

Sub Firm #	BR Code	FA Code	Account Number

## DISTRIBUTION REQUEST FROM IRA (Traditional, SEP, SIMPLE, Roth or ESA)

Complete this form if you wish to take a withdrawal from your First Clearing, LLC ("FCC") IRA. In order for the form to be processed, all sections must be completed in their entirety. The information on this form will be used to report the distribution to the IRS. The final determination as to whether you are entitled to an exception, such as disability, will be made by the IRS. It is your responsibility to provide us with correct information. We suggest you consult with your tax advisor before completing this form. For IRA Checkwriting, do not complete this form. Use the IRA Checkwriting Application.

**PLEASE READ IMPORTANT INFORMATION ON PAGE 2 PRIOR TO COMPLETING THIS FORM.**

IRA Holder Last Name (if an ESA, the Designated Beneficiary)	First Name	M.I.	Social Security Number	Date of Birth
Recipient Name (if different)			Recipient's Social Security #, if different	Recipient's Date of Birth
Address			City	State
				Zip

**IRA Type.** Check ONE:  Traditional  SEP  SIMPLE (Date of first deposit: \_\_\_\_\_)  Roth  Education Savings Account (ESA)  Inherited

**Reason for Distribution.** Check ONE. FOR ALL CATEGORIES BELOW, SEE PAGE 2 FOR DESCRIPTIONS AND REQUIRED ATTACHMENTS. Distribution will be delayed if required attachment(s) is(are) not included. A new form and signature are required to change from one category to another.

**If the reason for the distribution is to convert to a Roth IRA or to recharacterize a contribution, do NOT use this form. Use the applicable form.**

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> Normal (after age 59 ½, except ESA)              | <input type="checkbox"/> Death      | <input type="checkbox"/> Excess Contribution: Amount of Excess \$ _____<br>Date Deposited into IRA: _____                    |
| <input type="checkbox"/> Premature (under age 59 ½, no known exception)   | <input type="checkbox"/> Divorce    | Is it prior to the tax filing deadline for that year? <input type="checkbox"/> Yes <input type="checkbox"/> No               |
| <input type="checkbox"/> Premature (under age 59 ½, exception to penalty) | <input type="checkbox"/> Disability | If No and tax return was filed timely, is it prior to October 15th? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> ESA (unless disability, death or excess)         | <input type="checkbox"/> IRA to QRP | Earnings: \$ _____ (calculated by the IRA Dept.)   |

**Tax Withholding.** Withholding elections are made by choosing ONE option per section. To make a change to a withholding election, a new form and signature are required.

<b>Federal Taxes</b> Form W-4P/OMB No. 1545-0415 <b>Selection Required</b> <i>(Not permissible for ESAs)</i>	Federal income taxes are required to be withheld in the amount of 10% from all IRA distributions unless an election is made not to have withholding apply. (Not applicable to qualified Roth distributions.) You cannot elect out of the 10% mandatory withholding if you have not supplied FCC with your correct SSN or TIN, and a "residence address" within the United States. If you are eligible to opt out of withholding and elect to do so, you will be liable for payment of all taxes due on the taxable portion of your distribution. You may also be subject to tax penalties under the estimated tax payment rules if your payments of estimated tax and withholding, if any, are not adequate. If you elect to have withholding apply, you must ensure that you have sufficient cash in your FCC IRA. An election is made by choosing one option below. <b>If no election is made we are required to withhold federal income taxes at a rate of 10%.</b> See Page 2 for additional important information. <input type="checkbox"/> Do NOT withhold Federal income tax from my IRA distribution. <input type="checkbox"/> Withhold Federal income tax of _____ % or \$ _____ from my IRA distribution (minimum of 10%).
<b>State Taxes</b> <b>Selection Required</b>  (State)	Withholding of state income taxes on IRA distributions is required in certain states. These states have various withholding requirements. If the address on FCC's records is a state that requires withholding, the state statutes will prevail. In certain states when Federal Withholding applies State Withholding is mandatory regardless of election. Consult your tax advisor or state department of revenue for details. Please see Page 2 for additional information. If establishing on-demand distributions, only a withholding percentage is allowed. <input type="checkbox"/> Do NOT withhold State income tax from my IRA distribution. <input type="checkbox"/> Withhold State income tax of _____ % or \$ _____ from my IRA distribution.

