



# AMERITRADE Institutional

Complete and return to:  
**TD AMERITRADE Institutional**  
 4075 Sorrento Valley Blvd., Suite A  
 San Diego, CA 92121

## IRA DISTRIBUTION/ WITHHOLDING FORM

TRADITIONAL, ROTH, SEP, AND SIMPLE IRA ONLY

### 1 ACCOUNT HOLDER INFORMATION (IF ACCOUNT HOLDER IS DECEASED, PLEASE PROVIDE BENEFICIARY INFORMATION.)

Name: Mr. / Mrs. / Ms. / Dr. <i>First M.I. Last</i>		Social Security Number	Tax I.D. Number <i>(For Estate of Trust Beneficiaries Only)</i>
Street Address		City, State, Zip Code	
Daytime Phone Number	Date of Birth mm/dd/yy	Type of Account <input type="checkbox"/> Traditional IRA <input type="checkbox"/> Roth IRA <input type="checkbox"/> SEP IRA <input type="checkbox"/> SIMPLE IRA	
Account Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		E-mail Address (optional)	
<input type="checkbox"/> <b>Please check this box if this distribution is the result of the account holder's death.</b> Account holder's beneficiary identified above is entitled to payment by reason of the account holder's death.  Name of deceased account holder: _____			

### 2 REASON FOR DISTRIBUTION (PLEASE CHECK ONE BOX.)

- A.  Normal Distribution. I am over age 59½.
- B.  Premature Distribution. I am under 59½. (If you are under age 59½ and take a distribution from your retirement account, including a distribution you intend to roll over, it will generally constitute an early distribution. Unless an exception to the penalty applies, you must report the early distribution on Form 5329 and pay the appropriate penalty tax.)
- C.  Substantially equal periodic payments [under IRS Code Section 72(t) (2) (A) (iv)]. (Prior to the account holder's attainment of age 59½, in substantially equal installments payable over the life expectancy of the account holder or the joint life expectancy of the account holder and account holder's beneficiary.) Note: Please see your tax advisor for guidance.
- D.  Disability Distribution. I meet the requirements under IRS Code Section 72 (m) (7).
- E.  Death Distribution. I have attached a copy of a certified death certificate and a signed and completed "IRA Beneficiary Account Application."
- F.  Removal of Excess Contribution plus earnings before tax filing deadline (including extensions). In which tax year was the contribution made? \_\_\_\_\_. Is the contribution plus earnings being removed in the same year?  Yes.  No. Earnings are \$ \_\_\_\_\_. If earnings on excess contribution are also to be withdrawn, be sure to add the excess contribution and the earnings together when you indicate the amount of the partial withdrawal in Section 3, "Payment Amount." If the excess contribution is being removed after the tax filing deadline, please check box "A" or "B." (**TD AMERITRADE and its affiliates do not calculate the earnings. We strongly advise you to seek the guidance of a tax advisor. Please remember to file IRS form 5329 with your income tax return.**)
- G.  Distribution from a SIMPLE IRA. Date Employee and /or Employer First Contributed:  
 \_\_\_\_\_  
 I am under 59½ and have been making contributions to a SIMPLE IRA for less than 2 years.
- H.  IRA Distribution directly to Employer's Plan. Make payable to: \_\_\_\_\_

### 3 PAYMENT AMOUNT

A. <input type="checkbox"/> Partial one-time distribution in the amount of \$ _____ cash.	C. <input type="checkbox"/> Full Distribution in cash. "I wish to close my account. I have sold all the securities in my account. Please send a check for the entire account balance."										
B. <input type="checkbox"/> Partial one-time distribution of the securities listed below.	D. <input type="checkbox"/> Full Distribution in cash and securities. "I wish to close my account. Please deliver all securities in certificate form and a check for any cash or money market balance."										
<table border="1"> <thead> <tr> <th>Quantity of Shares</th> <th>Name of Asset</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Quantity of Shares	Name of Asset	_____	_____	_____	_____	_____	_____	_____	_____	(Note: Allow approximately four weeks for delivery of certificates. Mutual Funds, Certificates of Deposit, Limited Partnerships, and Fractional Shares cannot be delivered.)
Quantity of Shares	Name of Asset										
_____	_____										
_____	_____										
_____	_____										
_____	_____										



**4 PERIODIC PAYMENT (PLEASE ONLY COMPLETE THIS SECTION IF YOU WISH TO RECEIVE PERIODIC CASH PAYMENTS.)**

I wish to receive periodic cash payments of \$ \_\_\_\_\_, starting \_\_\_\_/\_\_\_\_/\_\_\_\_ (date to start) and continuing periodically thereafter:  
 Annually  Semi-Annually  Quarterly  Monthly (\$50.00 minimum distribution required)

These instructions will take effect immediately, and supersede any periodic payment instructions that are currently on file. If you would like your periodic payments sent by ACH, please complete the information below and attach a voided check to this form.

