IRA/ESA Distribution Request Instructions

This form is used to request a reportable distribution of assets from Traditional IRAs, SEP IRAs, SIMPLE IRAs, Roth IRAs, Education Savings Accounts, Inherited IRAs, and Inherited ESAs.

- Do not use this form to request a trustee-to-trustee transfer of assets between IRAs or ESAs, a transfer due to death of the IRA or ESA owner, a transfer due to divorce or legal separation of the IRA/ESA owner, a Roth conversion, or to purchase securities for this IRA/ESA.
- If you need to complete any of these transactions, check with your advisor for the appropriate form.

PLEASE BE AWARE THAT USE OF THIS FORM WILL RESULT IN A DISTRIBUTION THAT IS REPORTABLE TO THE INTERNAL REVENUE SERVICE (IRS) AND, IF APPLICABLE, THE TAX AUTHORITIES IN YOUR STATE OF RESIDENCE.

Before Completing This Form:

- Please ensure that sufficient funds are available to cover the amount of the requested distribution. If necessary, ask your advisor to sell securities in order to make cash for the requested distribution available.
- Note: Some delivery methods result in fees being applied (as noted in the instructions) — for a schedule of fees, please contact your advisor or financial institution that introduced your account. Also, this form may be used for multiple distribution instructions as long as the withholding elections remain the same. Please contact your advisor or financial institution on availability of distribution options.

As You Complete This Form:

- Please refer to the attached instructions. Incorrectly completing the form may result in incorrect processing.
- If you are requesting a "Periodic Instruction" via ACH, please complete the ACH Authorization Agreement.
- If you are requesting a "Standing Instruction" (as noted in the instructions), please complete both Method of Delivery and Tax Withholding elections to eliminate future paperwork requirements. In absence of a method of delivery selection, your instructions will be applicable to journal movements between Pershing accounts held in your name and check delivery to address of record.

After Completing This Form:

- Please return the completed distribution form to your advisor or financial institution. This request must be processed within 60 days of your signature and date. You may keep a copy of the instructions for your reference.

Step 1. Account Owner Information

Please **print** your name (First, Middle Initial, Last) and fill in the boxes for account number, and state of residence. Provide the two-letter state abbreviation for state of residence. If payment is being made to an alternate payee and/or address, provide the appropriate information in Step 5.

Step 2. Request Reason (select only one reason request option)

Please see your tax advisor regarding possible taxes and penalties.

Normal — For IRA owners who are the age of 59½ and older. This includes Required Minimum Distributions (RMDs) from Traditional IRAs, SEPs, and SIMPLE IRAs for IRA owners who are the age of 73 and older. If you are over 73, the IRS requires that minimum distributions be taken according to a specific, elected formula. Please verify the method and amount of your RMD calculation with your tax professional. To schedule recurring distributions on a specified date to satisfy your RMD, complete the applicable sections in Step 3 under the "Periodic Distributions" option.

"Qualified charitable distributions" under the Internal Revenue Code should be selected as Normal distributions and will be reported as such on IRS Form 1099-R. Please consult with your tax advisor regarding the requirements of a "qualified charitable distribution" and the tax consequences of your distribution. The Custodian is not responsible for determining whether the distribution meets the requirements for treatment as a "qualified charitable distribution."

Roth Qualified — For Roth IRA owners who have attained the age of 59½, qualified distributions from your Roth IRA may be applicable if you have also met the 5year holding period. If your Roth IRA account has resided solely on the Pershing platform for 5years, your Financial Professional may submit your distribution request as a qualified Roth distribution and it will be reported as such on IRS Form 1099-R.

Early — For IRA owners who are under the age of 59½. Early distributions may be subject to the early distribution penalty. For IRA owners who receive distributions prior to age 59½ and wish to avoid the early withdrawal penalty by claiming an exception (e.g. disability, 72(t) annuity payments) may do so by filing IRS Form 5329 with your tax return. If the distribution is from a SIMPLE IRA, and it has been less than two years since the first SIMPLE contribution was made to your SIMPLE IRA, do not select the "Early" Request Reason, please see "SIMPLE IRA Early" below.

SIMPLE IRA Early — For IRA owners who are taking a SIMPLE IRA distribution, are under age 59½, and it has been less than two years since the first SIMPLE contribution was made to your SIMPLE IRA.

Education Savings Account — For distributions taken from an Education Savings Account (ESA) by an ESA owner (except the return of excess contributions). Please DO NOT elect tax income withholding. Education Savings Accounts are exempt from tax withholding.

Beneficiary Distribution — For distributions from an Inherited/beneficiary IRA or ESA. Please see the Asset Movement form when transferring assets from a deceased account to a newly established Inherited/ beneficiary IRA or ESA. To schedule recurring distributions on a specified date to satisfy your beneficiary RMD, complete the applicable sections in Step 3 under the "Periodic Distributions" option. For ESAs, the remaining ESA assets must generally be distributed within 30 days after the date of death of the ESA beneficiary.

Direct Rollover to an Eligible Employer-Sponsored Plan — For distributions from a Traditional, SEP or SIMPLE IRA that are being directly rolled over to an eligible employer sponsored plan (e.g. 401(a) qualified plans, 401(k) plans, 403(b) plans, governmental 457(b) plans). An acceptance letter is required from the receiving employer plan.

© 2021 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners

Return of Excess Contribution —
Traditional IRAs, Roth IRAs and Educations Savings Accounts. Please provide 1) the tax year for which the excess contribution was made as well as 2) the amount of the excess contributions(s) and the date the excess contribution(s) were originally made.