**Distribution Instructions.** First Clearing, LLC is authorized to distribute as indicated below.

<b>Type</b> Select One.	<input type="checkbox"/> Partial <input type="checkbox"/> Periodic <input type="checkbox"/> Termination of Entire Account (fees apply) <span style="float: right;"><i>For on-demand distributions, do not make a selection.</i></span>	
<b>On-Demand</b>	<input type="checkbox"/> Check here if you want the ability to give verbal instructions to adjust the payment amount, frequency or date. On-Demand is not available for Account Termination. See Page 2 for additional information. Please Note: Only one On-Demand distribution may be in effect at a time.	
<b>Method</b> Select One.  Changes require new form and signature. If a section is not completed, a Check will be sent to the address of record. For Checkwriting, use the IRA Checkwriting Application.	<input type="checkbox"/> Deposit into my FCC Non-IRA brokerage Acct # _____ <input type="checkbox"/> Deposit into FCC IRA brokerage Acct # _____ for _____ (option applicable only on death & divorce distributions) <input type="checkbox"/> Deposit into FCC brokerage Acct # _____ for _____ <input type="checkbox"/> Hold for pick-up at the branch. <input type="checkbox"/> Mail to the above address. <input type="checkbox"/> Mail to: _____ <input type="checkbox"/> Deposit into my bank account electronically (ACH). <i>Complete information at right.</i> <input type="checkbox"/> Wire funds to my bank account (fees apply). <i>Complete information at right.</i>	<b>Written authorization will be required from you to change the bank information or to end this method.</b> Name on Bank Account _____ Name of Bank _____ State _____ Bank City _____ ABA/Routing # _____ Account No. to Receive Deposit _____ Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
<b>Periodic Distribution Frequency</b>	<input type="checkbox"/> This is a change to a current periodic distribution. <input type="checkbox"/> This is establishing periodic distributions. Effective _____ (1st through 28th) <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly (every 3 months) <input type="checkbox"/> Annually (once a year) <input type="checkbox"/> Semi-Monthly (2 times per month) <input type="checkbox"/> Semi-Annually (every 6 months)	
<b>Amount</b> <i>For on-demand distributions, do not make a selection.</i>	<input type="checkbox"/> Cash: Specify Amount \$ _____ <input type="checkbox"/> Annual Required Minimum Distribution (RMD) Unless otherwise indicated, any applicable fees and withholding will be deducted from this amount. See current IRA Fee Schedule for more information. <input type="checkbox"/> Securities: Specify assets by completing below: Security number _____ Distribute: <input type="checkbox"/> Shares that will equal \$ _____ OR <input type="checkbox"/> Number of shares _____ <input type="checkbox"/> Check this box if additional assets are listed on a separate signed page using this same format and is attached. For Periodic Distributions only: <input type="checkbox"/> Dividends (DIV) <input type="checkbox"/> Interest (INT) <input type="checkbox"/> Other: _____	

**Signature and Acknowledgement.**

I certify that I am the proper party to receive payment(s) from this IRA and that all information provided is true and accurate. I further certify that no tax advice has been given to me by First Clearing, LLC or my broker-dealer. All decisions regarding this withdrawal are my own. I acknowledge that if I have chosen "on-demand distributions" I may request changes to the frequency, amount or date of my distribution by contacting my Financial Advisor. I expressly assume the responsibility for any tax implications and any adverse consequences, which may arise from this withdrawal, and I agree that First Clearing, LLC and my broker/dealer shall in no way be held responsible. I understand the tax implications of the distribution and understand that it is my responsibility to determine the taxable amount of this distribution.

Signature of IRA Holder, Beneficiary, or if ESA, the Responsible Individual	Print Name	Phone Number	Date
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## REASONS FOR DISTRIBUTION FROM IRAs AND REQUIRED ATTACHMENTS

**Normal (age 59 1/2 or older, except Education Savings Account).** Check this box if you are over age 59 1/2. Generally, once an IRA participant has reached age 59 1/2, assets may be withdrawn from an IRA without incurring any penalties. It is also considered a "normal" distribution if you are over age 70 1/2 and are taking your Required Minimum Distribution (Traditional, SEP, SIMPLE). Special rules may apply to Roth IRA distributions. For more information, see section below titled Distributions From A Roth IRA.

