

# Roth IRA Distribution Request

Complete this form to request a distribution from your Roth IRA with Zia Trust, Inc. as Custodian. If you have questions, call **1-800.996.9000**, 8 a.m.-5 p.m., Monday - Friday.

P.O. Box 30928 | Albuquerque, NM 87190  
www.ziastrust.com

## 1 ROTH IRA ACCOUNT HOLDER INFORMATION (Please Print)

Name of Roth IRA Account Holder (first, middle initial, last)	Social Security Number	Date of birth (mm/dd/yyyy)	Roth IRA account no.
Street address	City/ State	Zip	Daytime phone
Mailing address (if different than street address)	City/State	Zip	Evening phone

## 2 TYPE OF DISTRIBUTION (Choose One)

- [Q] Qualified Distribution (Roth IRA was set up five (5) years ago or more; certificate may be required)
- Non-Qualified Distribution (Roth IRA was set up less than five (5) years ago)
- [J] return of contribution only, no earnings
  - [J] no known exception to early distribution penalty
  - [T] after age 59 ½
  - [J] to a qualifying military reservist
  - [2] for an IRS levy
  - [T] due to total and permanent disability
  - [J] part of a series of substantially equal periodic payments
  - [J] for payment of health insurance premiums
  - [J] for certain medical expenses
  - [J] for higher education expenses
  - [J] for first time homebuyer expenses
  - [T] due to death –if distribution to a beneficiary
- |   |
|---|
| Beneficiary name                          |
| Beneficiary address                       |
| Beneficiary social security number or TIN |
- [R] Prior Year Recharacterization
- [N] Current Year Recharacterization
- For certain early distributions, you need to file the IRS Forms 5329 and/or 8606.**
- Withdrawal for Excess Contribution (earnings will also be refunded; if earnings are negative, then the amount withdrawn will be reduced)
- [J, 8] withdrawal is in the same year as the contribution and before the early withdrawal deadline
  - [J, P] withdrawal is in the year after the contribution and before the early withdrawal deadline
  - [J, P] withdrawal is after the early withdrawal deadline
- [J] Revocation of the Roth IRA within seven (7) days of opening account
- Direct Transfer
- To the custodian of account holder's Roth IRA
- |                                   |
|-----------------------------------|
| Custodian name and account number |
|                                   |
|                                   |
|                                   |
- [G] To qualified retirement plan: \_\_\_\_\_
  - [J] One lifetime transfer to an HSA
  - To former spouse's Roth IRA due to divorce\*
  - [T] To surviving spouse's Roth IRA after owner's death\*
  - [T] To inherited Roth IRA in name of deceased owner for a beneficiary\*
- \*Beneficiary name
- |  |
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## 3 PAYMENT AMOUNT (Choose One)

- One time payment:
- The entire account balance:
    - Leave account open
    - Close account
  - \$ \_\_\_\_\_, a partial withdrawal
  - \$ \_\_\_\_\_, a required minimum distribution
- Periodic payments. I instruct you to pay as follows:
- |  |
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## 4 METHOD OF PAYMENT (If Not a Direct Transfer or Rollover)

- Issue check to me at address listed above.
- ACH  Wire to my bank account via EFT as follows (a voided check is attached):

Bank name	Name on bank account
Bank account number	Bank routing number (ABA)

**Tax Withholding Election – The instructions to this substitute Form W-4P are attached. Please select an option below.**

- I elect not to have income tax withheld from this Roth IRA distribution.
- I elect to have \_\_\_\_\_% federal income tax withheld from this Roth IRA distribution (*must be 10% or greater*).
- I elect to have \$ \_\_\_\_\_ withheld as an additional amount from each Roth IRA payment.
- U.S. Citizen                       Resident Alien

Qualified distributions from a Roth IRA are nontaxable, and thus, not subject to withholding. Distributions from a Roth IRA that are not qualified distributions are subject to federal income tax withholding, unless you elect no withholding. You may change your withholding election at any time prior to your receipt of a payment. Your withholding election does not affect the amount of income tax you pay. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are insufficient. You may be required to pay estimated taxes even if you elect withholding.