You must also provide the earnings attributable to the excess contribution(s) for excess contributions withdrawn by the applicable deadline. For IRAs, the applicable deadline is the IRA owner's tax-filing date (including extensions), which is typically October 15th following the year for which the contribution was made. Note: The deadline is automatically extended by 6 months for taxpayers who file their taxes timely. For ESAs, the applicable deadline is May 31st following the tax year for which the excess contribution(s) was made. When removing excess contribution(s) prior to the applicable deadline, the earnings must also be withdrawn with the excess contribution(s). For assistance in calculating the related earnings to the excess contribution using the IRS-approved method, refer to Treasury Regulations section 1.410-11, IRS Publication 590-A and your tax advisor.

Earnings attributable to the excess contribution(s) are not withdrawn when excess contributions are removed after the applicable deadline.

SEP IRAs and SIMPLE IRAs. Return of excess SEP and SIMPLE employer contributions (including salary deferrals) may require a letter of instruction from your employer. Contact your advisor for additional information.

Step 3. Transaction Type
You may use one form to process multiple transaction types from the same account. If you do use this form for multiple distributions, tax withholding elections must remain the same.

Total Distribution

1. **Total distribution of the entire account in cash and securities.** Your securities will be mailed to you, **if possible,** along with any remaining cash balance, unless you request them to be moved to the Pershing account indicated in Step 5. Please arrange to have your advisor or financial institution liquidate or sell all assets you deem necessary to fulfill your fee obligation and applicable federal and/or state tax withholding.

2. **Total distribution of entire account in cash ONLY.** Select this if you wish to have all assets distributed in cash. Please arrange with your advisor or financial institution to liquidate or sell all assets.

• If the tax withholding election for a total distribution is a dollar amount, Pershing will convert it to a percentage to accommodate any residual payments processed after the account is closed.

One-Time Partial Distribution — This results in a one-time distribution of your specified assets.

1. Indicate the dollar amount of the partial distribution in US Dollars.
2. Indicate the description and quantity of securities that you wish to receive. Please use the security descriptions as they appear on your brokerage account statement

Periodic Instructions — For recurring distributions on a specified date, please complete Steps 1–3.

This may be completed for scheduled check, ACH, Federal Fund Wire and journal distributions. This is not available for partial delivery of securities.

1. Indicate whether this is a new request or a change of an existing instruction.

2. a. Select distribution frequency.
b. Provide beginning date and end date if applicable.

3. Select the type of periodic distribution to make from the account. Select one of the following distribution options:

a. Principal Payments — To receive payments of a specific amount, select this option and indicate the dollar amount. Only available funds will be sent on the date you select. Please make arrangements with your advisor or financial institution to ensure cash is available on scheduled distribution dates or only the available cash portion of the distribution will be sent.

b. Income Only — Select this option to only distribute income generated in the account. Income includes: dividends, interest, and mutual fund capital gains.

c. Required Minimum Distribution due to reaching age 73 (Scheduled RMD) — electing this option will create scheduled instructions to meet your annual RMD amount. Federal income tax law generally requires that Traditional, SEP and SIMPLE IRA owners commence RMDs beginning no later than April 1st immediately following the year the IRA owner reaches the age of 73, known as the Required Beginning Date (RBD). If you delay until the year immediately following reaching age 73, two distributions are required to be made in that year. Roth IRAs are excluded from this requirement. See the associated note regarding RMD payments**

d. Required Minimum Distribution due to death (Scheduled RMD from an Inherited IRA) —**NOTE- THIS OPTION IS INTENDED FOR IRA BENEFICIARIES WHO INHERITED ASSETS PRIOR TO JANUARY 1, 2020.** If you inherited retirement assets ON OR AFTER January 1, 2020, you may be subject to the 10-year distribution rule and should not be selecting this option. Exceptions, including inheritance by spouses, do apply and you would continue to be subject to the RMDs over your lifetime. Failure to distribute the RMD amount by the applicable deadline could result in a penalty to be paid by you to the IRS and perhaps to your state of residence for tax purposes. Selecting this option will create annually scheduled RMDs from an Inherited IRA that is generally based on the original beneficiary's single life expectancy (SLE). The RMD for a non-spouse beneficiary is generally based on the SLE associated with the original designated beneficiary age in the year following the year of death reduced by one each year. The RMD for the spouse beneficiary is generally based on the SLE associated with the spouse's age from the SLE Tables each year. This table is found in IRS Publication 590–B. To calculate the death RMD, if assets were inherited prior to January 1, 2020, please provide your advisor with the following information if you have not already done so:

- Original IRA owner's birth date (decedent) — If this account will hold assets that were previously inherited from another IRA owner, the deceased IRA owner's birth date from the original IRA (i.e. the very first IRA) should be entered.

- Decedent's Date of Death — If this account will hold assets that were previously inherited from another IRA owner, the deceased IRA owner's date of death from the original IRA (i.e. the very

© 2021 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners

first IRA) should be entered.

- Original Beneficiary's Date of Birth — Provide the date of birth of the beneficiary who is inheriting assets from the IRA. When multiple beneficiaries inherit IRA assets, each beneficiary can open a separate Inherited IRA and use their own date of birth for calculating the RMD as long as the Inherited IRA is established before December 31st following the year of the death of the IRA owner. However, if a beneficiary establishes an Inherited IRA after this date, the birth date of the oldest beneficiary designated on the original IRA should be entered. Please note that if an inherited retirement account is established to receive assets from a deceased beneficiary who previously Inherited IRA assets, you must enter the date of birth of the account holder of the previously Inherited IRA, i.e., the very first Inherited IRA.