• ACH Instructions:

- i. Bank account holder name: \_\_\_\_\_
- ii. Joint bank account holder name: \_\_\_\_\_
- iii. Bank account holder's social security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- iv. Type of Bank account :  checking  savings  money market
- v. Bank account #: \_\_\_\_\_
- vi. ABA Routing Transit Number: \_\_\_\_\_

Please attach a voided check to this form.

**5 TAX WITHHOLDING ELECTION (PLEASE CHECK ONE BOX.)**

**A. Federal Withholding:**

- I do not want Federal Income Tax withheld from my distribution.
- I do want Federal Income Tax withheld from my distribution. Ten percent (10%) of the distribution will be withheld. If you want a percentage greater than 10% withheld, please indicate percentage.  
\_\_\_\_\_ % OR \$ \_\_\_\_\_

**B. State Withholding:**

- I do not want State Income Tax withheld from my distribution.
- I do want State Income Tax withheld from my distribution.

\_\_\_\_\_\*Name of State \_\_\_\_\_ % OR \$ amount

\*Contact your Regional Service Team for your specific state to determine if state tax is eligible.

**6 METHOD OF PAYMENT (PLEASE CHECK ONE BOX.)**

- A.  Send Distribution to address of record – “Account Holder Information.”
- B.  Transfer the distribution to the following TD AMERITRADE Account \_\_\_\_\_ – \_\_\_\_\_
- C.  I wish to have the check go to an address other than the address of record.

Mailing Instructions: Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ Bank A/C # (if applicable): \_\_\_\_\_

D.  I would like to have my funds sent by ACH (available only for periodic payment).

E.  I would like to have my funds sent by Federal Funds Wire:

- i. Bank account holder name: \_\_\_\_\_
- ii. Joint bank account holder name: \_\_\_\_\_
- iii. Bank account holder's social security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- iv. Type of bank account :  checking  savings  money market
- v. Bank account #: \_\_\_\_\_
- vi. ABA routing transit number: \_\_\_\_\_

Please attach a voided check to this form.

**7 ACCOUNT HOLDER AUTHORIZATION**

Please distribute cash and/or securities from my Traditional IRA, Roth IRA, SEP-IRA, OR SIMPLE IRA in the manner and for the reasons stated above. I certify that this withdrawal complies with the provisions of the Traditional IRA, Roth IRA, SEP-IRA, OR SIMPLE IRA and the Internal Revenue Service Code. TD AMERITRADE and its affiliates may rely on my certification without further investigation or inquiry.

\_\_\_\_\_  
Signature Date

(Must be received within 30 days of signature.)

\_\_\_\_\_  
Beneficiary Signature Date

(Only required if distribution is the result of the account holder's death – must be received within 30 days of signature.)

## IMPORTANT REMINDERS

- When requesting cash distributions, there must be enough cash available in the money market or cash balance. Also, if you are requesting tax to be withheld from a stock distribution, you must have sufficient cash available in the money market or cash balance to meet the percentage you have elected to be withheld.
- If there is not enough cash available in the money market or cash balance and you choose to liquidate securities, a check cannot be issued until the trade settles (three business days from the trade date).
- When requesting securities to be distributed and transferred to a non-retirement account, please be sure there are enough shares in the account to fulfill your request.
- The following items are not eligible to be delivered in certificate form:
  - Mutual Fund Certificates
  - CDs (Certificates of Deposit)
  - Limited Partnerships
  - Fractional Shares
- Contact your Regional Service Team for your specific state to determine if state tax is eligible.

### RETAIN THIS PORTION FOR YOUR RECORDS.

- I have completed a distribution form for the following:  
Reason for distribution \_\_\_\_\_  
Gross Distribution \$ \_\_\_\_\_  
Withholding Election: Federal Tax \_\_\_\_\_% State Tax \_\_\_\_\_%  
Method of payment \_\_\_\_\_

## IMPORTANT INFORMATION REGARDING DISTRIBUTIONS

### GENERAL INFORMATION

You must supply all requested information so the Custodian or Trustee can do the proper tax reporting. You may not request a distribution on behalf of another beneficiary.

### REASON FOR DISTRIBUTION

You are required to give the reason for taking the withdrawal from the Traditional IRA, Roth IRA, SEP-IRA, or SIMPLE IRA ("Retirement Account"). If more than one reason applies, you must complete a separate Withdrawal Statement for each reason.

