

# Premiere Select® IRA Distribution Request Form for Substantially Equal Periodic Payments (SEPP)

## Customer Instructions, Terms and Conditions

Complete this form if you are under age 59½ and wish to instruct National Financial Services LLC ("NFS") to calculate your Substantially Equal Periodic Payments (SEPP) for a new SEPP plan or to change an existing SEPP plan, for your Premiere Select Traditional IRA, Rollover IRA, Roth IRA, SEP-IRA, or SIMPLE IRA (Premiere Select IRA). If you wish to request SEPP distributions from more than one Premiere Select IRA, you must complete a separate form for each Premiere Select IRA.

Please read these Customer Instructions, Terms and Conditions carefully before completing the attached form. You are responsible for complying with IRS rules governing Substantially Equal Periodic Payments including the restrictions to any addition(s) to the account balance, any non-taxable transfer of a portion of the account balance to another retirement plan, or rollover of the amount received resulting in such amount not being taxable. If you fail to meet any IRS requirements regulating IRA distributions, you may be subject to tax penalties. If you have any questions regarding your specific situation, please consult with your tax advisor.

For full distributions, a \$75 liquidation/termination fee, and a final year annual maintenance fee, if applicable, as described in your Premiere Select IRA Application or in some other manner acceptable to the Custodian, if applicable, will be collected from the final distribution amount.

If you have any questions, please consult your Broker, Financial Advisor or Investment Professional ("investment representative").

- Write your account number in the boxes in the upper right-hand corner of the form.
- If changing/establishing a SEPP plan, please check the appropriate box.

### Important:

- Any changes to the account balance after the SEPP plan is initiated will be deemed a modification and may result in IRS penalties.
- Once you begin taking payments, you cannot stop payments or change the calculation method until the later of five years or when you turn age 59½, with the exception that you can make a one-time change from the amortization calculation method to the Required Minimum Distribution ("RMD") calculation method, otherwise IRS penalties may be incurred.

**1 Account Information** Please complete this section as appropriate.

**2 Substantially Equal Periodic Payments (SEPP) Instructions** – You must be under age 59½. Select the calculation method AND the life expectancy option which you wish NFS to use to calculate your payments.

**Amortization Calculation Method** – NFS will calculate your SEPP distributions by amortizing the prior December 31 balance of your IRA over the remainder of the life expectancy period that applies to the life expectancy election you make using the assumed rate of return you specify. Once the amount is calculated, the payment will remain constant.

**RMD Calculation Method** – NFS will calculate your annual SEPP amount by dividing the prior December 31 balance of your IRA by the applicable factor from the IRS approved life expectancy table that applies to the life expectancy election you make. For SEPP plans established to distribute more than one payment per year, each payment is calculated by dividing the annual amount by the number of payments to be made in the year.

**Life Expectancy** – Whether you choose the Amortization Calculation Method or the RMD Calculation Method, you must specify the life expectancy to be used for the applicable calculation. If you do not select a life expectancy option on the form or if you choose the joint life expectancy option and NFS does not have your beneficiary designation on file or if NFS does not maintain a date of birth for your primary beneficiary, payments will be calculated based on your single life expectancy.

**IMPORTANT:** The Uniform Distribution Table option, is not available for SEPP distributions that are calculated based on the amortization method.

If you wish to include last year's 12/31 market value of an outstanding rollover, transfer, or recharacterization in the SEPP calculation, please provide the amount.

### Notes:

- If you are requesting a change to an existing SEPP plan, by completing and submitting this form, you are instructing NFS to calculate and distribute any remaining payments from your SEPP plan based on the information provided on this form and the new calculation for each payment will take effect no later than 5 business days from the date that NFS receives and accepts the form in good order.
- Payments will not be adjusted for any amounts distributed to you that are not part of the SEPP plan.

- If you change your beneficiary designation at any time during the year by submitting a properly completed Premiere Select IRA Beneficiary Designation Form, you must inform NFS of the change, including the impact of such change on the requested SEPP calculations, by submitting another properly completed Premiere Select IRA Distribution Request Form for Substantially Equal Periodic Payments (SEPP) and your payments may increase or decrease with payments beginning on January 1 of the year following the year of the beneficiary designation change.