- Relationship to Decedent — Please indicate whether the original beneficiary was a spouse or non-spouse.

****Please note the following regarding RMD payments:**

- Failure to take the RMD by the deadline may result in a 50% IRS imposed excise tax on any portion of the required amount not withdrawn. As a reminder, if securities must be liquidated to accommodate a cash distribution, please contact your advisor or financial institution to ensure that the settlement date of all investment transactions occur on or before the date the request is sent to Pershing.
- For inherited IRA owners- If PRIOR to January 1, 2020, you inherited retirement assets from someone other than your spouse, or if you are the spouse beneficiary and chose not to treat the assets as your own, tax laws generally require you take a required minimum distribution (RMD) from the inherited account by December 31 of each year. You may choose to take these RMDs over your lifetime. However, if you inherited retirement assets ON OR AFTER January 1, 2020, you may be subject to the 10-year distribution rule. Exceptions, including inheritance by spouses, do apply and you would continue to be subject to the RMDs over your lifetime. Failure to distribute the RMD amount by the applicable deadline could result in a penalty to be paid by you to the IRS and perhaps to your state of residence for tax purposes. Pershing does not provide tax or legal advice. Due to the complexity of RMD requirements for inherited accounts, we strongly suggest you speak with your tax professional regarding your distribution requirements and the options available to you.
- This scheduled instruction will continue for the yearly RMD calculation, unless new instructions are received.
- RMD amounts scheduled for disbursement in early January may be delayed as the disbursement system resets your RMD calculation for the new year. Once your RMD calculation and amount has been updated, your January distribution will be distributed and your regularly scheduled distribution will resume.
- IRA owners may meet their RMD requirements from a single IRA or a combination of your IRAs. However Pershing will report and if selected, perform annually scheduled RMDs on an account by account basis.
- Supplemental Distribution. If your account has scheduled RMD instructions you agree to a "supplemental" distribution (up to the available cash in your account) to meet the RMD amount if the account's RMD obligations for the year has not been met by the last business day of the year.
- Unless you provide instructions in the form below, any additional distributions, either from one-time distribution(s) or additional periodic distributions plans, will not automatically reduce or suspend your annually calculated RMD schedule payment amount. In addition, other attributes of your periodic RMD payment schedule will not change. So you may end up distributing more than your required minimum distribution amount for the year.
  NOTE: If you select the reduced feature once you meet your RMD for the year scheduled payments are suspended. They will remain suspended for the remainder of the current year. Scheduled payments will resume when the RMD is calculated in the following year.
- Any changes that affect your calculation-factor and/or the fair market value of the IRA for the previous year may affect the calculation of your RMD amount.

Funding Method to support Proportionate Distributions

You may select one method to fund your periodic distribution. If funds are not available for the initial distribution, instructions must be added eight days prior to the first scheduled distribution date to allow for trade processing. Due to other fees that might be charged and fractional share rounding at the time of your sale, your payment amount may not equal the requested amount.

1. Distribute available CASH only — default if no other method selected.
   a. This includes free cash balances and money market sweep funds.

2. Distribute PROPORTIONATELY — all eligible mutual funds in the account are redeemed proportionately, including money market sweep funds and cash balance.
   a. Proportionately divides funds equally in terms of market value, not quantity of shares.

3. Distribute by specific eligible mutual funds — select up to ten eligible funds to be redeemed based on a fixed percentage.
   a. If a specific mutual fund(s) are selected, liquidation may not take place if there is insufficient quantity in that fund. This may result in the periodic payment less than the amount requested.

Step 4. Tax Withholding Election

(Note: Tax withholding does not apply to distributions from an Education Savings Account, Roth qualified distributions, or to direct rollovers from an IRA to an eligible employer-sponsored plan.)

(Form W-4R/OMB No. 1545-0074) Dept. of Treasury, Internal Revenue Service)

Notice: Generally the distributions you receive from your IRA are subject to Federal income tax withholding unless you elect not to have Federal income tax withheld. You may elect not to have Federal income tax withheld on your IRA distribution by returning a signed and dated substitute Form W-4R (contained in Step 4 of this distribution request form) to Pershing LLC or financial institution with the appropriate box checked. Unless a previous withholding election is in place, you elect not to have Federal income tax withheld, or if you elect an alternative withholding amount, 10% will be withheld from your nonperiodic IRA distribution. Your election is valid (on this distribution and all future distributions from this IRA) until you change or revoke it. You may change your withholding election by completing another substitute Form W-4R included in this distribution form.

If you elect not to have Federal income tax withheld on your IRA distribution, or if you do not have enough Federal income tax withheld from your IRA distribution, you may be responsible for payment of estimated tax. You may incur penalties under the

© 2021 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners

estimated tax rules if your withholding and estimated tax payments are not sufficient. You are responsible for determining and paying all Federal, and if applicable, state and local taxes on distributions from all IRAs you own. Please refer to https://www.irs.gov/pub/irs-pdf/fw4r.pdf for the marginal rate tables to help you determine the appropriate withholding rate.

If you are a U.S. citizen or resident alien receiving an IRA distribution that is delivered outside the United States or its possessions, withholding is required. That is, you may not waive withholding.

