



# SDIRA DISTRIBUTION REQUEST (Including Tax Withholding Election Form)

- This form is for distributions from Traditional, Rollover, SEP, SIMPLE IRAs and Roth IRAs.
- Please do not use this form for distributions from Coverdell ESAs, Inherited IRAs. (You must complete a Distribution Request for Coverdell ESAs or a Distribution Request for Inherited IRA.)
- A separate form is required for each type of IRA and distribution reason.  
Please contact your local branch with questions.

## 1. IRA ACCOUNT HOLDER INFORMATION

Name (Please Print)		Business Phone	Home Phone
IRA Account Number		Type of IRA <input type="checkbox"/> Traditional <input type="checkbox"/> Rollover <input type="checkbox"/> SEP <input type="checkbox"/> ROTH <input type="checkbox"/> SIMPLE IRA	
Home Address Street		Date of Birth	
City	State	ZIP Plus 4	Social Security Number of Recipient (no dashes)

## 2. METHOD OF DISTRIBUTION

Distribute by:

- Check
- Deposit to existing Scottrade non-IRA account # \_\_\_\_\_
- Wire (\$20.00 fee applies) *Please also complete Scottrade form SF3675, Authorization to Wire Funds*

## 3. DISTRIBUTION INFORMATION

**DISTRIBUTION REASON:** I direct Scottrade to make a distribution from my IRA for the following reason:

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Normal Distribution ( <i>Over Age 59 1/2</i> )   | <input type="checkbox"/> 6. Direct Rollover to Employer Plan<br>Qualified Plan Name _____   |
| <input type="checkbox"/> 2. Premature Distribution ( <i>Under Age 59 1/2</i> )*  | Qualified Plan Address _____  |
| <input type="checkbox"/> 3. Disability Distribution <i>pursuant to IRC 72(m)(7)</i><br><i>current physician's statement required</i> | Qualified Plan Account # _____  |
| <input type="checkbox"/> 4. Revocation <i>within 7 days of opening account</i>   |   |
| <input type="checkbox"/> 5. Transfer Pursuant to Divorce <i>attach copy of certified divorce decree</i>                              | <input type="checkbox"/> 7. Excess Contribution Removal (proceed to section 5 of this form) |

\* For SIMPLE IRA premature distribution, has it been at least 2 years since the initial deposit?  Yes  No

**TYPE OF DISTRIBUTION - ROTH IRA ONLY**  Qualified  Non-Qualified

## 4. DISTRIBUTION INSTRUCTIONS

I direct Scottrade to distribute the amount requested as follows:

1. One-time partial distribution of cash \$ \_\_\_\_\_ (Note: Funds must be available in cash)
2. One-time partial distribution of securities - List securities below\* (Note: securities cannot be mailed to you)
3. Total distribution of cash and securities (Note: securities cannot be mailed to you)  
 \_\_\_ Close Account or \_\_\_ Leave account open for future deposits
4. Monthly or quarterly systematic distribution (One systematic distribution per account)  
 \_\_\_ New or \_\_\_ Amendment to an existing monthly or quarterly distribution (must complete sections 1,2,3,4,6 and 7 of this form)  
 \_\_\_ Monthly or \_\_\_ Quarterly Starting Month \_\_\_\_\_ (Choose Option A or B, but not both)
- Monthly and Quarterly distributions are processed on the 5<sup>th</sup> of the month. If the 5<sup>th</sup> falls on a weekend or holiday, the distribution will be processed on the following business day. Systematic distributions are only permitted once per month or quarter.
- \_\_\_ Cash \$ \_\_\_\_\_ (Note: Funds must be available in cash)
- \_\_\_ Securities - List securities below\* (Note: Securities cannot be mailed to you)

*Investment Name _____	*Investment Name _____	*Investment Name _____
CUSIP or Symbol _____	CUSIP or Symbol _____	CUSIP or Symbol _____
# of Shares or All _____	# of Shares or All _____	# of Shares or All _____



SF2035/6-10

Please continue

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**5. EXCESS CONTRIBUTION WORKSHEET**

**(COMPLETE ONLY IF OPTION 7 WAS SELECTED IN SECTION 3 OF THIS FORM)**

Amount of excess contribution \$ \_\_\_\_\_ Date of excess contribution \_\_\_\_\_

Taxable year of excess contribution \_\_\_\_\_ What is your tax filing deadline for year of excess? \_\_\_\_\_

Scottrade will calculate earnings if applicable. Check one:

- This excess correction is on or before my tax filing deadline--refund excess plus earnings (Earnings may be negative, reducing amount distributed)
- This excess correction is after my tax filing deadline--refund excess only (No earnings)

Reason for Excess Removal

- 1. Contribution exceeds maximum amount allowed  Contribution exceeds earned income
- 3. Contribution was made for IRA holder's 70 1/2 year or later  Neither (1), (2), or (3) but choose to treat as excess

Was the excess contribution made at Scottrade or at another firm before transferring to Scottrade?