**Premature - no known exception.** Check this box if you are under age 59 1/2 and there is no known exception. You should also check this box if you are under age 59 1/2 and are taking a distribution for one of the following reasons: (1) The distribution is for qualified deductible medical expenses, (2) The distribution is to pay for medical insurance, because you are unemployed and meet the other IRS requirements, (3) You are paying for certain qualified higher education expenses, or (4) The distribution is for a "first time" home purchase (\$10,000 lifetime limit). The penalty tax on premature distributions is generally equal to 10% of the taxable amount of the premature distribution. The penalty tax is in addition to regular income taxes due. The penalty tax is not paid at the time of the distribution, but paid directly to the IRS when filing your tax return. If applicable, complete IRS Form 5329 to claim an exception to the 10% penalty. If you take a distribution from a SIMPLE IRA during the 2-year period beginning on the date of the first deposit made on your behalf, the penalty tax described above is increased from 10% to 25%. Do not check this box if you are taking a series of substantially equal payments under IRC 72(t), or are converting a Traditional IRA to a Roth IRA. See the next paragraph, Premature - exception to penalty for more information on these exceptions.

**Premature - exception to penalty.** Check this box if you are under age 59 1/2 and your distribution is not subject to the 10% (or 25%) penalty tax because you are: (1) converting a Traditional IRA to a Roth IRA, (2) this distribution is being made because of an IRS levy under section 6331, or (3) this distribution is part of a series of substantially equal payments based on your life expectancy or the joint life expectancies of you and your beneficiary. Substantially equal payments must meet the following IRS requirements: you are using an IRS-Approved distribution method to calculate payments; you are taking at least one distribution annually; and the distributions will continue for 5 years or until you reach age 59 1/2, whichever is later. Please consult your tax advisor for more information on these exceptions.

**Education Savings Account—If being paid for disability, death, or excess, see appropriate section.** Distributions will be tax free if taken to pay Qualified Education Expenses. Generally, these are expenses required for the enrollment or attendance of the designated beneficiary (child) at an eligible school. In addition to certain higher education expenses, certain expenses for education at elementary and secondary schools can also be qualified education expenses. (e.g. tuition, fees, books, supplies, equipment, certain room and board expenses). If the distribution is not used for qualified education expenses, the "earnings" portion of the distribution will be included in the designated beneficiary's gross income and is generally subject to an additional 10% penalty tax. Any balance in an Education Savings Account at the time the beneficiary dies or becomes 30 years old (except in the case of a "special needs beneficiary") must be distributed or transferred. See FCC Education Savings Account Disclosure Statement and Custodial Agreement for more information. Tax Withholding is not an option for Education Savings Accounts.

**Disability.** You can withdraw amounts from your IRA without having to pay the 10% (or 25%) penalty tax if you become disabled before you reach age 59 1/2 or you are taking a distribution due to disability from an Education Savings Account. In order to qualify, you must be disabled within the meaning of IRC 72(m)(7). Generally, the IRS considers you disabled if you cannot do any substantially gainful activity because of your physical or mental condition. Your physician must determine that the condition is expected to be "long-continued or indefinite duration", or that the condition can be expected to lead to death. The IRS will make the final determination as to whether you are entitled to this exception.

**Divorce.** If you are required to transfer some or all of the assets in your IRA to your spouse or former spouse due to a divorce or separate maintenance agreement, generally the assets are directly transferred to the (ex)spouse's IRA. Attach a copy of the court executed divorce decree or separate maintenance agreement, along with additional paperwork, as may be required.

**Death.** If an IRA participant dies before reaching age 59 1/2 or if an Education Savings Account is paid out due to the death of the original Designated Beneficiary (child), the assets can be distributed to the beneficiary without having to pay the 10% (or 25%) penalty tax, regardless of the beneficiary's age. Attach (1) copy of Death Certificate, (2) copy of Enrollment form or Change of Beneficiary form whichever is most recent, (3) if this distribution form is signed by a representative of the estate, certified Letters of Administration, (4) if a trust is the beneficiary, a copy of the trust agreement may be requested, and (5) if the designated beneficiary is disclaiming their interest, attach your Certified Disclaimer and the FCC IRA Beneficiary Disclaimer Certification form. All assets being withdrawn due to death of the accountholder must be registered and made payable to the beneficiary or beneficiaries.

**IRA to Qualified Retirement Plan.** You can withdraw assets that have been held in an IRA and roll them over to a your employer's Qualified Retirement Plan. Examples of Qualified Plans are Pension Plans, 401(k), Money Purchase, Keogh, Profit Sharing, Tax Sheltered Annuity, Thrift Savings Plan, 457 Plan and 403(b). If you select this option, all assets being withdrawn must be registered and made payable to the Trustee of the Plan. Attach a signed Letter of Acceptance from the receiving Plan Administrator.