Nonresident aliens and foreign estates are generally subject to 30% federal tax withholding on nonperiodic IRA distributions if there is not a tax treaty exemption. If you are a nonresident alien you may not use Form W-4R to withhold income tax or to waive withholding. Instead, if you are a nonresident alien you must provide Pershing LLC with Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individual), to establish foreign status and to claim a treaty rate (when applicable). A foreign person should refer to IRS Publication 515 and to Form W-8BEN for further information.

We may be required to withhold state income tax from your IRA distribution depending on your residency. Withholding rates are subject to change without notice. If no election is made, applicable state income tax may be withheld unless you indicate otherwise. For states with voluntary withholding, no withholding will apply if a percentage or dollar amount is not specified. You may waive state income tax withholding to the extent permitted by law. In some cases, you may elect not to have state income tax withheld.
Note: Taxes withheld from your IRA distribution in accordance with your instructions will not be reversed. Your withholding election will remain effective until modified or revoked. Once a distribution has been processed in accordance with your instructions, you may not retroactively change your withholding election. Contact your advisor for a copy of Pershing's IRA Federal and State Income Tax Withholding Instructions. For additional information regarding Federal and state tax withholding, contact your tax professional.

Statement of Federal Income Tax Withheld From Your IRA — By January 31 of next year, Pershing LLC will provide to you Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., showing the total amount of your IRA distributions and the total Federal income tax withheld during the year. If you are a foreign person who provided your IRA Custodian with Form W-8BEN, Pershing LLC will provide to you Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, by March 15 of next year.

Step 5. Method of Delivery
If left blank, delivery will be in the form of a check and mailed to the address of record.

Journal Entry to the Following Pershing Account — To make your distribution to another Pershing account. Please provide the receiving account number.

Account Owner Name and Address of Record — Select this option if the payment is in the form of a check and will be delivered to the address of record. Note: The Standing Instruction selection (Step 6) is not available for distributions of securities.

Alternate Payee Name and/or Address — Provide information if a check, wire or securities should be delivered to an alternate payee. These are considered distributions to a third-party. Note: The Standing Instruction selection (Step 6) is not available for distributions of securities.

ACH — An ACH agreement must accompany all requests to establish ACH Standing Instructions. This election will transmit funds directly to your account. No fee will apply.

Overnight Delivery — You may elect to receive the distribution overnight. A fee is assessed for this service. See Step 7 to provide the account number to which the fee will be assessed. This service is not available for delivery to a P.O. Box address or for standing or periodic instructions.

Federal Fund Wire — Legal address must be provided or on file. A fee is assessed for this service. See Step 7 to provide the account number to which the fee will be assessed. For more details, please contact your advisor on this service offering.
• ABA Number — The bank's code for wiring funds. This is a required field for wire distributions.
• DDA/Account Number — This is required for all wire disbursements.
• Bank Name — The bank to which the funds are being sent.
• City, State — City and state location of the bank.
• Branch Information — Branch name, city, and state location if required for routing.
• Second Bank Information — ABA, DDA, Bank name, city, and state or country location if a secondary bank is required for routing.
• Further Credit to Intermediary Name and Number — If required, ask your bank for specific instructions.
• Ultimate Beneficiary Name — Required for any third party and joint wire disbursements only.
• Purpose Of Wire — Only required if requested by your advisor or financial institution.

Step 6. Standing Instructions (optional)
Use this option to indicate that your instructions in Steps 4 and 5 are to be used for approval of an ongoing instruction. This may allow your financial professional or their firm to request distributions on your behalf, if their policies permit. This instruction will remain on file for a finite time from your last use of the instruction (i.e. 36 months). If the instruction is stagnant and unused past this finite time, the instruction will be removed from your account and you may want to establish updated instructions for future disbursements. Note that each delivery method and tax election are separate instructions and may expire upon a separate schedule depending upon your use of the various instructions.

If you select a standing tax election, but do not indicate an associated method of delivery, your instructions will be applicable to journal movements between Pershing accounts held in your name and check delivery to address of record.

Step 7. Fees (optional)
Fees may be due for total distributions, Federal Fund wires, Saturday or overnight delivery requests. You may either pay by check or have the fees deducted from this account or another non-retirement Pershing account over which you have trading authority. Contact your advisor or financial institution to obtain a fee schedule.

Step 8. Signature
(This request cannot be processed without your signature and date.) Your signature is required to process the distribution from your account. Please read the certification carefully, sign, and return to your advisor or financial institution.

© 2021 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners

IRA/ESA Distribution Request

Please read the attached instructions. **Use of this form will result in a reportable distribution to the Internal Revenue Service and state tax authorities, as required.**

STEP 1. ACCOUNT OWNER INFORMATION

To establish a standing tax election and associated delivery instruction only, please move to the tax withholding election section.

Name	
Account Number	State of Residence (for state tax purposes)

STEP 2. REQUEST REASON

Do not use this form to request a trustee-to-trustee transfer of assets to another IRA. See instructions for further information.
Do not use this form to purchase an investment within your account.
Do not use this form to request a Direct Beneficiary transfer or distribution refer to the Beneficiary Distribution form.

