

# Distribution

Review the following content thoroughly. Upon review, print the documents and obtain the required signatures, as applicable, to finish documenting the distribution from the account.

## OWNER INFORMATION

Last Name

First

MI

Tax ID

Date of Birth

IRA Type

Account Number

## FINANCIAL ORGANIZATION INFORMATION

Financial Organization

Email

Phone

## DISTRIBUTION INFORMATION

☐ Distribute entire balance and close the account

### Reason

For additional distribution reasons, contact your organization.

- ☐ Normal Distribution (Reason Code 7)
- ☐ Early Distribution without Penalty Exception (Reason Code 1)
- ☐ Transfer to another IRA (Not Reported)

Date of Distribution

Distribution Amount  
\$

### Distribution Method

- ☐ Cash
- ☐ Check payable to:
- ☐ Transfer to account#  
at

Account Type:

- ☐ Traditional IRA
- ☐ SEP IRA
- ☐ SIMPLE IRA
- ☐ Employer-sponsored retirement plan
- ☐ Non-retirement account (i.e., checking, savings)

## FEDERAL WITHHOLDING

Refer to the enclosed Form W-4R,  
*Federal Income Tax Withholding  
Certificate for Nonperiodic IRA  
Distributions*

## STATE WITHHOLDING

State withholding may not be available in your state or if your organization does not conduct business in that state. If applicable, state tax will be withheld from the distribution according to your state's guidelines. You may be required to complete additional state tax withholding forms if you withhold taxes in Connecticut, Michigan, Minnesota, or North Carolina. Contact your organization for more information.

Withholding State:

- ☐ Withhold %
- ☐ Withhold \$
- ☐ Do not withhold

DISTRIBUTION SUMMARY

Total Amount

Financial Organization

Penalties and Fees

Federal Withholding

State Withholding

Net Amount

INVESTMENT OPTIONS

Name	Investment Number	Amount to Distribute	Penalty/Fee Amount

**SIGNATURE**  
By signing this Distribution document, I certify that the information I have provided is true and correct, and I authorize the Trustee to distribute my IRA as instructed above. I understand that I am responsible for ensuring I am eligible to authorize this distribution and I assume all responsibility for any consequences as a result of my actions. I will indemnify and hold the Trustee harmless from any consequences related to executing my instructions. I have not received any legal or tax advice from the Trustee and any assistance provided by the Trustee is not to be construed as such. If this distribution involves a SIMPLE IRA, special rules apply, and I assume responsibility for my actions regarding those issues. I understand that if this is qualified charitable distribution (QCD) or HSA funding distribution, I certify that I understand the requirements for making such a distribution from my IRA and that I meet such requirements.

I authorize the Trustee to withhold taxes from my IRA distributions as instructed above. I understand that I am responsible for paying all taxes on my IRA distributions and that I may be subject to penalties under the estimated tax rules if my withholding and estimated tax payments are insufficient. I will indemnify and hold the Trustee harmless from any consequences related to executing my directions. I have been advised to consult with a competent tax advisor and have not received any tax advice from the Trustee.

Print Account Owner Name

Account Owner Signature

Date

Print Trustee Representative Name

Trustee Representative Signature

Date

# Federal Income Tax Withholding Certificate for Nonperiodic IRA Distributions

(IRS FORM W-4R/OMB NO. 1545-0074) DEPT. OF TREASURY, INTERNAL REVENUE SERVICE)

## Line 1: Recipient Information

1a. First name and middle initial: \_\_\_\_\_ Last name: \_\_\_\_\_

1b. Social Security number: \_\_\_\_\_

See the General Instructions and Marginal Rate Tables (below) for more information.

**Line 2: Withhold Federal Income Tax of \_\_\_\_\_ %** (Must be a whole number between 0% and 100%.)

**Note:** Unless a previous withholding election is in place or you indicate a different withholding amount above, your IRA custodian/trustee will withhold federal income tax at the 10% default rate. Generally, you can't choose less than 10% for payments delivered outside the U.S. and its possessions. Your election is valid until you change it.

Print Account Owner Name

Account Owner Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2025 Marginal Rate Tables

You may use these tables to help you select the appropriate withholding rate for this distribution. Add your income from all sources and use the column that matches your filing status to find the corresponding rate of withholding. See **"Suggestion for determining withholding"** below for more information on using this table.

Single or Married filing separately		Married filing jointly or Qualifying widow(er)		Head of household	
Total income over	Tax rate for every dollar more	Total income over	Tax rate for every dollar more	Total income over	Tax rate for every dollar more
\$0	0%	\$0	0%	\$0	0%
15,000	10%	30,000	10%	22,500	10%
26,925	12%	53,850	12%	39,500	12%
63,475	22%	126,950	22%	87,350	22%
118,350	24%	236,700	24%	125,850	24%
212,300	32%	424,600	32%	219,800	32%
265,525	35%	531,050	35%	273,000	35%
641,350*	37%	781,600	37%	648,850	37%

\*If married filing separately, use \$390,800 instead for this 37% rate.

## General Instructions

**Purpose of form.** Complete Form W-4R to have payers withhold the correct amount of federal income tax from your nonperiodic payment from your individual retirement arrangement (IRA). See below for the rules and options for the payment. For more information on withholding, see Pub. 505, *Tax Withholding and Estimated Tax*.

**Caution:** If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. Your withholding election will generally apply to any future payment from the same IRA. Submit a new Form W-4R to change your election.

**Nonperiodic payments—10% withholding.** Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments **unless** you enter a different rate on Line 2. IRA distributions payable on demand are treated as nonperiodic payments. The default withholding rate may not be appropriate for your tax situation. You may enter "-0-" on Line 2 to have no federal income tax withheld. See the specific instructions section for more information. Generally, you can't elect to have federal income tax withheld at a rate of less than 10% (including "-0-") on any payments delivered outside the U.S. and its possessions.

**Note:** If you don't give Form W-4R to your payer, don't provide an SSN, or provide an incorrect SSN, the payer must withhold 10% for federal income tax and can't allow a lower (or no) amount withheld. Generally, for payments that began before 2025, your current withholding election (or default rate) remains in effect until you submit Form W-4R.

**Payments to nonresident aliens and foreign estates.** Do not use Form W-4R. See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*, and Pub. 519, *U.S. Tax Guide for Aliens*.

## Specific Instructions

**Line 1b.** For an estate, provide the estate's employer identification number (EIN) in the area reserved for "Social Security number."

## Line 2

Enter a rate between 0 and 100 on Line 2. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter "-0-".

**Suggestion for determining withholding.** Consider using the Marginal Rate Tables (above) to help you select the appropriate withholding rate for this distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on those sources of income has not been paid through other withholding or estimated tax payments, you can pay that tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

The marginal tax rate is the tax rate on each additional dollar of income you receive above a particular income amount. Use the table to find a withholding rate for amounts above the total income level in the table.

For additional information about Form W-4R, such as legislation enacted after publication and examples, go to [www.irs.gov/FormW4R](http://www.irs.gov/FormW4R).