

VIP Services: (888) 855-9856 | info@trustprovident.com  
 8880 W. Sunset Rd., Suite 250, Las Vegas, NV 89148

### Section 1 IRA Owner Information

First Name  MI  Last Name  Date of Birth (MM-DD-YYYY)   -

Email  Last Four Digits of Social Security Number  Account Number

Account Type (Select one)  Traditional IRA  Roth IRA  SEP IRA  SIMPLE IRA  Inherited Traditional IRA  Inherited Roth IRA

### Section 2 Distribution Processing

Select one  New Payment Setup  Modify/Replace Existing Payment  Stop/Cancel Existing Payment

### Section 3 Distribution Type


Select one  Normal Distribution (Age 59½ or older)  Substantially Equal Periodic Payments  
 Early Distribution (Under age 59½)  Death Distribution from an Inherited IRA

### Section 4 Distribution Amount and 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 Distribution Amount Per Payment \$  Starting Month  Day Preferred  1st  15th

Frequency of Future Payments (Select one)  
 Monthly  Quarterly  Semi-annually  Annually

 In order 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 if you want ACH payments) no later than 10 business days before the selected start date.

### Section 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)  
 Withhold Federal Income Tax of  % from the amount withdrawn.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 (If applicable, select one)  
 Name of Withholding State

Withhold State Income Tax of  % from the amount withdrawn.  
 Withhold State Income Tax of \$  from the amount withdrawn.

**DO NOT** Withhold State Income Tax. (Varies by state; please check your state's laws to determine applicability.)  
 I understand that I am still liable for the payment of state income tax on the amount of any distributions received and that I may be subject to penalties if my payments are insufficient.

## Section 6

## Payment Method

See the current Fee Schedule for applicable fees.

**Option 1:** Mail a check to the following payee

Payee Name

Payee Tax ID Number

Address

City

State

Zip

Check Delivery Options:  Regular Mail  Priority Mail  Overnight Mail

**Option 2:** ACH funds directly to the payee's bank



Please include a copy of a voided check. The ACH will not be completed prior to receiving the voided check.

Bank Name

Bank Address

City

State

Zip

Payee Name (On bank account)

Payee Tax ID Number

Payee Address

City

State

Zip

Account Number

ABA Routing Number

## Section 7

## IRA Owner Agreement and Authorization

**Important: Please read before signing.**

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.

IRA Owner Signature

IRA Owner Name (Please type or print)

Date



**Congratulations! You are now able to submit your completed request.**

Before you submit this form please review all completed information prior to signing. When ready, mail, email, or fax this completed form to:

**Mail to:** Provident Trust Group  
8880 W. Sunset Rd., Suite 250  
Las Vegas, NV 89148

**Email to:** [distributions@trustprovident.com](mailto:distributions@trustprovident.com)

**Fax to:** (702) 253-7565

## Withholding Notice Information (Form W-4PIOMB No. 1545-0074)

**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 retirement accounts (IRAs). You can use Form W-4P (or a substitute 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 a 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-8BEN 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.

# State Income Tax Withholding Guide for IRA Distributions

*This guide is designed to provide 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 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 5.10% 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.

**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 2.4% 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).