- ☐ **Normal** — age 59½ and older, including RMDs and Qualified Charitable Distributions if applicable
- ☐ **Roth Qualified** — Age 59 1/2 and older, and account resided on Pershing's Platform minimum of 5 Years
- ☐ **Early** — under age 59½, no known exceptions
- ☐ **SIMPLE IRA Early** — use if "2 year rule" and account owner is under age 59½
- ☐ **Education Savings Account** — no tax withholding, see instructions
- ☐ **Beneficiary Distribution** — from an Inherited/beneficiary IRA or ESA
- ☐ **Direct Rollover to an Eligible Employer-Sponsored Plan (e.g. 401(a) qualified plans, 401(k) plans, 403(b) plans, governmental 457(b) plans)** — Letter of Acceptance required from receiving employer plan, see instructions for more details
- ☐ **Return of Excess Contribution for Tax Year** — all below must be completed
  (Please note: Return of excess SEP & SIMPLE employer contributions may require a letter of instruction from your employer. Contact your advisor for additional information.)
  - Tax year _____
  - Specify excess amount, month, day, and year contribution was made: $ _____ _____
  - If this is a prior-year excess, is this excess being removed prior to the extended tax return due date?
    - ☐ Yes Provide earnings/loss attributable to excess contribution amounts (see instructions) $ _____
    - ☐ No If no, select Excess after tax filing deadline in asset movement, earnings/loss does not apply

STEP 3. TRANSACTION TYPE

If neither gross nor net is selected, gross will become the default.
If "net" is elected, applicable taxes must be available in cash.
Attach LOA if distributing more than 2 positions or for multiple qualified charitable distributions to provide list of payments with a break down of alternate payees, name, address and dollar amount. This attachment should be signed by the investor, dated and reference the Pershing LLC custodial IRA account number.

☐ **Total Distribution** — select one, account will be closed:
- ☐ Total distribution of the entire account in cash and securities.
- ☐ Total distribution of the entire account in cash ONLY. Please arrange to have your advisor or financial institution liquidate all assets.

☐ **One-Time Partial Distribution:**
- ☐ Gross ☐ Net
- ☐ Cash payment in the amount of $ _____
- ☐ Distribute securities (indicate symbol, description and quantity).

SYMBOL	DESCRIPTION	SHARE CLASS	QUANTITY

DIST

© 2021 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners

Periodic distribution or standing instructions will expire within 36 months of non-use.
Periodic distributions must be initiated in principal amount not factoring in your withholding election.

☐ **Periodic Distributions**

Request Type

☐ New request ☐ Change of instructions

Frequency

☐ Semi-Monthly ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

Start Date		End Date (optional)

Distribution Type

Your advisor will add this information to your account profile to ensure your RMD is calculated annually.

☐ Principal payment in the amount of $ _____

☐ Income (dividends and capital gains) and interest

☐ Required Minimum Distribution due to reaching age 73 (Scheduled RMD)

☐ Required Minimum Distribution due to death (Scheduled RMD from an Inherited IRA)*

*THIS OPTION IS INTENDED FOR IRA BENEFICIARIES WHO INHERITED ASSETS PRIOR TO JANUARY 1, 2020. If you inherited retirement assets ON OR AFTER January 1, 2020, you may be subject to the 10-year distribution rule and should not be selecting this option unless an exception applies. Periodic distributions will be calculated for spouse and non-spouse beneficiaries based on the single life expectancy of the original beneficiary of the IRA. In order to calculate your RMD, please ensure that you have provided your advisor with the following information, if you have not already done so. Your advisor will add this information to your Account Profile to ensure your RMD is calculated annually.

Decedent's Date of Birth (original owner)		Decedent's Date of Death (original owner)
Original Beneficiary's Date of Birth (for RMD calculation)		Relationship to Decedent (relationship to original owner)

Important Information About Year-end RMD Distributions

By selecting the Required Minimum Distribution option, you agree to a "supplemental" distribution (up to the available cash in your account) to meet the RMD amount if the account's RMD obligations for the year has not been met by the last day of the year.

Please note: Any additional distributions, either from one-time distribution(s) or additional periodic distributions plans, will not automatically reduce your annually calculated RMD schedule payment amount. distributions plans, will not automatically reduce your annually calculated RMD schedule payment amount. In addition, other attributes of your periodic RMD payment schedule will not change. So you may end up distributing more than your required minimum distribution amount for the year.

☐ **Reduce** (if applicable) and suspend my annually calculated RMD scheduled payment for this account if additional distributions from this account meet the RMD or would cause the next scheduled payment to meet the RMD.

© 2021 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners

Funding Method to support proportionate distributions. This feature raises funds for periodic distributions. (select one)
On selling your shares, you may pay a sales charge. For the charge and other fees, see the prospectus.

- ☐ Distribute available CASH only (default if no other method selected)
- ☐ Distribute PROPORTIONATELY across cash, money market and all eligible mutual funds
- ☐ Distribute by specific eligible mutual funds (10 maximum, provide all details below):

FUND NAME	SYMBOL	PERCENTAGE
	Total (must equal 100%)	

This space intentionally left blank.

© 2021 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners

STEP 4. TAX WITHHOLDING ELECTION

Tax withholding does not apply to distributions from an education savings account, Roth qualified distributions, or to direct rollovers from an IRA to an eligible employer sponsored plans.

For nonperiodic payments, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100% below. Please ensure that you have sufficient cash available to process. If you elect withholding on a distribution of securities, the value of the securities represents your net amount.

If you are a U.S. Citizen or resident alien receiving an IRA distribution that is delivered outside the United States or its possessions, withholding is required and may not be waived.

State Income tax withholding may be required when you elect federal income tax withholding.

Federal Income Tax Withholding
(Form W-4R/OMB No. 1545-0074) Dept. of Treasury, Internal Revenue Service).

Please see form instructions for withholding notice information.

Unless a previous withholding election is in place, or you indicate a different withholding rate below, or you elect not to withhold Federal income tax by indicating your election below, 10% will be withheld from your IRA distribution. You can choose to have a different rate by entering a rate between 0% and 100%. Please refer to https://www.irs.gov/pub/irs-pdf/fw4r.pdf for the marginal rate tables to help you determine the appropriate withholding rate. The marginal rate tables are provided below.