- At Scottrade (Proceed to section 6 of this form)
- At another firm (Proceed to next question)

What was the equity of the account the day before the contribution was made? \$ \_\_\_\_\_ (Proceed to next question)

Were there any distributions, transfers out, contributions, transfers in, conversions, or recharacterizations from the time of the excess contribution until the assets were transferred to Scottrade?

Transaction	Date	Amount
<input type="checkbox"/> Yes (List all transactions including dates and amounts)	_____	_____
<input type="checkbox"/> No (Proceed to section 6 of this form)	_____	_____

**6. WITHHOLDING ELECTION (FORM W-4/OMB No. 1545-0074)**

**A. Federal Withholding**

Federal Income Tax must be withheld from distributions unless the recipient elects not to have withholding apply (excluding qualified Roth IRA distributions). You may elect out of this withholding by checking the appropriate box below. Even if you elect not to have Federal income tax withheld, you are liable for the payment of Federal income tax on the taxable portion of your distribution. Penalties may be incurred under the estimated tax rules if your withholding and/or estimated tax payments are not sufficient. We urge you to seek competent professional tax advice. See next page of this form for additional Withholding Notice Information.

**IF NO ELECTION IS MADE, SCOTTRADE MUST WITHHOLD TAXES AT THE REQUIRED FLAT 10% RATE (EXCLUDING QUALIFIED ROTH IRA DISTRIBUTIONS).**

- I elect not to have federal income tax withheld
- Withhold federal income tax at a rate of \_\_\_\_\_ % (not less than 10%) from the amount withdrawn
- Withhold federal income tax in the amount of \$ \_\_\_\_\_ (not less than 10%) from the amount withdrawn\*

\*Flat dollar amount elections not available for periodic distributions.

**B. State Withholding**

State Income Tax may be required from your distribution. In some cases, you may elect not to have withholding, or your state's requirement may be mandatory. In other cases, state withholding is prohibited. While Scottrade makes every effort to obtain information about state tax laws from sources believed to be reliable, Scottrade cannot guarantee the accuracy or timeliness of state tax withholding information because state tax laws are subject to constant change and interpretation. We recommend you seek competent professional tax advice regarding your tax withholding elections. Refer to the State Tax Withholding Information sheet for specific requirements regarding your state of residence.

**IF YOU DO NOT MAKE AN ELECTION, SCOTTRADE WILL WITHHOLD AT THE MINIMUM RATE BASED ON THE REQUIREMENTS FOR YOUR STATE OF RESIDENCY. NOTE: STATE INCOME TAX IS VOLUNTARY FOR ROTH IRAs.**

I declare my permanent state of residence is \_\_\_\_\_ State

- I elect not to have state income tax withheld
- Withhold state income tax at a rate of \_\_\_\_\_ % (must be at least your state's minimum) from the amount withdrawn
- Withhold state income tax in the amount of \$ \_\_\_\_\_ (must be at least your state's minimum)

**7. SIGNATURE - REQUIRED**

I certify I am the IRA holder to make these elections. I understand these elections are irrevocable as of the deadline for making elections. (The Custodian or any future Custodian can rely on these elections.) I certify that all information provided by me is true and accurate. I have read and understand the Rules and Conditions Applicable to Withdrawal on this form and agree to abide by current rules and regulations. I further certify that no tax advice has been given to me by the Custodian and that all decisions regarding the election(s) are my own. I expressly assume the responsibility for any adverse consequences which may arise from the election(s), and I agree that the Custodian shall in no way be responsible for those consequences.

X \_\_\_\_\_ Date \_\_\_\_\_  
IRA Account Holder's Signature

**SCOTTRADE USE ONLY**

Verified by: \_\_\_\_\_ Title: \_\_\_\_\_

## SCOTTRADE SDIRA DISTRIBUTION REQUEST - CUSTOMER COPY (PLEASE RETAIN FOR YOUR RECORDS)

### Rules and Conditions Applicable to Withdrawal

#### GENERAL INFORMATION

You must complete all sections of this form for proper tax reporting. The term IRA will be used below to refer to Traditional IRAs, Rollover IRAs, SEP IRAs, SIMPLE IRAs and Roth IRAs unless otherwise specified.

The information on this form is provided as guidance and is not intended to be an exhaustive statement of IRA rules and regulations. Additionally, this form should not be relied upon as your only source of information. If you fail to meet any IRS requirements regulating IRA distributions you may be subject to tax penalties. Professional tax and legal advice should always be obtained for your specific situation.

