

☎ (888) 205 - 6036 ☎ (505) 288-3905 ✉ operations@horizontrust.com  
📍 6301 Indian School Rd NE, Suite 200, Albuquerque, NM 87110

**Processing Options:** (If no option selected, "Normal Processing" will apply.)

- Normal Processing (Within 3 Business Days)  
 Express Processing (Within 24 hours - \$50.00; Recommended)

## PART 1. ACCOUNT OWNER INFORMATION

First Name:	M.I.:	Last Name:	Account #:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last 4 SSN Digits:	Date of Birth: (MM/DD/YYYY)	Email Address:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## PART 2. EXCESS CONTRIBUTION INFORMATION (Publication 590-A)

Excess Contribution Amount:	Date of Excess Contribution:	Tax Year of Excess Contribution:
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Excess Contribution Reason (Select one option)

- Option A. True Excess**  
(Roth IRA owner's contribution exceeded the annual limit or earned income, or Roth IRA owner exceeded modified adjusted gross income limits.)
- Option B. Deemed Excess**  
(Roth IRA owner was eligible to make the contribution but is removing the contribution as an excess before the deadline.)

### Excess Removal Timing (Select one option)

The deadline to remove an excess and avoid the excess contribution penalty tax is your federal income tax filing deadline, including extensions (generally no later than October 15), of the year for which the excess contribution was made. The correct procedure used depends on the timing of the excess removal.

- Option A. Excess Removal Before Deadline.** Remove the excess contribution and net income attributable of: \$   
(This amount can be found by completing the "Determining Net Income Attributable" Worksheet on page 3.)
- Option B. Excess Removal After Deadline.** Remove only the excess contribution amount identified above.  
(Only true excess contributions may be removed after the deadline.)

## PART 3. WITHHOLDING INFORMATION (Form W-4P/OMB No. 1545-0074)

Your withholding election will remain in effect until you change or revoke it. If no option is selected below, 10% Federal Withholding will apply and any previous withholding election will be revoked.

### Federal Withholding (Select one option)

- Withhold the following percentage of Federal Income Tax from the amount withdrawn: (Must be 10% or greater.)  %
- DO NOT** withhold Federal Income Tax

**!** I understand that I am liable for the payment of federal income tax on the amount of any distribution received and that I may be subject to penalties under the estimated tax payment rules if my payments of the estimated tax and withholding are insufficient.

**State Withholding** (Select one, if applicable; The following states do not allow withholding: AK, FL, NV, SD, TX, WA, and WY.)

The elections below will apply to the following Withholding State:

Withhold the following percentage of State Income Tax from the amount withdrawn:

 %

Withhold the following amount of State Income Tax from the amount withdrawn:

 \$

**DO NOT** withhold State Income Tax (Varies by state; Please check your state's laws to determine eligibility.)

**!** I understand that I am liable for the payment of state income tax on the amount of any distribution received and that I may be subject to penalties if my payments are insufficient.

**PART 4. PAYMENT METHOD**

**Option 1. Check** (See current Fee Schedule for applicable fees.)

Send check via:  Regular Mail  Overnight Mail (\$40.00)  Cashier's Check + Overnight Mail (\$55.00)

Payee Name:

Payee Tax ID #:

Payee Address:

City:

State:

Zip:

**Option 2. Wire** (See current Fee Schedule for applicable fees.)

Bank Name:

Phone:

Check here if separate wiring instructions or additional information is attached.

Payee Name: (On bank account)

Payee Tax ID #:

Payee Address:

City:

State:

Zip:

Account #:

Type:

Checking  Savings

ABA (Routing) #:

Type:

Wire  ACH

**!** If the ABA routing number provided accepts both wire and ACH transaction and the box above is not checked, funds will be sent as a wire. If the ABA routing number provided is not for a wire account, funds will be sent as an ACH.

**PART 5. ACCOUNT OWNER AUTHORIZATION**

**Important:** I certify that I am authorized to take distributions from this IRA and that all information provided by me is true and accurate. I have received a copy of the Withholding Notice Information. No tax advice has been given to me by the custodian. All decisions regarding this distribution are my own, and I expressly assume responsibility for any consequences that may arise from this distribution. I agree that the custodian is not responsible for any consequences that may arise from processing this distribution request.

