

Roth IRA Distribution Request Form

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



Matrix
TRUST COMPANY

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)

Non-Qualified Distribution (Account has been open less than 5 years, and no other exception* applies.)

Qualified Distribution (Account has been open for 5 years or more AND you are over age 59 ½ or disabled**)

Early distribution with Exception (Account has been open less than 5 years, but you are over age 59 ½ or disabled or another exception* applies)

Transfer to a Roth IRA at another financial institution***

Death Distribution to Beneficiary (Please attach death certificate)

Transfer Due to Divorce (Please attach divorce decree)

* See IRS Publication 590 for a complete list of exceptions

** See IRC §72(t)(2)(A)iii for IRS definition of disability. It is the recipient's responsibility to determine eligibility.

*** Note that funds cannot be rolled over to a Roth 401(k) or Roth 403(b) account

Federal Withholding Election (If no election is selected, no federal or state taxes will be withheld)

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

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 Transfer to another Roth IRA, company name and address to mail check:

Receiving Account no. _____

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; 1-3 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 Roth IRA are generally not subject to Federal Income Tax Withholding in most cases; however penalties may apply to non-qualified distributions. You may elect 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 applicable penalties. 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: You may elect to have a portion of your distribution withheld to apply toward your overall state tax burden if you choose. No mandatory withholding applies, and no state income tax will be withheld unless you specify a percentage or dollar amount in section three.

Signature of Account Owner

Date

Signature Guaranteed by:

[Empty box for Signature Guaranteed by]

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