</td><td>6.99% of the gross distribution</td></tr> <tr><td>Delaware, Iowa, Maine, Oklahoma</td><td>5.00% of the gross distribution</td></tr> <tr><td>Kansas</td><td>5.00% of the gross distribution</td></tr> <tr><td>Massachusetts</td><td>5.10% of the gross distribution</td></tr> <tr><td>North Carolina</td><td>4.00% of the gross distribution</td></tr> <tr><td>Oregon</td><td>8.00% of the gross distribution</td></tr> <tr><td>Vermont</td><td>24.00% of the Federal Income Tax withheld</td></tr> </table>	Arkansas	3.00% of the gross distribution	California	10.00% of the Federal Income Tax withheld	Connecticut	6.99% of the gross distribution	Delaware, Iowa, Maine, Oklahoma	5.00% of the gross distribution	Kansas	5.00% of the gross distribution	Massachusetts	5.10% of the gross distribution	North Carolina	4.00% of the gross distribution	Oregon	8.00% of the gross distribution	Vermont	24.00% of the Federal Income Tax withheld
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<sup>1</sup>If you do not provide a U.S. residential address, federal income tax will be withheld from your IRA distribution(s) despite any election to the contrary you may have made. This is an IRS requirement. A post office box does not qualify as a U.S. residential address.

**IF FEDERAL INCOME TAX IS NOT WITHHELD**

AR, CT, DE, IA, KS, MA, ME, NC, OK, OR - State income tax may be elected in the State Tax Withholding section, even if you elect not to have federal income tax withheld.

CA, VT - If you do not elect to have federal income tax withheld, the minimum state income tax withholding rate becomes zero. Therefore, you should indicate either that you do not want state income tax withheld or write the dollar amount of the state income tax you want voluntarily withheld.

**OTHER STATES**

DC  
(applicable if taking a  
full distribution of  
entire account balance)

If you are taking distribution of your entire account balance and not directly rolling that amount over to another eligible retirement account, DC requires that a minimum amount be withheld from the taxable portion of the distribution, whether or not federal income tax is withheld. In that case, you must elect to have the minimum DC income tax amount withheld by completing the Tax Withholding section. If your entire distribution amount has already been taxed (for instance only after-tax or nondeductible contributions were made and you have no pre-tax earnings), you may be eligible to elect any of the withholding options.

If you wish to take a distribution of both taxable and nontaxable amounts, you must complete a separate distribution request form for each and complete the Tax Withholding section of the forms, as appropriate.

MI

MI generally requires state income tax of at least your state's minimum requirements regardless of whether or not federal income tax is withheld. Tax withholding is not required if you meet certain MI requirements governing pension and retirement benefits. Please reference the MI W-4P Form for additional information about calculating the amount to withhold from your distribution. If you are subject to MI state tax withholding, you must elect state tax withholding of at least your state's minimum by completing the Tax Withholding section.

You should contact your tax professional before making an election regarding state withholding. M2 Trust is not responsible for changes in state law that may impact the accuracy of this information.

**Rates are subject to change without notice.**