Signature of IRA Owner:

IRA Owner Name: (Print or Type)

Date: (MM/DD/YYYY)

# DETERMINING NET INCOME ATTRIBUTABLE WORKSHEET

When removing an excess contribution before the deadline, the net income attributable to the excess contribution must also be removed. It is your responsibility to determine the net income attributable to an excess that is being removed before the deadline. We do not calculate nor verify this amount.

## Contribution

The amount of the excess contribution to be removed:

\$

## Total Earnings (Determined in the following manner)

Determine the IRA balance as of the date of the distribution:

\$

Add any distributions taken after the excess contribution was made and before the excess is distributed:

+ \$

Subtract the balance of the IRA immediately before the excess contribution is distributed:

- \$

Subtract the excess contribution and all subsequent contributions made before the excess is distributed:

- \$

Subtract any time deposit (or other investment) penalties that will be applied due to the excess:

- \$

TOTAL EARNINGS:

\$

## Adjusted Opening Balance

The adjusted opening balance is the balance of the IRA immediately before the excess contribution was made, plus the excess contribution and all subsequent contributions made before the excess removal:

\$

## Net Income Attributable

\$  (Contribution Amount) x \$  (Total Earnings)

= \$

\$  (Adjusted Opening Balance)

(Net Income Attributable)

## Total Distribution Amount

Total amount to be distributed equals the contribution amount to be removed plus the net income attributable: \$

 If the net income attributable is negative, reduce the amount of the excess contribution by the negative amount.

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**Basic Information About Withholding From Pensions and Annuities.** Generally, federal income tax withholding applies to the taxable part of payments made from pension, profit sharing, stock bonus, annuity, and certain deferred compensation plans; from IRAs; and from commercial annuities.

Caution: There may be penalties for not paying enough tax during the year, through either withholding or estimated tax payments. New retirees should see Publication 505, *Tax Withholding and Estimated Tax*. 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.

**Purpose of Form W-4P.** Unless you elect otherwise, 10 percent federal income tax will be withheld from payments from individual accounts (IRAs). You can use Form W-4P (or a substituted form, such as this form), provided by the custodian, to instruct your custodian to withhold no tax from your IRA payments or to withhold more than 10 percent. This substitute form should be used only for distributions from IRAs that are payable upon demand.

**Nonperiodic Payments.** Payments made from IRAs that are payable upon demand are treated as nonperiodic payments for federal income tax purposes. Generally, nonperiodic payments must have at least 10 percent income tax withheld. Your election will remain in effect for any subsequent distribution unless you change or revoke it.

**Payments Delivered Outside of the U.S.** A U.S. citizen or resident alien may not waive withholding on any distribution delivered outside of the U.S. or its possessions. Distributions by nonresident alien generally are subject to a tax withholding rate of 30 percent. A reduced withholding rate may apply if there is a tax treaty between the nonresident alien's country of residence and the United States and if the nonresident alien submits Form W-8BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*, or satisfies the documentation requirements as provided under federal regulations. The Form W-BEN must contain the foreign person's taxpayer identification number.

For more information, Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*, and Publication 519, *U.S. Tax Guide for Aliens*, are available on the IRS website at [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM.

**Revoking the Exemption From Withholding.** If you want to revoke your previously filed exemption from withholding, file another Form W-4P with the custodian and check the appropriate box on that form. If you receive a Form W-4P or substitute form and do not make a withholding election, you will be deemed to have revoked your prior withholding election and 10% federal income tax will be withheld.

**Statement of Income Tax Withheld From Your IRA.** By January 31 of next year, your custodian will provide a statement to you and to the IRS showing the total amount of your IRA distributions and the total federal income tax withheld during the year. Copies of Form W-4P will not be sent to the IRS by the custodian.

You must supply all requested information for the distribution so the custodian can properly report the distribution on IRS Form 1099-R, *Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.*

**State Withholding.** Depending on your state of residency, the custodian may be required to withhold state income tax at a rate specified by your state, unless you waive it.

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This guide provides general information about state withholding requirements for IRA distributions. It is not intended to provide a complete overview of state withholding rules and regulations. The information in this guide was obtained from state revenue authorities, and every effort has been made to ensure its accuracy. Because state tax laws are subject to constant change, often without prior notice, the accuracy of the information cannot be guaranteed beyond the revision date of this guide.

