

(888) 205 - 6036 (505) 212 - 0494 operations@horizontrust.com

Horizon Trust Correspondence, PO BOX 27068, Newark NJ 07101

## PART 1. ACCOUNT OWNER INFORMATION

Account Type:

- Traditional IRA       Roth IRA       SEP IRA       SIMPLE IRA
- Inherited Traditional IRA       Inherited Roth IRA

First Name:  M.I.:  Last Name:  Account #:

Last 4 SSN Digits:  Date of Birth: (MM/DD/YYYY)  Email Address:

## PART 2. REASON FOR DISTRIBUTION

### For Traditional IRA / SEP IRA / SIMPLE IRAs

If no option is checked, we will default to "Normal Distribution" or "Premature Distribution" based on your age.

Normal Distribution (Over age 59½, includes Required Minimum Distributions (RMDs))

Premature Distribution

Death Distribution from Inherited Traditional IRA

### For Roth IRAs

If no option is checked, we will default to "Normal Distribution" or "Premature Distribution" based on your age.

Normal Distribution (Over age 59½ and 5-Year Rule has been met)

Premature Distribution

Death Distribution from Inherited Roth IRA

### PART 3. DISTRIBUTION AMOUNT & FREQUENCY

Indicate the amount and frequency of each payment. All accounts are required to maintain a minimum cash balance of \$500. If your request would drop your balance below this amount, the request may not be processed. Recurring distributions will continue until we receive written direction from you to cancel.

Gross Amount Per Payment:  Date to Begin (MM/DD/YYYY):  Payment Occurrence:  
 Monthly  Quarterly  Annually

Check here if you would like to distribute RMD amount. **RMD payments can only be distributed Annually**

**!** **IMPORTANT:** To ensure this recurring distribution request will be processed by your selected start date, you must have available funds in your account and this distribution request must be received (with a copy of a voided check for ACH payments) no later than 10 business days before the selected start date.

### PART 4. DISTRIBUTION DIRECTION

Please select a direction for this Recurring Distribution Request.

New or Additional Setup  Replaces Existing Payment  Stop or Cancel Existing Payment

### PART 5. 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Withhold the following percentage of Federal Income Tax from the amount withdrawn: (Must be 10% or greater.)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 6. PAYMENT METHOD

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

Send check via:  Regular Mail  Overnight Mail (\$50.00)  Cashier's Check + Overnight Mail (\$50.00)

Payee Name:

Payee Tax ID #:

Payee Address:

City:

State:

Zip:

**Option 2. Wire**

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 7. ACCOUNT OWNER AUTHORIZATION

**Important: Please read before signing.**

I certify that I am authorized to take distributions from this retirement account and all information provided by me is true and accurate. I confirm receipt of the State Withholding Notice Information. I understand this is a self-directed account meaning that I am solely responsible for the selection, due diligence, management, review, retention and liabilities of all investment(s) and for the accuracy of the instructions provided to the Custodian or Administrator to fulfill those investments. I understand the Custodian and Administrator are not fiduciaries and do not provide investment, tax or legal advice. I expressly assume all liability, and agree Custodian is not responsible, for any consequences that may arise from this distribution.

Signature of IRA Owner:

IRA Owner Name: (Print or Type)

Date: (MM/DD/YYYY)

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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-4R.

**Purpose of Form W-4R.** Unless you elect otherwise, 10 percent federal income tax will be withheld from payments from individual accounts (IRAs). You can use Form W-4R (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-4R with the custodian and check the appropriate box on that form. If you receive a Form W-4R 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-4R 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.