If this section is not completed and your distribution is not a qualified distribution, 10% Federal withholding will apply to any distributions. We will withhold state tax in accordance with your state's rules, if at the time of distribution, your address on page 1 is within a mandatory withholding state and you have federal income taxes withheld.

The election to not have income tax withheld does not apply to any payments that are delivered outside the U.S. or its possessions to a U.S. citizen or resident alien. Other recipients who have payments delivered outside the U.S. or its possessions may choose not to have income tax withholding only if an individual completes IRS Form W-8BEN.

***I certify that the information on this form is true and accurate, that I am the proper party to receive payment from this Roth IRA. I certify that I have received a copy of the withholding notice. I further certify that all decisions regarding this withdrawal are my own and I expressly assume responsibility for any adverse consequences that may arise from this withdrawal and agree that Zia Trust, Inc. shall in no way be held responsible.***

\_\_\_\_\_  
Roth IRA Owner's Signature

\_\_\_\_\_  
Date

**Withholding From Pensions and Annuities**

Generally, federal income tax withholding applies to the taxable part of payments made from individual retirement arrangements (IRAs). The method and rate of withholding depend on (a) the kind of payment you receive; (b) whether the payments are delivered outside the United States or its commonwealths and possessions; and (c) whether the recipient is a nonresident alien individual, a nonresident alien beneficiary, or a foreign estate. Qualified distributions from a Roth IRA are nontaxable and therefore, not subject to withholding. Because your tax situation may change from year to year, you may want to refigure your withholding each year. You can change the amount to be withheld by filing a new substitute W-4P or a Form W-4P.

Choosing not to have income tax withheld. You (or in the event of death, your beneficiary or estate) can choose not to have federal income tax withheld from your payments by using this substitute Form W-4P. For an estate, the election to have no income tax withheld may be made by the executor or personal representative of the decedent. Enter the estate's employer identification number (EIN) in the area reserved for your social security number. You may not make this choice for eligible rollover distributions.

**Caution.** There are penalties for not paying enough federal income tax during the year, either through withholding or estimated tax payments. See Pub. 505. It explains your estimated tax requirements and describes penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your pension or annuity using the substitute Form W-4P or the Form W-4P.

**Nonperiodic payments—10% withholding.** Your payer must withhold at a flat 10% rate from nonperiodic payments, unless you choose not to have federal income tax withheld. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. This special rule applies even if you are receiving periodic distributions. You can choose not to have federal income tax withheld from a nonperiodic payment by completing the substitute Form W-4P or Form W-4P. Your Form W-4P stays in effect until you change or revoke it. This substitute form cannot be used if payments from your IRA are not payable upon demand.

**Changing Your "No Withholding" Choice**

If you previously chose not to have federal income tax withheld and you now want withholding, complete another substitute Form W-4P or Form W-4P and submit it to your payer.

**Payments to Foreign Persons and Payments Outside the United States**

Unless you are a nonresident alien, withholding (in the manner described above) is required on any periodic or nonperiodic payments that are delivered to you outside the United States or its possessions. You cannot choose not to have federal income tax withheld. In the absence of a tax treaty exemption, nonresident aliens, nonresident alien beneficiaries, and foreign estates generally are subject to a 30% federal withholding tax under section 1441 on the taxable portion of a periodic or nonperiodic pension or annuity payment that is from U.S. sources. However, most tax treaties provide that private pensions and annuities are exempt from withholding and tax. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for details. A foreign person should submit Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, to the payer before receiving any payments. The Form W-8BEN must contain the foreign person's taxpayer identification number (TIN).

**Statement of Federal Income Tax Withheld From Your Pension or Annuity**

By January 31 of next year, your payer will furnish a statement to you on Form 1099-R, distributions from IRAs, showing the total amount of your payments and the total federal income tax withheld during the year. If you are a foreign person who has provided your payer with Form W-8BEN, your payer instead will furnish a statement to you on Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, by March 15 of next year.

**Privacy Act and Paperwork Reduction Act Notice**

We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request federal income tax withholding from periodic pension or annuity payments based on your withholding allowances and marital status, (b) request additional federal income tax withholding from your pension or annuity, (c) choose not to have federal income tax withheld, when permitted, or (d) change or revoke a previous Form W-4P. To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s). Providing false or fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

