



### 3. Where Should We Send Your Distribution?

- Home Address (as listed in Section 1)
- Journal to Account Number \_\_\_\_\_
- Account Type for Direct Rollover (please check)
- Traditional IRA       Roth IRA       Retail Account       Employer Sponsored Plan
- Other. Please provide us with mailing and deposit instructions.

Name of Financial Institution:		Tax ID Number:	Phone Number:	
Account Name:		Account Number:	Routing Number:	
Address:	City:	State:	ZIP Code:	

### 4. Tell Us About Your Distribution

Check the appropriate boxes.

- Total Distribution**       **Partial Distribution**
- A.  Cash Only \$ \_\_\_\_\_
- B.  Securities Only (Please list below)
- C.  Cash **and** Securities \$ \_\_\_\_\_ (List securities below)

**Securities to be reregistered or liquidated:**

Liquidate/Reregister (Please check one)	How Many Shares, Units, or \$ Amount	Name of Asset	Account Number	Broker Held	Fund/Agent Held
<input type="checkbox"/> L <input type="checkbox"/> R				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> L <input type="checkbox"/> R				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> L <input type="checkbox"/> R				<input type="checkbox"/>	<input type="checkbox"/>

**Frequency of Distribution:**     Monthly       Quarterly       Semi-Annually       Annually  
(please check)                       One Time

**Note:** Periodic distributions will begin when form is received by trustee.

### 5. Important Information Regarding Tax Withholding

To Roth IRA Holders: Federal Income Taxes only apply to the earnings on non-qualified distributions.

**Form W-4P Department of the Treasury, Internal Revenue Service, OMB No. 1545-0074 (See IRS Form W-8BEN if you are a foreign person)**

The instructions to Form W-4P (Withholding Certificate) are included in the **Additional Information** section of this form. You may elect out of this withholding by checking the appropriate box below. If no election is made, we must withhold taxes at the required flat 10% rate. If you live in a state that requires state withholding, that amount may be withheld also. Penalties may be incurred under the estimated tax rules if your withholding and/or estimated tax payments are not sufficient.

Choose One:

- Option 1** I elect to have no taxes withheld from my retirement account distribution.
- Option 2** I elect to have federal income tax withheld at the rate of \_\_\_\_\_% (not less than 10%).  
Withhold an additional amount \$ \_\_\_\_\_ or additional percentage of \_\_\_\_\_% from my distribution.
- Option 3** I elect to have \$ \_\_\_\_\_ or \_\_\_\_\_% state income taxes.

If you have indicated above that you are taking partial distributions, your withholding election shall remain in effect until it is revoked by you.

## 6. Your Signature and Date

For a Coverdell Education Savings Trust Account, responsible individual must sign if designated beneficiary is a minor.

Signature:

Date:

Please mail completed form to Delaware Charter Guarantee & Trust Company d/b/a Principal Trust Company, P.O. Box 8963, Wilmington, DE 19899-8963. If you like, you may fax your completed request to us at 302-999-9554. If you have any questions regarding the completion of this form, please contact our Client Contact Center at 800-209-9010.

## 7. Additional Information

### **Federal Withholding (Purpose of IRA Form W-4P).**

You must elect whether to have federal income tax withheld from your IRA distribution. Roth IRA distributions are not subject to federal income tax withholding. You can make this election on this substitute Form W-4P or you can attach an actual Form W-4P. Unless elected otherwise, IRA distributions will have federal income tax withheld at a flat rate of 10 percent. You may use this form to elect to have no income tax withheld (except for payments to US citizens delivered outside the US or its possessions), or to have 10 percent or more withheld.

Check the box reflecting your choice. Your election will apply to any later distributions from the same IRA. You may revoke your previous election from withholding by completing a new Form W-4P with your custodian/trustee. Copies of Form W-4P will not be sent to the IRS by the payer.

**Statement of Income Tax Withheld from Your IRA.** By January 31 of each year, you will receive a statement from our payer, generally your IRA custodian/trustee, showing the total amount of your IRA payments and the total income tax withheld for the previous year.

**Payments outside the US.** An election to be exempt from income tax withholding does not apply to any periodic payment or nonperiodic distribution that is delivered outside the US or its possessions to a US citizen or resident alien. Other recipients who have these payments delivered outside the US or its possessions can elect exemptions only if an individual certifies to the payer that the individual is not: (1) a US citizen or resident alien, or (2) an individual to whom Section 877 of the Internal Revenue Code applies (concerning expatriation to avoid tax). The certification can be made in a statement to the payer under penalties or perjury.

**Penalties.** There are penalties for not paying enough tax during the year, either through withholding or estimated tax payments. IRS Publication 505 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.

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