

# Move Money

## IRA/ESA Distribution

### Check to a Third Party or Alternate Address

TCR

Account Number

Instructions: Use this form to request a check or an in-kind distribution from an LPL Financial ("LPL") individual retirement account or an LPL Coverdell Education Savings Account.

Please mail the completed form to Trade Direct, P.O. Box 509049 San Diego, CA 92150-9049 or fax to (858) 202-8500.

#### 1. Account Holder Information

Account Holder Name

Social Security Number

#### 2. Distribution Instructions

Check Payable to Third Party Payee (leave blank if yourself)

Specify Relationship to IRA holder if using Third Party Payee

Mail to Third Party Address\*



Special Instructions (optional - FBO or name not printed on check / charitable donations)

\* If made payable to self and mailed to address of record, use CM102-CTD

Third party checks made payable to an individual or an institution for the benefit of an individual other than the account owner, may require additional information and/or documentation and subject to review.

#### 3. Distribution Frequency

One Time Distribution

Amount: \$  (gross amount before tax withholding)

Note: Ensure cash and/or equivalent available in the account prior to submitting this request. For Optimum Market Portfolios necessary cash will be made available after submitting the request. If this is a total and close, account will be closed and applicable fees assessed. Additional processing time required for advisory accounts.

Total and Close Account

All Cash in the Account

All Securities in the Account

In-kind Distribution (specify the share quantity and the symbol or description below, cannot request in dollars) \*Not available for Mutual Funds

| Number of Shares | Symbol / Cusip | Description of Asset |
|------------------|----------------|----------------------|
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |

Distribution Reason

The default distribution code will be based on age and the type of account. If this is a Roth IRA, I certify I have met the 5 year holding requirements unless specified below. If any other exceptions apply to the distribution, select below.

Substantially Equal Series Distribution/72(t), under age 59 1/2.

Disability Distributions under age 59 1/2 must qualify under the IRS definition of "disability" under IRC Section 72(m)(7). Please consult your tax advisor.

Early SIMPLE IRA distribution taken within the first 2 years of participation.

Direct Rollover—The check must be payable to an accepting employer qualified retirement plan, governmental section 457(b) plan, or 403(b).  
Note: IRA-to-IRA "60 day" rollovers will be default coded as age based distributions per 1099-R instructions if this selection is completed.

Trustee to Trustee Transfer — Attach a Letter of Acceptance signed by the new custodian on company letterhead.

Roth Distribution - Select All that Apply:  Disability Distribution  5 year holding requirement has not been met

Check Mailing Options - First Class Mail (no fee) is the default option for Checks.

To expedite delivery, make a selection below. A \$15 fee will be charged to your account for overnight delivery.

FedEx - Overnight (Monday - Friday delivery - Street address only, no P.O. Box)

USPS - Express Mail (2-3 days)

FedEx - Saturday Overnight (Saturday delivery is not applicable to rural areas - Street address only, no P.O. Box)

Signature Required:

Yes  No



Periodic Distribution - New Set of Instructions

For Periodic Distribution, the check will be mailed by first class mail.

Periodic Amount \$  gross amount before tax withholding or for income distributions only, check all that apply below:

Note: Amount must be at least \$250 for Optimum Market Portfolio (OMP), Model Wealth Portfolio (MWP), Personal Wealth Portfolio (PWP), and Manager Select Accounts.

- Dividends
- Interest\*
- Capital Gains
- Partnership Distributions
- Redemptions
- Principal Payments

\*ICA interest is not available for income distributions

Distribution Reason

The default distribution code will be based on age and the type of account. If this is a Roth IRA, I certify I have met the 5 year holding requirements unless specified below. If any other exceptions apply to the distribution, select below.

- Substantially Equal Series Distribution/72(t), under age 59 1/2.
- Disability Distributions under age 59 1/2 must qualify under the IRS definition of "disability" under IRC Section 72(m)(7). Please consult your tax advisor.
- Early SIMPLE IRA distribution taken within the first 2 years of participation.
- Direct Rollover - The check must be payable to an accepting employer qualified retirement plan, governmental section 457(b) plan, or 403(b).  
Note: IRA-to-IRA "60 day" rollovers will be default coded as age based distributions per 1099-R instructions if this selection is completed.
- Roth Distribution - Select All that Apply:
  - Disability Distribution
  - 5 year holding requirement has not been met

Periodic Frequency

If no frequency is selected, monthly distributions will be set up. If no start date is indicated, the first day of the next month will be selected.