### General Rules

In most cases, state withholding applies to state residents only. In Maine, Massachusetts, Montana, Nebraska, Oregon, and Wisconsin, state withholding also applies to individuals required to file a state tax return in that state.

If a state withholding election is not made and state withholding is required, state tax will be withheld.

A state withholding election may be changed at any time, applicable to payments made after the change.

### State-Specific Rules

**Arkansas.** IRA distributions are subject to state withholding at 3.0% of the gross payment unless the IRA owner elects no state withholding.

**California.** IRA distributions are subject to state withholding at 1.0% of the gross payment unless the IRA owner elects no state withholding.

**Connecticut.** Taxable lump-sum IRA distributions are subject to mandatory state withholding at 6.99% of the gross payment. Any other taxable distribution from an IRA is subject to state withholding at 6.99% of the gross payment, unless the IRA owner furnishes the financial organization with a completed Form CT-W4P. Form CT-W4P may be obtained from the Connecticut Department of Revenue Services.

**District of Columbia.** Lump-sum IRA distributions are subject to mandatory state withholding at 8.95% of the gross payment, except for any after-tax amount in a lump-sum distribution or a trustee-to-trustee transfer between IRAs.

**Iowa.** IRA distributions are subject to state withholding at 5.0% of the gross payment if federal income taxes are withheld from the payment.

**Kansas.** IRA distributions are subject to state withholding at 5.0% of the gross payment if the federal income taxes are withheld from the payment or if the IRA owner requests state withholding in writing.

**Louisiana.** IRA distributions are subject to state withholding only when the IRA owner elects state withholding and specifies a percentage not to exceed 4.8% of the gross payment.

**Maine.** IRA distributions are subject to state withholding at 5.0% of the gross payment if federal income taxes are withheld from that payment.

**Massachusetts.** IRA distributions are subject to state withholding at 5.0% of the gross payment if federal income taxes are withheld from the payment. (Exception: A payment is not subject to state withholding if it is excluded from taxation under Massachusetts law.)

**Michigan.** Any taxable distribution from an IRA received by an IRA owner or beneficiary born after December 31, 1945, is subject to state withholding at 4.25% of the gross payment, unless the IRA owner provides the financial organization with a completed Form MI W-4P. Withholding also applies to any taxable distributions received by an IRA owner or beneficiary born before 1946 that exceeds certain income thresholds. Withholding is not required on qualified distributions from Roth IRAs. Form MI W-4P may be obtained from the Michigan Department of Treasury.

**Missouri.** IRA distributions are subject to state withholding at 5.4% of the gross payment, unless the IRA owner elects no state withholding.

**Montana.** IRA distributions are subject to state withholding when an IRA owner elects state withholding and specifies an amount. If state withholding is elected, the financial organization is not required to withhold the amount specified if it would result in a net payment of less than \$10.

**Nebraska.** IRA distributions are subject to state withholding at 5.0% of the gross payment if federal income taxes are withheld from the payment or if the IRA owner requests state withholding in writing.

**New Jersey.** IRA distributions are subject to state withholding when an IRA owner elects state withholding and specifies an amount. The IRA owner must specify an even dollar amount. If state withholding is elected, the financial organization is not required to withhold the amount specified if the withheld amount would be less than \$10 (per payment).

**North Carolina.** IRA distributions are subject to state withholding at 4.0% of the gross payment unless the IRA owner furnishes the financial organization with a completed Form NC-4P. Form NC-4P may be obtained from the North Carolina Department of Revenue.

**Oklahoma.** IRA distributions are subject to state withholding at 5.0% of the gross payment if federal income taxes are withheld from the payment or if the IRA owner requests state withholding in writing.

**Oregon.** IRA distributions are subject to state withholding at 8.0% of the gross payment unless the IRA owner elects no state withholding.

**Vermont.** IRA distributions are subject to state withholding at 3.0% of the gross payment if federal income taxes are withheld from the payment or if the IRA owner requests state withholding in writing.

**Wisconsin.** IRA distributions are subject to state withholding when an IRA owner elects state withholding and specifies an amount. If state withholding is elected, the financial organization is not required to withhold the amount specified if the withheld amount would be less than \$5 (per payment).