#### ADDITIONAL INFORMATION

- **Monthly and Quarterly Systematic Distributions** – If you take your distributions in systematic withdrawals, the tax withholding election you make now will apply until you change it by filling out a new SDIRA Distribution Request form. Written instructions are required to stop a Monthly or Quarterly Distribution.
- **Distributions of Cash** – If you are requesting tax to be withheld from a cash distribution, you must have sufficient funds available in cash to meet the amount or percentage you have elected to be withheld. Distributions of Securities - If you are requesting tax to be withheld from a security distribution, you must have sufficient funds available in cash to meet the amount or percentage you have elected to be withheld.
- **Substantially Equal Periodic Payments** – If you are taking Substantially Equal Periodic Payments, they will be reported in accordance with IRS regulations as EARLY DISTRIBUTION – NO KNOWN EXCEPTION APPLIES. If you qualify for an exception on a premature distribution, you must file form 5329 (used for paying and waiving penalties) with your tax return. Consult your tax advisor when establishing or making changes to a Substantially Equal Periodic Payment Plan.
- **Withdrawal of Excess Contribution** – A return of excess contribution distribution is not required if you are correcting the excess contribution by redesignating the excess contribution to subsequent tax years until the excess is depleted. If you choose this option, do not complete this form. Consult your tax advisor for more information. You are required to file form 5329 with your tax return when correcting an excess.

#### DISTRIBUTION REASON

You are required to give the reason for taking a withdrawal from your IRA. If more than one reason applies, you must complete a separate Distribution Request Form for each reason.

1. **Normal Distribution** – If you are an IRA holder age 59 ½ or older, you may take IRA distributions anytime without incurring an IRS early distribution penalty. In a Traditional IRA, if you are age 70 ½ or older, you are responsible for taking an annual Required Minimum Distribution (RMD) based on life expectancy. The IRS may impose a severe penalty for failure to take a minimum payment. If you are a Roth IRA holder age 59 ½ or older and you otherwise qualify, distributions are not included in your gross income. Roth IRA holders are not subject to Required Minimum Distributions. Normal distributions are reported on the 1099R as code 7 for Traditional IRAs and code T for Roth IRAs.
2. **Premature Distribution** – If you are an IRA holder under age 59 ½, withdrawals will generally be considered early distributions. Unless an exception to the penalty applies, you must pay the appropriate penalty tax to the IRS. There are tax implications of taking a premature distribution, i.e., a 10% penalty tax on the amount distributed in addition to the inclusion of the amount in your regular income of the year you receive the distribution. Premature distributions are reported to the IRS as code 1, even if you take an exemption. You must file IRS Form 5329 to claim an exemption. Consult your tax advisor for a list of the penalty exceptions. All earnings received from a Roth IRA must be included in your gross income unless the distribution is qualified or rolled back into a Roth IRA. A Premature distribution from a Roth IRA is reported on the 1099R as code J. **Early Distribution from a SIMPLE IRA, no known exception (Code S)** Use for a distribution from a SIMPLE IRA taken within two years of the date the first contribution was made if the taxpayer has not reached age 59½ and none of the exceptions under Section 72(t) applies.
3. **Disability Distribution** – If you are an IRA holder under age 59 ½, you may take a distribution due to disability. The disability must render you unable to engage in any substantial gainful activity and must be medically determined that the condition will result in a long continued and indefinite duration or will lead to your death. Disability distributions are reported as code 3 on the 1099R. If you do not provide a current Physician's Statement, the distribution will be reported on the 1099R as a premature distribution, code 1.
4. **Revocation**– IRA holders may revoke an IRA within 7 days of opening the account. If revoked, you are entitled to a full return of the contribution made. Generally, a revoked IRA distribution will be reported on the 1099R as code 8.

**SCOTTRADE SDIRA DISTRIBUTION REQUEST - CUSTOMER COPY (PLEASE RETAIN FOR YOUR RECORDS)**

**REQUIRED MINIMUM DISTRIBUTIONS**

You must take a Required Minimum Distribution (RMD) from your Traditional IRA or SIMPLE IRA by April 1 of the year following the year you attain age 70 ½ (Required Beginning Date - RBD) for your 70 ½ year and by 12/31 of the end of that year and by 12/31 of each year thereafter. Note that if you elect to defer your first-year RMD, you will be required to withdraw two Required Minimum Distributions the next year. A 50% penalty tax may apply if you fail to take a timely RMD. Required Minimum Distributions do not apply to Roth IRAs.

**WITHHOLDING NOTICE INFORMATION (FORM W-4P/OMB No. 1545-0074)**

**Basic Information About Withholding From Pension and Annuities**

Generally, Federal income tax withholding applies to payments made from pension, profit sharing, stock bonus, annuity, and certain deferred compensation plans, IRAs, and commercial annuities.

**Purpose of Form W-4P**

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

**Nonperiodic Payments**

Payments from IRAs 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 (IRA payment) by filing Form W-4P or a substitute form with the Trustee or Custodian and checking the appropriate box on that form. Your election will remain in effect for any subsequent distribution unless you change or revoke it.

