

Traditional IRA Distribution Request Form

Please complete all sections on this form
Additional documents may be required



Please mail completed form to:

Matrix Trust Co.
Attn: IRA Dept.
717 17th St., Suite 1300
Denver CO 80202

Or Fax to (303) 893-0688
If you have questions about
your account or this form,
call (888) 947-3472 (Option 1)
M-F 7:30 am - 4:30 pm (Mountain)
mcsiraservice@broadridge.com

Section One – Account Registration and Information

Account Number (if known) _____

Name _____

Address Line 1 _____

Address Line 2 _____ Daytime Phone _____

City/State/ZIP _____

Date of Birth _____ Social Security Number _____

Section Two – Amount of Distribution

Partial Distribution Partial distribution amount: \$ _____

Full Distribution (Full balance. Account will close)

A signature guarantee must be provided on all requests for distributions of \$25,000 or more

Section Three – Reporting and Tax Withholding

Type of Distribution (Check Only One)

Normal Distribution, including Required Minimum Distribution (On or after age 59 ½)

Premature Distribution (Under age 59 ½)*

**(including exceptions to premature distribution penalties for disability, first time home purchase, substantially equal payment program, higher education or medical expenses, and other exceptions listed in IRC § 72(t) except as noted below)*

Direct Rollover to a non-IRA retirement plan (e.g. 401(k), Profit Sharing plan, etc.)

Direct Transfer to a Traditional IRA held at another institution

Conversion to Roth IRA

Death Distribution to beneficiary (please attach copy of client's death certificate)

Transfer due to Divorce (please attach divorce decree)

Federal Withholding Election (If no election is selected, Federal Income Tax will be withheld at a flat 10% rate.)

I **do not** want to have Federal Income Tax withheld

I **want** Federal Income Tax withheld at the rate of _____% or \$ _____ (must be 10% or greater)

State Withholding Election (please note that State tax withholding may be mandatory, and will be withheld regardless of selection if required by state law. See attached list of state withholding requirements)

I **do not** want to have State Tax withheld

I **want** State Tax withheld at the rate of _____% or \$ _____

Please specify state, if other than state of residence in section 1. _____

Section Four – Payment Method

Mail Check to Address of Record listed in Section One
If Direct Rollover, Transfer or Roth Conversion, company name and address to mail check:

Receiving Account no. _____
Receiving Account type (Check one): IRA Roth IRA Non-IRA Retirement Plan Other

Overnight Check to Address of Record or address listed above
Bill to: Account no: _____ FedEx UPS Other _____

(No overnight service will be provided without a valid shipping company account number)

Wire Transfer (\$20.00 fee applies; same day fund transfer)

ACH (No additional charge; 3-5 business day direct deposit)

Bank Account Information for ACH or Wire:

Name of Bank _____

ABA Routing Number _____

Name on Account to credit* _____

Bank Account Number _____

Checking

Savings

** IRA holder must be owner or joint owner of receiving account
please attach a voided check or other bank document to ensure proper account credit to your account*

Section Five – Signature

The undersigned hereby authorizes and directs the Custodian to distribute funds from the above referenced account in accordance with the instructions provided within this request.

The undersigned further certifies: That this distribution is being requested for the reason described above, and acknowledges review of the *Notice of Withholding on IRA Distributions*. The Custodian may rely on the certification without further investigation or inquiry. And, that the Custodian shall incur no liability for acting on this distribution request or its subsequent processing.

Notice of Federal Withholding on IRA Distributions: The distributions you receive from your IRA are subject to Federal Income Tax Withholding unless you elect not to have the withholding apply. You may elect not to have withholding apply to your distribution by checking the appropriate box in section two. If you elect not to have withholding apply to your distribution, or if you do not have enough Federal Income Tax withheld from your distribution, you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient.

Notice of State Withholding on IRA Distributions: State Income Tax will be withheld from your distribution according to the attached State Income Tax Withholding Requirements chart, unless otherwise instructed. (Not applicable in all states.)

Signature of Account Owner

Date

Signature Guaranteed by:

A Medallion Signature Guarantee stamp must be provided on all requests for distributions of \$25,000 or more

STATE OF RESIDENCE	STATE INCOME TAX WITHHOLDING TAX REQUIREMENTS
AK, AZ, FL, HI, IL, MI, NH, NV, SD, TN, TX, WA, WY	<p>STATE INCOME TAX WITHHOLDING IS NOT REQUIRED</p> <p>State income tax is not required. State tax will not be withheld for these states.</p>
AL, AR, CO, CT, GA, ID, IN, KY, LA, MD, MN, MO, MT, ND, NE, NJ, NM, NY, OH, RI, SC, UT, WI, WV	<p>STATE INCOME TAX WITHHOLDING IS VOLUNTARY</p> <p>State income tax will be withheld only if specific instructions are received to do so.</p> <p>The tax amount must be given on the distribution request.</p> <p>For CO, CT, MO and NJ amounts must be whole dollars.</p>
CA, NC, OR, DE, VT	<p>STATE INCOME TAX WITHHOLDING IS MANDATORY WHERE FEDERAL WITHHOLDING APPLIES</p> <p>If Federal tax is withheld, state tax must be withheld as indicated below:</p> <p>CA - 10% of federal tax withheld</p> <p>DE - You must tell us the amount to withhold</p> <p>NC - 4% of gross distribution</p> <p>OR - 8% of gross distribution</p> <p>VT - 24 % of federal tax withheld</p>
IA, KS, ME, MA, OK	<p>STATE INCOME TAX WITHHOLDING IS MANDATORY WHERE FEDERAL WITHHOLDING APPLIES</p> <p>We will withhold state tax as indicated below unless you indicate otherwise:</p> <p>IA – 5% of gross distribution</p> <p>KS – You must tell us the amount to withhold</p> <p>ME – 5% of gross distribution</p> <p>MA – 5.6% of gross distribution</p> <p>OK – 8% of gross distribution</p>
PA, MS	<p>STATE INCOME TAX WITHHOLDING IS MANDATORY ON PREMATURE DISTRIBUTIONS</p> <p>We will withhold state tax as indicated below:</p> <p>PA – 2.8% of gross distribution</p> <p>MS – 5% of gross distribution</p>
VA	<p>STATE INCOME TAX WITHHOLDING IS MANDATORY ON QUALIFIED PLAN DISTRIBUTIONS ONLY</p> <p>We will not withhold state income tax on distributions from IRA, Roth, SEP or Simple accounts.</p>