- ☐ **Do NOT withhold** federal income tax from the gross distribution amount.
  (Not applicable to distributions subject to mandatory withholding.)
- ☐ **Withhold** federal income tax from the gross distribution amount at the rate of 10% .
- ☐ **Withhold** _____ % of federal income tax from the gross distribution amount.
  Enter the rate as a whole number (no decimals).

State Income Tax Withholding

If an election is not made, we will withhold from your distribution according to your state of residence requirement as noted in Step 1. The minimum state of residence requirement must be withheld if a specific percentage or dollar amount is provided. For states with voluntary withholding, no withholding will apply if a percentage or dollar amount is not specified. State income tax withholding may be required when you elect federal income tax withholding.

- ☐ **Do NOT withhold** state income tax from the distribution. (Not applicable to all states.)
- ☐ **Withhold** state income tax from the distribution according to the requirements as outlined in Pershing's IRA Federal and State Income Tax Withholding Instructions.
- ☐ **Withhold** _____ % or $ _____ of state income tax.

If standing instructions are selected, the percentage withholding election is the only option available.

Nonresident Alien Tax Withholding

If you are a nonresident alien, mandatory withholding may apply. NRA tax will be withheld at a rate of 30% unless you live in a country eligible for a reduced treaty rate, have submitted a W-8BEN form, have a Tax Identification Number, and are claiming a reduced treaty rate. Please see form instructions for details.

- ☐ **Do NOT withhold** nonresident alien tax from the distribution. I have submitted a W-8BEN claiming a zero treaty rate.
- ☐ **Withhold** nonresident alien tax from the gross distribution amount at the rate of 30%.
- ☐ **Withhold** _____ % or $ _____ of NRA taxes.

© 2021 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners

STEP 5. METHOD OF DELIVERY

Qualified charitable distributions should be made payable to the charity. Consult with your tax advisor regarding requirements.

Select a method of delivery. If left blank, delivery will be in the form of a check and mailed to the address of record.

☐ **Journal entry** to the following Pershing account :

Account Number

☐ **Deliver** check in the name of the account owner to the address of record.

☐ **Alternate payee** name and/or address (a.k.a. third-party) for check or security. Tax reporting will still be generated in the name of the IRA owner.

Name		
Address		
City	State	Zip/Postal Code

☐ **ACH:** Use existing instructions on file. If none exist, complete an ACH Authorization Form

☐ **Overnight check delivery.** (Not available for periodic or standing instructions. Fees will be assessed.)

☐ **Federal Fund Wire**

ABA/Routing Number	DDA/Bank Account Number		
Bank Name			
City	State	Zip/Postal Code	
Second Bank Information (if necessary)			
Further Credit to Intermediary Name and Number			
Ultimate Beneficiary Name (required for third parties)	Purpose of Wire (only required if requested)		

STEP 6. STANDING INSTRUCTIONS (OPTIONAL)

Standing instructions will expire within 36 months of non-use.

Select one or both of the box(es) below if you would like to establish standing instructions for all future on-demand payments. This may allow your financial professional or their firm to request payments without requiring an additional signed distribution form.

☐ **Tax Withholding** as noted in Step 4 above.

☐ **Method of Delivery** as noted in Step 5 above.

STEP 7. FEES (OPTIONAL)

Charge applicable fees to the following non-retirement Pershing account:

Account Number

© 2021 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners

STEP 8. SIGNATURE

I acknowledge that I have read and understood the Tax Withholding instructions and Pershing LLC (Pershing) is not responsible for determining the appropriateness of the distribution and withholding election. Also, my federal, state, and nonresident alien income tax withholding election is applicable to any subsequent distributions, until I revoke the election under the procedure established by Pershing LLC. If I have selected Standing Instructions, inclusive of a withholding election, I acknowledge that this may allow my financial professional or their firm to request distributions on my behalf, if their policies permit. I certify that I have provided Pershing with correct information, and I understand that a distribution or distributions will be made from my Pershing IRA or ESA based on that information, and as a result of this direction, I certify that this distribution request is in accordance with the provisions of the IRA or ESA and satisfies applicable federal and state law requirements. I understand that I am responsible for maintaining sufficient cash or marketable securities in my account to support these distributions. I understand that the distribution is reported to the IRS (and my state of residence, if it requires reporting) for the tax year in which Pershing processes and makes the distribution and there are no exceptions to this policy. I understand this distribution is irrevocable and will be reported to the IRS. I understand that Pershing does not provide tax or legal advice, and that Pershing strongly recommends that I consult my tax or legal advisor prior to completing this request. I hereby indemnify and hold harmless Pershing LLC and its affiliates for any tax consequences of this distribution request, the elections made above, and any future distribution request utilizing these elections. Pershing LLC may rely on my certification without further investigation or inquiry and shall not be liable for any misrepresentation of fact.

I acknowledge that I understand the one-rollover-per-year rollover limitation as defined by § 408(d)(3)(B) of the Internal Revenue Code. I also represent that this distribution request is NOT being used to purchase an investment custodied away from Pershing LLC for this referenced Pershing IRA or ESA. Please speak with your advisor or financial institution about investment eligibility standards.

If I am requesting a distribution instruction for inherited assets that I acquired on or after January 1, 2020, I acknowledge I may be subject to the 10-year distribution rule. Exceptions, including inheritance by spouses, do apply. Due to the complexity of RMD requirements for inherited accounts, I have been advised to speak with a tax professional regarding distribution requirements and the options available.