**IMPORTANT:** Changes to a beneficiary after the SEPP plan is initiated may cause a modification to the SEPP and may result in IRS penalties. Consult your tax advisor about your individual situation.

### 3 Frequency of Payments

- SEPP distributions will not be permitted more often than once per month.
- Your SEPP plan will be activated in accordance with your instructions approximately seven (7) business days after this form is received in good order, by the IRA Custodian. Please keep this in mind when providing the beginning date.
- The beginning date cannot be greater than one year from the date of receipt of this distribution request by the IRA Custodian. If no beginning date is provided, payment(s) will begin on the payment date following approximately seven (7) business days after the form is received, in good order, by the IRA Custodian.
- If no payment frequency is provided, payment(s) will be made annually in December.
- The payment day must be the same day for each payment period. If no payment date is provided, payment(s) will be made on the 20th day of the month(s).
- Periodic distribution payments scheduled to be paid out in December may result in your distribution being processed prior to the date selected to help ensure that your distribution is processed prior to year end.

**4 Funding Your SEPP Distributions** Your payments will be made based on the funding instructions you provide in this section of the form. If you do not select either option A, B, or C, then payments will be made by liquidating assets from your core money market mutual fund only (option A). If more space for investment information is needed, please list the information requested along with your name, account number and Social Security number on a separate sheet of paper, sign and date it and attach it to the form.

- SEPP distributions can be made from money market mutual fund and certain other mutual fund positions only (check the fund's prospectus to see if systematic withdrawals or periodic distributions are permitted); any other securities/positions in your IRA cannot be used to directly fund your periodic distribution plan.
- NFS will place liquidating trades for the requested dollar amount of the scheduled distribution. Trades will be placed up to four business days prior to the scheduled date of distribution to allow for trade settlement.
- Back-end loads, redemption fees or transaction fees may result in insufficient funds to process the requested distribution.
- Certain mutual funds may be closed to new investors. If one of these funds is subject to your distribution instructions, please be aware that your position could be fully liquidated, and this would prohibit you from future investments in the fund.

### Contingent Funding Options

You may select a contingent funding option to be used if there are insufficient funds available in one or more of the money market mutual funds and/or other mutual funds selected in the Funding Options Section. If you do not select either option A or B, then your contingent funding option will be to distribute from your core money market mutual fund only. Insufficient funds may prevent your distribution from being processed and may result in a modification to the SEPP and possible IRS penalties.

**A. Any money market mutual fund position** – By checking this box, if there are insufficient funds in your core money market mutual fund, you are instructing the Custodian to make the distribution by liquidating assets from your other money market mutual fund positions in the same IRA, beginning with the money market mutual fund position with the lowest balance.

**B. Any money market and then other mutual fund positions** – By checking this box, if there are insufficient funds in your core money market mutual fund, you are instructing the Custodian to make the distribution by liquidating assets from your other money market mutual fund positions in the same IRA, beginning with the money market mutual fund position with the lowest balance. If there are insufficient funds in your other money market mutual fund positions, you are instructing the Custodian to make the distribution by liquidating assets from your other mutual fund positions in the same IRA, beginning with the mutual fund position with the lowest balance.

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If two eligible positions have identical balances, the liquidation will be made from the fund with the lowest CUSIP number.

**Important Note:** Distributions made in cash will be paid from the balance of your core money market mutual fund account ("core account"). It is your responsibility to ensure there are sufficient funds available in the core account to process the SEPP distributions. If there are insufficient funds available to process the SEPP amount in accordance with the Funding Options and/or Contingent Funding Options you choose, NFS will generally attempt to process your requested distribution each day for the next 15 business days. Generally, if there are insufficient funds available in the core account by the expiration of that 15 business day period, the distribution for that period will not be processed. If a distribution is not processed for your SEPP, this may result in a modification of your SEPP and may result in IRS penalties.

### 5 Payment Method

If no payment method is selected, your cash distribution(s) will be made by check and sent to your mailing address of record (payment method Option B).

**A. Cash Distribution to your Non-Retirement Brokerage Account** If you want cash distributed to your new or existing non-retirement brokerage account, please check this box and provide your account number. An application must be completed to establish a new non-retirement brokerage account.