**Excess.** An excess contribution could be the result of your own contribution, your spouse's contribution, your employer's contribution, or an ineligible rollover contribution. The IRS 6% penalty tax assessed on excess contributions may be avoided if, for the year in which the contribution was deposited, you (1) timely file your tax return and withdraw the excess contribution and the attributable earnings within 6 months after the tax return due date (which is October 15th if your tax return due date was April 15th), or (2) you filed for an extension to file your tax return and you withdraw the excess contribution and the attributable earnings prior to your tax filing due date including extensions. The distributed earnings may be subject to a 10% (or 25%) penalty tax. Please note that the earnings are taxable in the year the contribution is made, which is not necessarily the year the earnings are distributed from the IRA. If the excess contribution for a year is not withdrawn by the dates outlined in (1) or (2) above, you may be subject to additional taxes, including a 6% IRS penalty tax. You must pay the 6% tax for each year the excess amount remains in your IRA account. Please contact your tax advisor, as there may be additional taxes and/or penalties.

## ADDITIONAL INFORMATION ON DISTRIBUTIONS FROM A ROTH IRA

**Roth IRA—Return of Principal (Contribution).** When you take a distribution from a Roth IRA, the principal basis (contribution dollars) is distributed first and is generally tax and penalty free. Special rules may apply if you have deposited a conversion from a Traditional IRA to your Roth IRA.

**Roth IRA—Return of Earnings.** When you take a distribution of earnings from your Roth IRA, those amounts are taxable unless you meet the reason for a tax-free Qualified Distribution as described below. The portion of the non-qualified distribution that represents earnings will also be subject to the 10% additional income tax for premature distributions, unless an exception applies (see above).

**Roth IRA—Qualified Distribution.** A qualified distribution is one made after the end of the 5 year period beginning with the first taxable year for which you made a contribution to a Roth IRA AND (1) on or after you attain age 59 1/2, (2) payable to a beneficiary after your death, (3) due to becoming permanently disabled, or (4) for qualified first time homebuyer expenses (\$10,000 lifetime limit). Please note, 2003 is the earliest that the 5 year waiting period could have been satisfied.

## ADDITIONAL INFORMATION REGARDING TAX WITHHOLDING

- Tax Withholding is not permissible from Education Savings Accounts.
- If you are a U.S. citizen or resident alien and your address of record with FCC is outside the United States, or it's possessions, federal income taxes are required to be withheld in the amount of 10% from all IRA distributions. You may NOT elect out of this mandatory withholding.
- If you are a non-resident alien (NOT a U.S.citizen or resident alien), federal taxes are required to be withheld in the amount of 30% from all IRA distributions. You may not opt out of this withholding requirement.
- A withholding election is void if a TIN is not provided or when an incorrect identification number is furnished.
- In certain states, tax withholding is required on IRA distributions. These states have various withholding requirements. You MAY be permitted to opt out of state withholding, in which case a state withholding form may be required. You should consult your tax advisor or your state department of revenue for additional information.
- In certain states if Federal Withholding applies then state withholding is mandatory regardless of election.
- State withholding is not an option for all states.
- Amounts withheld will be remitted to the state indicated in FCC's address of record for you at the time of the distribution.
- Amounts withheld will be remitted on your behalf and will be reflected on the 1099R that you will receive in January of next year.
- Amounts elected for state withholding are in addition to any fees and Federal income tax withholding.

## ON-DEMAND DISTRIBUTIONS

"On-Demand" distributions are withdrawals authorized by you upon verbally contacting your Financial Advisor. To be eligible for "on-demand" distributions a Distribution Request from IRA form must be completed and signed by you in advance of any "on-demand" distributions occurring. To establish on-demand distributions, check the box in the "On-Demand" section of "Distributions Instructions" on page 1 of this form. Do NOT make a selection in the "Type", "Periodic Distribution Frequency", or "Amount" sections. On-demand cannot be requested on the same Distribution Request from IRA form as a partial or periodic distribution; a separate form is required. Distributions of stock will be valued by using the closing price on the day the shares are issued from the account. You may choose to have federal and/or state taxes withheld from your "on-demand" distribution. However, to ensure that withholding regulations are satisfied, you may only select a withholding PERCENTAGE. Your withholding election can be changed or revoked at any time by completing a new distribution form. Once "on-demand" distributions have been established, a new distribution form needs to be completed and signed by you when changes are made to the "Reason for Distribution", the "Method", or the federal or state withholding election. On-demand is not available for Account Termination. Only one On-Demand distribution form may be in effect at a time.

This information may answer some of your questions, but it is not intended as a comprehensive analysis of this complex topic. First Clearing, LLC periodically provides information to clients concerning planning. No one should infer that because of this service, First Clearing, LLC assumes any fiduciary duties. In addition, such services should not be relied upon as your only source of information. Competent tax and legal advice should always be obtained.