Upon completion, please return the completed distribution form to your advisor or financial institution. **This request must be processed within 60 days of your signature and date.** You may keep a copy of the instructions for your reference.

IRA Owner/ESA Responsible Individual

Print Name	Date
Signature X	

© 2021 Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners

Federal and State Income Tax Withholding Instructions

Traditional IRA, SEP, SIMPLE, And Roth IRA: In most cases, federal and state income tax law requires that we withhold tax from your distribution. You can submit your elections by completing the Withholding Tax Election Section of your IRA Distribution Request Form and following the chart below. Rates are subject to change without notice. Keep this page for your records.

If you do not make an election, we will automatically withhold as follows:
Federal: 10 percent of your gross distribution. **State:** Based on your residency as outlined below.

STATE OF RESIDENCE and STATE INCOME TAX WITHHOLDING REQUIREMENTS AND ELECTIONS	
State income tax withholding is not required	
AK, FL, HI, NH, NV, SD, TN, TX, WA, WY - State income tax withholding is not required for residents of these states. We will not withhold state income tax from your distribution if you reside in these states.	
Voluntary state income tax withholding	
AL, AZ, CO, DE, GA, ID, IL, IN, KY, LA, MO, MT, ND, NJ, NM, NY, OH, PA, RI, SC, UT, VA, WI, WV - We will withhold state income tax only if you instruct us to do so. If you want state income taxes to be withheld, you must indicate the amount or percentage.	
Note: We require tax withholding amounts to be requested in whole dollars for the following states: **Missouri, New Jersey**.	
Mandatory state income tax withholding when federal income tax is withheld	
KS, MA, ME, NE - We will withhold state income tax according to the rates below when federal income tax is withheld from your distribution.	
Kansas, Maine, Massachusetts, Nebraska	5.00% of Gross Distribution
If you have elected not to withhold federal income tax, but request state income tax withholding, the following rules apply: Specify a dollar amount/percentage equal to or greater than the minimum percentages listed above (exceptions may apply).	
Note: For more information about **Massachusetts** withholding, see Form M-4P at mass.gov.	
Mandatory state income tax withholding when federal income tax is withheld, unless you indicate otherwise	
AR, CA, CT, DC, IA, MD, MI, MN, MS, NC, OK, OR, VT - We will withhold state income tax according to the rates below whenever federal income tax is withheld from your distribution, unless you indicate otherwise:	
Arkansas	3.00% of Gross Distribution
California - For more information on withholding using the DE 4P table, see taxes.ca.gov.	10.00% of Federal Income Tax Withheld
Connecticut - Withholding is mandatory whether federal income tax is withheld or not. For more information see Form CT W-4P at CT.gov about withholding and the exemption.	6.99% of Gross Distribution
District of Columbia - Income tax withholding on total distributions is mandatory (whether federal income tax is withheld or not) and voluntary for all other types of distributions.	10.75% of Total Distribution
Iowa - Mandatory state income tax withholding. We will withhold state income tax according to the rate displayed unless you indicate otherwise. Alternatively, you can claim exemptions of Iowa income tax withholding in certain circumstances. In absence of claiming an exemption of withholding, we withhold at 5%. For more information, see Form IAW–4P at iowa.gov.	5.00% of Gross Distribution
Maryland	7.75% of Gross Distribution
Michigan - Mandatory state income tax withholding. We will withhold state income tax according to the rates displayed unless you indicate otherwise. For more information, see Form MI W–4P at michigan.gov.	4.05% of Gross Distribution
Minnesota - Mandatory state income tax withholding. We will withhold state income tax according to the rate you provide us which should be based on the Minnesota Withholding Tax Tables found at Minnesota Withholding Tax Instructions and Tables (revenue.state.mn.us). Alternatively, you may be eligible to elect out of Minnesota income tax withholding. In absence of providing us a rate of withholding or an election out of withholding, we withhold at 6.25%.	MN Withholding Tax Tables
Mississippi - Income tax withholding on early or excess distributions is mandatory (whether federal income tax is withheld or not) and voluntary for all other types of distributions.	5.00% of Gross Distribution
North Carolina	4.00% of Gross Distribution
Oklahoma - Mandatory state income tax withholding. We will withhold state income tax according to the rates displayed unless you indicate otherwise. For more information, see Form OK-W-4-R at oklahoma.gov.	4.75% of Gross Distributuion
Oregon	8.00% of Gross Distribution
Vermont	30.00% of Federal Income Tax Withheld

Note: If you want state income tax withholding at a different rate (or no state income tax withholding), check the box "Do not withhold state income tax" in the Withholding Tax Election Section of your IRA Distribution Request Form or specify a dollar amount or a percentage to indicate your state income tax withholding election.

Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners.

Please refer to https://www.irs.gov/pub/irs-pdf/fw4r.pdf as the source for the marginal rate tables:

2023 Marginal Rate Tables

You may use these tables to help you select the appropriate withholding rate for this payment or distribution. Add your income from all sources and use the column that matches your filing status to find the corresponding rate of withholding. See page 2 for more information on how to use this table.