**B. Mailed to your Address of Record** Checks will be mailed to the mailing address of record on your IRA.

**C. Paid and/or Mailed to an Alternate Address** If you want checks paid to a payee other than the Premiere Select IRA owner and/or mailed to an address other than the mailing address of record, check this box and provide complete alternative payee and/or alternative address information.

**D. Directly Deposited to your Bank or Credit Union Account, Using Electronic Funds Transfer (EFT)** If you would like the distribution(s) to be deposited directly to your bank or credit union account via EFT you must have EFT instructions on your account. If your account is not currently set up for EFT, please note that it will take up to 14 days to establish EFT instructions. To add EFT instructions, complete the **Bank Information** section or attach a voided check. Once EFT is established, please allow 2-3 days after the date the distribution is processed for funds to reach your bank or credit union. In order to send your distribution via EFT the recipient bank must be a member of the Automated Clearing House.

### 6 Notice of Withholding – Please read carefully before completing this section of the form.

Your IRA distributions, other than Roth IRA distributions, are subject to federal (and in some cases, state) income tax withholding unless you elect not to have withholding apply. Withholding will apply to the gross amount of each distribution, even if you have made non-deductible contributions. Moreover, failure to provide a U.S. residential address will result in 10% federal income tax withholding (and possible state income tax withholding) on the distribution proceeds even if you have elected not to have tax withheld (an IRS requirement as applicable). A Post Office Box or Personal Mail Box does not qualify as a residential address.

If you elect to have withholding apply (by indicating so on the distribution request form, by making no choice, or by not providing a U.S. residential address), federal income tax will be withheld from your IRA distribution(s) (excluding Roth IRA distributions) at a rate of at least ten percent (10%). Federal income tax will not be withheld from a Roth IRA unless you elect to have such tax withheld.

If federal income tax is withheld from your distribution, state income taxes may also be withheld. Your state of residence will determine your state income tax withholding requirements, if any. Your state of residence is determined by your legal address of record provided for your IRA.

Whether or not you elect to have federal, and if applicable, state income tax withheld, you are still responsible for the full payment of federal income tax, any state tax or local taxes, and any penalties which may apply to your distribution(s). Whether or not you elect to have withholding apply (by indicating so on the distribution request form), you may be responsible for payment of estimated taxes. You may incur penalties under the IRS and applicable state tax rules if your estimated tax payments are not sufficient.

If you are not a U.S. person (including a U.S. resident alien), you must submit IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, with the distribution request form to claim tax treaty benefits, if applicable. To obtain Form W-8BEN, please consult your tax advisor or go to the IRS Web site at <http://www.irs.gov>.

**Residents of IA, KS, MA, ME, OK, and VT:** If federal income tax is withheld, state income tax of at least your state's minimum requirements must be withheld in addition to federal income tax withholding at the time of your distribution. If you elect out of federal income tax withholding, state income tax will not be withheld unless you indicate otherwise.

**Residents of CA, DE, NC, and OR:** If federal income tax is withheld, state income tax of at least your state's minimum requirements must be withheld in addition to federal income tax withholding at the time of your distribution unless you elect not to have state income taxes withheld.

**Residents of AK, AZ, FL, HI, MI, MS, NH, NV, NY, SD, TN, TX, WA, and WY:** State income tax withholding is not available on your IRA distributions. Please consult your tax advisor, state agency, or investment representative for more information.

**Residents of all other states and the District of Columbia:** You are not subject to mandatory state income tax withholding; however, you may elect voluntary state income tax withholding in a percentage. If you elect to have state income taxes withheld and your state provides a minimum amount or percentage for withholding, you must elect a percentage that is not less than your state's minimum withholding requirements. If the percentage you elect for withholding is less than your state's minimum withholding requirements, your state's minimum amount or percentage will be withheld.