- Daily\*
- Weekly\*
- Biweekly\*  
(Every other week)
- Bimonthly\*  
(Every other month)
- Semimonthly\*  
(Twice each month)
- Monthly\*  
(Last Day of the Month)
- Monthly
- Quarterly
- Semiannually  
(Twice each year)
- Annually

First Payment Date:

Last Payment Date (optional):

This date must fall on a business day

\*Not available for OMP, MWP, or PWP accounts

4. Tax Withholding

Federal Income Tax Withholding

Under federal law, the Custodian is required to withhold federal income tax from distributions unless you elect out of this withholding below. If no election is made, LPL will withhold 10%. You may change this election for future distributions at any time by sending a written request. Whether or not you elect to have taxes withheld from your distribution, you are responsible for the full amount of income tax and any related penalties. If you do not withhold enough tax or make appropriate estimated tax payments, you may be subject to additional penalties. If funds are distributed to a foreign address or if the address of record on the LPL account is a foreign address, a minimum of 10% must be withheld regardless of your election below.

- Once taxes are withheld from the account and paid to the IRS, they cannot be reversed.
  - If withholding is elected, the amount withheld must be 10% or greater of the gross distribution amount. If less than 10% is elected, LPL will round-up to 10%.
  - Periodic distributions will continue at this rate until LPL is notified of a change.
  - No tax withholding permitted for Coverdell Education Savings.
- Do not withhold any federal income taxes.
- Withhold  % on my gross distribution for federal income taxes (not available for in-kind distributions).
- Withhold \$  from available cash and/or equivalent on my gross distribution (must be at least 10% of gross distribution amount).

Account Number



4. Tax Withholding (continued)

State Income Tax Withholding

Check one of the following to indicate whether you wish to have state income taxes withheld. State withholding may be mandatory regardless of your election below. Also, state withholding is not available for some states and taxes will not be withheld regardless of your election below.

- State withholding will be based on your account registration and the table on the following page.
  - Periodic distributions will continue at this rate until LPL is notified of a change.
  - State withholding can only be elected if federal withholding is elected.
  - No tax withholding permitted for Coverdell Education Savings.
- Do not withhold any state income taxes.
- Withhold  % on my gross distribution for state income taxes (not available for in-kind distributions).
- Withhold \$  from available cash and/or equivalent on my gross distribution.

5. Account Holder Signature and Certification

I certify that I am the proper party to receive payment(s) from this account and the information provided is true and accurate. I further certify that no tax advice has been given to me by LPL. All decisions regarding any authorization herein are my own. I expressly assume responsibility for tax implications and adverse consequences, which may arise from any withdrawal, and I agree that LPL shall in no way be held responsible. I understand the tax implications of distributions and understand that it is my responsibility to determine the taxable amount of any distribution made under this authorization.

- If taking an early IRA distribution, I acknowledge that this distribution may result in a tax penalty if I do not meet one of the IRS exceptions. I understand that an early Roth distribution will also result in taxable income and possibly a tax penalty if I have not completed the five-year aging requirement and/or my distribution is not a qualifying distribution. I also understand that I may be required to file IRS Form 5329.

In consideration of LPL Financial reporting a substantially equal series/72(t) of distributions on the IRS Form 1099-R, you understand the following:

- Once this payment series begins, generally, the payment schedule may not be altered for a period of five years or attainment of age 59 1/2 whichever is longer.
- Funds may not be added or subtracted from the account in any way, including contributions, transfers, and distributions from the account other than the calculated payment once the payment period has begun.
- A missed payment not corrected by year's end constitutes as an alteration of the schedule and will terminate the exception.
- Upon the attainment of age 59 1/2 the 1099-R will be coded as a normal distribution according to the IRS Form 1099-R instructions.
- Please consult with a tax professional before submitting the request.
- If my Coverdell Education Savings Account distribution exceeds the qualified higher education expenses of the beneficiary, I understand that that the distribution may be subject to income tax penalties.
- I hereby authorize LPL Financial LLC ("LPL") to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the bank indicated, and to credit and/or debit the same such bank account indicated above. This authority is to remain in full force and effect until LPL has received written notification from me of its termination in such time and in such manner as to afford LPL and the bank reasonable opportunity to act on it.