A U.S. citizen or resident alien may not waive withholding on any distribution delivered outside of the U.S. or its possessions. Distributions to a nonresident alien are generally subject to a tax-withholding rate of 30%. A reduced withholding rate, including exemption, may apply if there is a tax treaty between the nonresident alien's country of residence and the United States, and the nonresident alien submits Form W8-BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, or satisfies the documentation requirements as provided under the regulations.

For more information, please see Publication 505, Tax Withholding and Estimated Tax, and Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, 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 payment. 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 IRA 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 Trustee or Custodian and check the appropriate box on that form.

**Statement of Income Tax Withheld from Your IRA**

By January 31 of next year, you will receive Form 1099R showing the total amount of your IRA withdrawals and the total federal/state income tax withheld during the year. Copies of Form W-4P will not be sent to the IRS.

**Signature**

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 IRA withdrawal.

## STATE TAX WITHHOLDING INFORMATION SHEET

This general information is provided to help you understand state income tax withholding requirements for Individual Retirement Account distributions. While Scottrade makes every effort to obtain information about state tax laws from sources believed to be reliable, Scottrade cannot guarantee the accuracy or timeliness of state tax withholding information because state tax laws are subject to constant change and interpretation. We recommend that you contact your tax advisor regarding your tax withholding elections, and to answer any questions that you may have regarding your state's withholding laws.

Scottrade is required to withhold state tax from your distribution based upon state tax law for your state of residency. Your state of residency is determined by the state in which you legally reside at the time of distribution. Your state withholding election must be completed in Section 6-B of the Distribution Request Form.

STATE OF LEGAL RESIDENCE	WITHHOLDING OPTIONS
KS, MA, ME, OR, VT	State taxes must be withheld if you elect to have federal taxes withheld. If you elect not to have federal tax withheld, you may optionally elect to have state taxes withheld.
NE	State withholding is <b>only</b> allowed on premature distributions.  State taxes must be withheld if you elect to have federal taxes withheld. If you elect not to have federal tax withheld, you may optionally elect to have state taxes withheld.
MS	State withholding is <b>only</b> allowed on premature and excess distributions. State taxes must be withheld unless you opt out.
CA, IA, NC, OK	If you elect to have federal tax withheld, Scottrade is required to withhold state tax unless you specifically elect not to have state tax withheld.
AR, GA	State taxes must be withheld unless you opt out.
DE	State withholding is voluntary regardless of whether or not you elect to have federal taxes withheld.  State taxes must be withheld where federal withholding is required for payments made outside the U.S.
AL, CO, CT, DC, ID, IL, IN, KY, LA, MD, MI, MN, MO, MT, NJ, NM, NY, OH, PA, RI, SC UT, VA, WI, WV	State withholding is voluntary regardless of whether or not you elect to have federal taxes withheld.
AK, AZ, FL, HI, ND, NH, NV, SD, TN, TX, WA, WY	State tax withholding is not available. Scottrade will not withhold state taxes even if you elect to withhold state taxes.

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You may provide a percentage or dollar amount equal to or greater than your state's minimum withholding requirements; otherwise Scottrade will automatically apply your state's applicable minimum withholding requirements.

<b>STATE OF LEGAL RESIDENCE</b>	<b>MINIMUM TAX RATE</b>
CO, DC, MS, OH, UT, VA, WV	No minimum tax rate provided. You must provide a percentage or dollar amount.
MD, MI, NY, WI	No minimum tax rate provided. You must provide a percentage or dollar amount not less than \$5.00.
CT, IN, MO, NJ	No minimum tax rate provided. You must provide a percentage or dollar amount not less than \$10.00.
CA	Minimum percentage is 10% of the federal withholding amount. The amount of withholding must be greater than \$10.00.
AR, IL	Minimum percentage is 3%.
PA	Minimum percentage is 3.07%.
NC	Minimum percentage is 4%.
AL, DE, IA, KS, ME, NE, OK	Minimum percentage is 5%.
MA	Minimum percentage is 5.3%.
GA, KY, MT	Minimum percentage is 6%.
MN	Minimum percentage is 6.25%.
RI, SC	Minimum percentage is 7%.
ID	Minimum percentage is 7.8%.
OR	Minimum percentage is 11%. The amount of withholding must be greater than \$10.00.
VT	Minimum percentage is 27% of federal withholding amount.
LA	State tax withholding is calculated using the wage formula. The formula can be in form R-1306.
AK, AZ, FL, HI, ND, NH, NV, SD, TN, TX, WA, WY	State tax withholding is not available. Scottrade will not withhold state taxes even if you elect to withhold state taxes.
NM	Minimum percentage is 4.9%. Minimum dollar amount \$10.00.