### 7 Signature

Before signing the **distribution request form**, please carefully read the **Premiere Select IRA Custodial Agreement and Disclosure Statement, the Premiere Select Roth IRA Custodial Agreement and Disclosure Statement, or the Premiere Select SIMPLE IRA Custodial Agreement and Disclosure Statement, as applicable**, as well as all sections of the **Premiere Select IRA Distribution Request Form for Substantially Equal Periodic Distributions (SEPP)** and attached **Customer Instructions, Terms and Conditions**. This distribution form is part of a legal agreement between you and NFS and by signing Section 7, you are agreeing to be bound by the terms and conditions contained in the above-mentioned documents. Please also print the current date neatly in block letters in the space provided.

A \$15 wire processing fee for distribution payments made via wire (offered for one-time distributions only) will be deducted from the distribution amount indicated on this form and will affect the reported distribution amount. For example, if you request a distribution of \$1,000 be wired to you, both the distribution amount wired to your bank account and the distribution amount reported on IRS Form 1099-R will be \$985. Additionally, the receiving bank may also charge a fee for receipt.

**Please note:** Your signature must be guaranteed for a distribution amount of \$100,000 or more, (i) if your distribution is being made using Electronic Funds Transfer, (ii) if you have requested a distribution to be mailed to an address other than the one on record, (iii) if you have requested a distribution to be paid to an alternate payee, or (iv) if your distribution is to be deposited into a non-retirement brokerage account that is registered other than in your name only. Please see below for a definition of eligible Signature Guarantors.

A signature guarantee may be executed by any "eligible guarantor". Eligible guarantors include Commercial Banks, Trust Companies, Savings Associations and Credit Unions as defined by the Federal Deposit Insurance Act. Also included are member firms of a domestic stock exchange. You should verify with the institution that they are an acceptable (eligible) guarantor prior to signing. A guarantee from a Notary Public is not acceptable.

Detach the completed distribution request form and return it to your investment representative.  
Keep a copy of this form with the Customer Instructions, Terms and Conditions in your files.

Account Number -

# Premiere Select® IRA Distribution Request Form for Substantially Equal Periodic Payments (SEPP)

Please read the attached Customer Instructions, Terms and Conditions before completing this form.

Check this box to **establish** a new SEPP plan in addition to any periodic distribution plan(s) you may have previously requested for the Premiere Select IRA identified above.

Check this box if you wish to **change** an existing SEPP plan previously established for the Premiere Select IRA identified above.

## 1 Account Information

First Name  MI  Last Name

Social Security Number  Date of Birth

## 2 Substantially Equal Periodic Payments (SEPP) Instructions

Choose a calculation method **AND** the life expectancy to be used in the calculation.

### 1. Calculation Method

a.  Amortization Calculation Method

Assumed rate of return:  .  %

(Your actual investment return may be more or less than your assumed rate of return.)

OR

b.  RMD Calculation Method

### 2. Life Expectancy Option

a.  Uniform Distribution Table (Not available if you have selected the Amortization Calculation Method)

OR

b.  My Single Life Expectancy

OR

c.  Joint Life Expectancies of Me and my Beneficiary

Include last year's 12/31 market value of an outstanding rollover, transfer, or recharacterization amount of \$

## 3 Frequency of Periodic Distribution Payments

Beginning Date  Day of the Month

Frequency:  Monthly OR  Other, on the following months:  January  February  March  April  May  June  July  August  September  October  November  December

## 4 Funding Your Periodic Distributions – Choose One:

A. Please make payments by liquidating from my core money market mutual fund only.

B. Please make payments by liquidating from all my money market mutual funds and other mutual funds proportionately.

C. Please make payments by liquidating from the money market mutual funds and/or other mutual funds listed below according to the following percentage amounts (percentages must equal 100%; do not use fractional percentages or dollar amounts):

Investment Name  CUSIP or Symbol  Percentage Amount

Investment Name  CUSIP or Symbol  Percentage Amount

Investment Name  CUSIP or Symbol  Percentage Amount

Must Equal  
100%

### Contingent Funding Options – Choose One:

A. Any money market mutual fund position

B. Any money market mutual fund and then other mutual fund positions

## 5 Payment Method – Choose One:

A. Cash distribution(s) to my non-retirement brokerage account number:  (Signature Guarantee required in Section 7 for distribution amounts of \$100,000 or more if this account is registered other than in your name only)

B. Check(s) mailed to my address of record

C. Check(s) paid and/or mailed to an alternate payee and/or address (Signature Guarantee required in Section 7 for distribution amounts of \$100,000 or more)



5VIBGWIRA001/

Account Number -

Alternate Payee Name, if applicable

Street Address

City  State  Zip/Postal Code

D. Directly deposited to my bank or credit union account, using Electronic Fund Transfer (EFT) (Signature Guarantee required in Section 7 for distribution amounts of \$100,000 or more). If you do not already have EFT instructions in your account, please provide your Bank Information below or attach a voided check.