Account Holder Signature

Account Holder Name (print)

Date

Account Number



**Do Not Return This Page**

**State Income Tax Withholding Guidelines**

| State  | Federal Income Tax Withholding Election | State Income Tax Withholding Election and Requirements   |
|--|---|--|
| AR   | Yes                                     | Must withhold 3.00% of gross distribution  |
|  | No                                      | No withholding   |
|  | No Instructions                         | Must withhold 3.00% of the gross distribution  |
| CA   | Yes                                     | Must withhold 10.00% of federal income tax withheld, unless you specify a state income tax withholding amount  |
|  | No                                      | No withholding   |
|  | No Instructions                         | Must withhold 10.00% of federal income tax withholding amount  |
| CT   | Yes                                     | Must withhold 6.99% of gross distribution, unless you specify a state income tax withholding amount on CT W-4P. Distributions from Roth IRA accounts are not subject to the Connecticut state tax withholding requirement, therefore the CT W-4P is not required for Roth IRAs.  |
|  | No                                      |  |
|  | No Instructions                         |  |
| DC   | Yes                                     | Must withhold 8.95% of gross distribution  |
|  | No                                      | No withholding   |
|  | No Instructions                         | Must withhold 8.95% of gross distribution  |
| IA, KS, ME, NE, OK   | Yes                                     | Must withhold at least 5.00% of gross distribution   |
|  | No                                      | No withholding   |
|  | No Instructions                         | Must withhold 5.00% of gross distribution  |
| MA   | Yes                                     | Must withhold at least 5.00% of gross distribution   |
|  | No                                      | No withholding   |
|  | No Instructions                         | Must withhold 5.00% of gross distribution  |
| MI   | Yes                                     | Must withhold 4.25% of gross distribution, unless you specify a state income tax withholding amount on MI W-4P. Qualified Roth distributions from Roth and Beneficiary Roth IRA accounts are not subject to the Michigan state tax withholding requirement, therefore the MI W-4P form is not required as long as the distribution is a qualified Roth distribution. Per the IRS, a qualified distribution is one that occurs at least five years after the year of the client's first designated Roth contribution and the client is over 59.5 years old. |
|  | No                                      |  |
|  | No Instructions                         |  |
| NC   | Yes                                     | Must withhold 4.00% of gross distribution, unless you specify a state income tax withholding amount  |
|  | No                                      | No withholding   |
|  | No Instructions                         | Must withhold 4.00% of gross distribution  |
| OR   | Yes                                     | Must withhold at least 8.00% of gross distribution, unless you specify a state income tax withholding amount   |
|  | No                                      | No withholding   |
|  | No Instructions                         | Must withhold 8.00% of gross distribution  |
| VT   | Yes                                     | Must withhold 24% of federal income tax withholding amount, unless you specify a state income tax withholding amount   |
|  | No                                      | No withholding   |
|  | No Instructions                         | Must withhold 24% of federal income tax withholding amount   |
| AL, AZ, CO, DE, GA, HI, ID, IL, IN, KY, LA, MD, MN, MS, MO, MT, ND, NJ, NM, NY, OH, PA, RI, SC, UT, VA, WI, WV | Yes                                     | Voluntary withholding of gross distribution permitted  |
|  | No                                      | No withholding   |
|  | No Instructions                         | No withholding   |
| All other states   |   | State income tax withholding is not an available service even if your state has state income taxes   |

This information is provided as a guideline only, and is not a direction or advice regarding withholding. LPL Financial LLC advises you to contact your tax professional before making any election regarding state withholding. State law is subject to change and LPL Financial LLC is not responsible for changes in state law that may affect the accuracy of this guideline.

**CM105-CTD**  
Revised 0220



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