Single or Married filing separately		Married filing jointly or Qualifying widow(er)		Head of household	
Total income over -	**Tax rate for every dollar more**	*Total income over -*	**Tax rate for every dollar more**	*Total income over-*	**Tax rate for every dollar more**
$0	**0%**	$0	**0%**	$0	0%
13,850	**10%**	27,700	**10%**	20,800	10%
24,850	**12%**	49,700	**12%**	36,500	12%
58,575	**22%**	117,150	**22%**	80,650	22%
109,225	**24%**	218,450	**24%**	116,150	24%
195,950	**32%**	391,900	**32%**	202,900	32%
245,100	**35%**	490,200	**35%**	252,050	35%
591,975*	**37%**	721,450	**37%**	598,900	37%

* If married filing separately, use $360,725 instead for this 37% rate.

The information below is from the IRS Form W-4R and is for informational purposes only. Please ensure you complete the appropriate distribution form section for federal income tax withholding.

General Instructions

Section references are to the Internal Revenue Code.

Future developments. For the latest information about any future developments related to Form W-4R, such as legislation enacted after it was published, go to www.irs.gov/FormW4R.

Caution: If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. Your withholding choice (or an election not to have withholding on a nonperiodic payment) will generally apply to any future payment from the same plan or IRA. Submit a new Form W-4R if you want to change your election.

Nonperiodic payments—10% withholding. Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments unless you enter a different rate on line 2. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Note that the default rate of withholding may not be appropriate for your tax situation. You may choose to have no federal income tax withheld by entering "-0-" on line 2. See the specific instructions below for more information. Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including "-0-") on any payments to be delivered outside the United States and its territories.

Note: If you don't give Form W-4R to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can't honor requests to have a lower (or no) amount withheld. Generally, for payments that began before 2023, your current withholding election (or your default rate) remains in effect unless you submit a Form W-4R.

Eligible rollover distributions—20% withholding. Distributions you receive from qualified retirement plans (for example, 401(k) plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over to an IRA or qualified plan are subject to a 20% default rate of withholding on the taxable amount of the distribution. You can't choose withholding at a rate of less than 20% (including "-0-"). Note that the default rate of withholding may be too low for your tax situation. You may choose to enter a rate higher than 20% on line 2. Don't give Form W-4R to your payer unless you want more than 20% withheld.

Note that the following payments are **not** eligible rollover distributions: (a) qualifying "hardship" distributions, and (b) distributions required by federal law, such as required minimum distributions. See Pub. 505 for details. See also *Nonperiodic payments—10% withholding above.*

Payments to nonresident aliens and foreign estates. Do not use Form W-4R. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

Tax relief for victims of terrorist attacks. If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, enter "-0-" on line 2. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

Specific Instructions

Line 1b

For an estate, enter the estate's employer identification number (EIN) in the area reserved for "Social security number."

Line 2

More withholding. If you want more than the default rate withheld from your payment, you may enter a higher rate on line 2.

Less withholding (nonperiodic payments only). If permitted, you may enter a lower rate on line 2 (including "-0-") if you want less than the 10% default rate withheld from your payment. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter "-0-".

Suggestion for determining withholding. Consider using the

Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners.

Marginal Rate Tables on page 1 to help you select the appropriate withholding rate for this payment or distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on those sources of income has not been paid through other withholding or estimated tax payments, you can pay that tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

The marginal tax rate is the rate of tax on each additional dollar of income you receive above a particular amount of income. You can use the table for your filing status as a guide to find a rate of withholding for amounts above the total income level in the table.

To determine the appropriate rate of withholding from the table, do the following. Step 1: Find the rate that corresponds with your total income not including the payment. Step 2: Add your total income and the taxable amount of the payment and find the corresponding rate.

If these two rates are the same, enter that rate on line 2. (See Example 1 below.)

If the two rates differ, multiply (a) the amount in the lower rate bracket by the rate for that bracket, and (b) the amount in the higher rate bracket by the rate for that bracket. Add these two numbers; this is the expected tax for this payment. To get the rate to have withheld, divide this amount by the taxable amount of the payment. Round up to the next whole number and enter that rate on line 2. (See Example 2 below.)

If you prefer a simpler approach (but one that may lead to overwithholding), find the rate that corresponds to your total income including the payment and enter that rate on line 2.

Examples. Assume the following facts for Examples 1 and 2. Your filing status is single. You expect the taxable amount of your payment to be $20,000. Appropriate amounts have been withheld for all other sources of income and any deductions or credits.

Example 1. You expect your total income to be $60,000 without the payment. Step 1: Because your total income without the payment, $60,000, is greater than $58,575 but less than $109,225, the corresponding rate is 22%. Step 2: Because your total income with the payment, $80,000, is greater than $58,575 but less than $109,225, the corresponding rate is 22%. Because these two rates are the same, enter "22" on line 2.

Example 2. You expect your total income to be $42,500 without the payment. Step 1: Because your total income without the payment, $42,500, is greater than $24,850 but less than $58,575, the corresponding rate is 12%. Step 2: Because your total income with the payment, $62,500, is greater than $58,575 but less than $109,225, the corresponding rate is 22%. The two rates differ. $16,075 of the $20,000 payment is in the lower bracket ($58,575 less your total income of $42,500 without the payment), and $3,925 is in the higher bracket ($20,000 less the $16,075 that is in the lower bracket). Multiply $16,075 by 12% to get $1,929. Multiply $3,925 by 22% to get $863.50. The sum of these two amounts is $2,792.50. This is the estimated tax on your payment. This amount corresponds to 14% of the $20,000 payment ($2,792.50 divided by $20,000). Enter "14" on line 2.

Pershing LLC. Pershing LLC, member FINRA, NYSE, SIPC, is a wholly owned subsidiary of
The Bank of New York Mellon Corporation (BNY Mellon). Trademark(s) belong to their respective owners.