**Bank Information - Type of Account:**  Checking  Savings (non-passbook)  NOW/MMDA

Bank Name

Your Bank's Routing Number  Your Bank Account Number

Your Name as it Appears on Your Bank Account

**6 Withholding Election** – Please read the **Customer Instructions, Terms and Conditions** carefully before completing this section.

**Note:** If you are not a U.S. person (including a U.S. resident alien) DO NOT complete this section. The withholding elections below will apply to each payment in the series until you change the elections in writing. You may change your election for any subsequent distribution(s) by completing a Premiere Select IRA Tax Withholding Election Form or another Premiere Select IRA Distribution Request Form for Substantially Equal Periodic Payments (SEPP) and submitting it to your investment representative.

**Federal Income Tax Withholding** – If you do not make an election below, federal income tax will be withheld from your IRA distributions (excluding Roth IRA distributions) at a rate of 10%.

- I DO NOT want to have federal income tax withheld from my IRA distribution(s).
- I want to have federal income tax withheld from my IRA distribution(s) at the rate of % (insert whole percentage). If you select a percentage of less than 10%, we will withhold 10%.

**State Income Tax Withholding** – Do not complete this section if you are a resident of AK, AZ, FL, HI, MI, MS, NH, NV, NY, SD, TN, TX, WA, or WY

- I DO NOT want state income tax withheld. (For residents of CA, DE, NC, and OR, you must check this box if federal income taxes are being withheld and you do not want state income taxes withheld.)
- I want to have state income taxes withheld from my IRA distribution(s) in accordance with the minimum amount or percentage, if any, as determined by the requirements of my state of residence. Note: If your state does not provide a minimum amount or percentage for withholding and you do not provide a percentage below, state income taxes will not be withheld from your distributions.
- I want to have % (insert whole percentage) withheld from my IRA distribution(s) for state income taxes.

**Note:** If you elect to have state income taxes withheld from your IRA distribution(s) in a percentage that is less than your state's minimum withholding requirements, your state's minimum amount or percentage will be withheld.

**7 Signature** – Please check to make sure you have completed all appropriate sections of this form, then sign and date below.

I authorize and request NFS to calculate and distribute my SEPP, based on the information provided on this form, from my Premiere Select IRA indicated above. I have carefully read and fully understand and agree to comply with the **Customer Instructions, Terms and Conditions** including the Notice of Withholding attached to this **Premiere Select IRA Distribution Request Form for Substantially Equal Periodic Payments (SEPP)**.

I hereby certify under penalties of perjury that if I am a U.S. person (including a U.S. resident alien) the number shown in Section 1 of this form is my correct taxpayer identification (or Social Security) number. If I am not a U.S. person (including a U.S. resident alien), I have attached IRS Form W-8BEN with this **Premiere Select IRA Distribution Request Form for Substantially Equal Periodic Payments (SEPP)** and included my U.S. taxpayer identification (or Social Security) number in order to claim tax treaty benefits, if applicable.

I hereby certify that I will comply with all IRS rules with regard to SEPPs including restrictions on any addition(s) to the account balance, any non-taxable transfer of a portion of the account balance to another retirement plan, or subsequent rollover of a SEPP distribution amount resulting in such amount not being taxable.

I indemnify the Custodian of my Premiere Select IRA and NFS and their agent(s), successors, affiliates, and employees from any liability in the event that I fail to meet the IRS requirements regarding distributions from my Premiere Select Traditional IRA, Rollover IRA, Roth IRA, SEP-IRA, or SIMPLE IRA as applicable.

Signature Guarantee Stamp

IRA Owner/Authorized Signator Signature

Date (required)