- A. If you have attained age 59½, you are eligible for a normal distribution. You are responsible for taking the annual minimum distribution upon your attainment of age 70½. You will have to pay the IRS a 50% penalty tax if you fail to take the required minimum distribution on time. The required minimum distribution does not apply to Roth IRAs.
- B. If you are under age 59½ and take a distribution from your Retirement Account, including a distribution you intend to roll over, it will generally constitute an early distribution. Unless an exception to the penalty applies, you must report the early distribution on Form 5329 and pay the appropriate penalty tax. In addition, the Custodian or Trustee may impose substantial penalties for early withdrawal of time deposits. Account holders who roll an early distribution over into another allowable Retirement Account need not file Form 5329.
- C. If you are under age 59½ and take "substantially equal periodic payments" (as defined in Internal Revenue Code Section 72(t)(2)(A)(iv)) from your Retirement Account, you may qualify for an exception to the early distribution penalty. The Custodian or Trustee, however, may impose substantial penalties for early withdrawal of time deposits.
- D. You may take a distribution due to disability if you are unable to engage in any gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or to be of indefinite duration.
- E. If you are requesting a distribution as a beneficiary, you must furnish proof, in a form acceptable to the Custodian or Trustee, to verify your entitlement to receive the distribution. This verification should be used by surviving spouse beneficiaries electing to treat the Retirement Account as their own.
- F. If you have made an excess contribution to your Retirement Account, you must take the appropriate steps to remove the contribution plus earnings or undercontribute in a future year. Depending upon when you take the necessary corrective action and the amount of the excess contribution, you may have to pay the IRS either an excess contribution or premature distribution penalty tax or both.
- G. For SIMPLE IRAs: Unlike Traditional IRA distributions, a 25% early withdrawal penalty applies to distributions taken within the two-year period beginning on the date an employee first participates, unless the employee is age 59½ or older or can claim an exemption from the early distribution penalty described in IRC Sec 72(t) (IRC Sec. 72(t)(6). If an employee under age 59½ satisfies the two-year requirement, a 10% early distribution penalty applies.
- H. You may roll assets over from an IRA into an Employer-sponsored retirement plan if the option is available by the employer's plan document.

### PAYMENT AMOUNT

You must include all amounts you receive from the Retirement Account in your gross income except amounts attributable to nondeductible contributions and amounts rolled back into a Retirement Account. You will receive distribution reports from the Custodian or Trustee to assist you with reporting this income.

You are required to take a minimum distribution from your Retirement Account by April 1 of the year following the year you attain age 70½ (required beginning date) and the end of that year and of each year thereafter. The minimum distribution for any taxable year is equal to the amount obtained by dividing the account balance at the end of the preceding year by your life expectancy or the joint life expectancy of you and your spousal beneficiary, if he or she is 10 or more years younger than you are.

### METHOD OF PAYMENT

If you are establishing periodic distributions from your Retirement Account, you must:

1. Take at least the minimum amount required by the Internal Revenue Code, if you are age 70½ or older (does not apply to Roth IRAs).
2. Give the Custodian or Trustee the discretion to withdraw the funds from any investment instrument if you fail to indicate from which investment instrument amounts are to be withdrawn.
3. Continue receiving distributions in the instructed manner until: a) you furnish the Custodian or Trustee new written instructions, b) your death, or c) your account is depleted, whichever occurs first.

### TAX WITHHOLDING ELECTION (FORM W-4P/OMB NO. 1545-0415)

The distributions you receive from your 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 "Withholding Election" section on the reverse side of this page.

If you do not complete the "Withholding Election" section by the date your distribution is scheduled to begin, Federal tax will be withheld from the amount withdrawn at a rate of 10%.

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 distribution, you may be 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.

### PURPOSE OF FORM W-4P

Unless you elect otherwise, Federal Income Tax will be withheld from payments from Retirement Accounts. You can use Form W-4P, or a substitute form, such as that contained on this form, furnished by the Custodian or Trustee, to instruct your Custodian or Trustee to withhold no tax from your Retirement Account payments (or to revoke this election). This substitute form should be used only for distributions from Retirement Accounts which are payable upon demand.

### NONPERIODIC PAYMENTS

Payments from Retirement Accounts that are payable upon demand are treated as *nonperiodic payments* for Federal Income Tax purposes. Generally, nonperiodic payments must have income tax withheld at a rate of not less than 10%.

You can elect to have no income tax withheld from a nonperiodic payment (Retirement Account payment) by filing Form W-4P or a substitute form with the Custodian or Trustee and checking the appropriate box on that form. Your election will remain in effect for any subsequent distribution unless you change or revoke it.

For more information, please see Publication 505, *Tax Withholding and Estimated Tax*, available from most IRS offices.

*Caution: Remember that there are penalties for not paying enough tax during the year, through either withholding or estimated tax payments. New retirees should see Publication 505. 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 Retirement Account using Form W-4P.*

### REVOKING THE EXEMPTION FROM WITHHOLDING

If you want to revoke your previously filed exemption from withholding, file another form W-4P with the Custodian or Trustee, and check the appropriate box on that form.

### STATEMENT OF INCOME TAX WITHHELD FROM YOUR RETIREMENT ACCOUNT

By January 31 of next year, you will receive a statement from your Custodian or Trustee showing the total amount of your Retirement Account payments and the total Federal Income Tax withheld during the year. Copies of Form W-4P will not be sent to the IRS by the Custodian or Trustee.

### SIGNATURES

Your signature is required to certify that the information you have provided is true and correct and that you are aware of all the circumstances affecting this Retirement Account withdrawal.

### FINANCIAL INFORMATION

The Custodian or Trustee must provide the financial information requested.