

**From:** [Michael Watkins](#)  
**To:** [ETF SMB Board Feedback](#)  
**Subject:** RMD InformationonWebsite  
**Date:** Thursday, December 2, 2021 9:07:51 PM

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Hello:

It would be good if information regarding required minimum distribution would be put on the website including WDC's policies regarding how RMDS are allocated across members portfolios. WDC has done a good job of getting long term members to this point and most of us long timers have done it on our own. However there is little or no information about RMDS anywhere on the website and WDC is failing it's long term members.

Best,

Michael Watkins



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
A. John Voelker  
SECRETARY

Wisconsin Department  
of Employee Trust Funds  
PO Box 7931  
Madison WI 53707-7931  
1-877-533-5020 (toll free)  
Fax 608-267-4549  
[etf.wi.gov](http://etf.wi.gov)

December 6, 2021

Michael Watkins  
[REDACTED]

Dear Mr. Watkins:

Thank you for your email sent on December 2, 2021, in which you suggested that more information on Required Minimum Distributions (RMDs) be included on the Wisconsin Deferred Compensation (WDC) Program website. I am responding on behalf of the Deferred Compensation Board (Board) and will be providing a copy of your email and this response for board members to review and consider at the next Board meeting.

Annually during the fall, the WDC sends a personalized letter to participants whose WDC records indicate may be required to begin their minimum distributions. The letter includes an automated minimum distribution form that participants can complete and return in order to automate their payments. A sample of this letter and the form is attached for you. Unless otherwise instructed, RMDs from WDC accounts are disbursed proportionally from investment options. For participants wishing to specify the investment options from which their RMD distributions should be taken, the RMD form includes instructions on page 8 under "Investment Options." This section states that participants desiring to specify distributions options should attach a separate sheet to the RMD form that lists the funds from which they would like their distribution taken, along with the percentage from each fund.

Mr. Watkins, it is disappointing to learn you have not been able to locate information on RMDs on the WDC website and we thank you for sharing your observations. We will review the existing materials with the record keeper and look to improve the information on RMDs. The WDC strives to provide information and support participants well into their retirement. A review of the WDC website indicates information related to RMDs can be found on the WDC website under the "Learning Center" link under the "Program Resources:" [Distribution Options Guide](#) and [Program Highlights](#), and there is a seminar under the "eLearning seminars" link, [Retirement Planning: An Action Plan](#) that reviews RMDs. There is also [an RMD calculator](#) located in the "Financial Wellness" section provided by the record keeper. This calculator enables users to determine when they will be required to begin RMDs and how much they need to withdraw each year.

The WDC's representatives are also available to answer your questions via a phone call to 1-877-457-9327. This line is open Monday through Friday from 7 a.m. to 9 p.m. (CST), and on Saturday from 8 a.m. to 4:30 p.m. (CST).

Watkins, Michael  
December 6, 2021  
Page 2

You could also schedule an individual meeting with a WDC advisor by [clicking here](#). Connecting with your local WDC representative could also help as they can provide insights such as a detailed spend-down plan that offers suggestions for which retirement income sources to draw from each year during retirement, depending on your tax situation and other variables.

Thank you again for your suggestion regarding RMD information provided by the WDC. We'll take a look and see what we can do to make the information more visible. Please contact me at (608) 266-6611 or [shelly.schueller@etf.wi.gov](mailto:shelly.schueller@etf.wi.gov) if you have additional comments or concerns regarding the WDC that you would like to discuss.

Sincerely,

Shelly Schueller, Director, WDC Program  
Department of Employee Trust Funds

Attachment: RMDLetter



July 2, 2021

Plan Name: Wisconsin Deferred  
Compensation Program  
Plan Number: [REDACTED]

## What you need to know

IRS rules<sup>1</sup> may require you to withdraw a required minimum distribution (RMD) for the current year. According to our records, you have reached the RMD age. You are required to take this distribution if you are no longer employed by this employer.

Your RMD amount for 2021 is \$25,737.55<sup>2</sup> and does not reflect other payments you may have received or scheduled this year that count toward your RMD amount. It also does not include any outside funds you may have.

### ⓘ Please note:

1. If this is your first RMD from this plan, the deadline to take this payment is April 1, 2022, but you may take it earlier.
2. If you wait to take your first RMD until April 1, 2022, you must take your second RMD by December 31, 2022.
3. If you already started your RMDs from this plan, the payment deadline is December 31, 2021.
4. The Coronavirus Aid, Relief, and Economic Security (CARES) Act waived the requirement to take an RMD in 2020. It did not change the timing for when a participant is considered to have their first RMD. If you became RMD eligible in 2020, then your 2020 RMD is still your first RMD regardless of whether you withdrew the required amount and your 2021 RMD must be withdrawn by December 31, 2021.
5. The IRS may charge you a penalty tax of 50% of any RMD amount that is not withdrawn by the deadline.
6. We may be directed by this employer to process an RMD from your plan account if you are due an RMD and do not act to withdraw before the deadline.

## What you need to do

- Confirm you are due an RMD. If not, no further action is required.
- If you are due an RMD, please visit us at [www.wdc457.org](http://www.wdc457.org) or call us at 1-877-457-9327 to request your RMD by the deadline.
- Your plan offers you the option to let us calculate and pay your RMD automatically each year. To take advantage of this convenient feature, complete and submit the enclosed **Required Minimum Distribution Request** form.

## Where you can go for help

- Visit [IRS.gov](https://www.irs.gov) or contact your tax advisor if you have questions about the RMD rules.
- Visit us at [www.wdc457.org](https://www.wdc457.org) or call us at 1-877-457-9327 for information on the plan's withdrawal options.

Nothing contained herein constitutes legal or tax advice upon which you or any person receiving this letter may rely.

Enclosure: Required Minimum Distribution Request form

<sup>1</sup> IRS rules for required minimum distributions, along with frequently asked questions, can be found on the IRS website at [IRS.gov](https://www.irs.gov). Once you are on the site, enter *Required Minimum Distributions* in the search bar. The amount noted in this letter only applies to the original participant in this plan and may not be the proper amount for the participant's beneficiary or alternate payee. Different rules apply if you are the participant's beneficiary or are an alternate payee under a Qualified Domestic Relations Order. If you are receiving this letter and the plan participant is deceased, please contact us to provide the date of the participant's death if you have not already done so. Please consult your tax advisor for an explanation of the different rules applicable to alternate payees and beneficiaries under a plan.

<sup>2</sup> The amount is calculated based on your December 31, 2020 balance and the appropriate factor from the IRS Uniform Lifetime Table. Your December 31, 2020 balance was \$566,226.11. If you have a sole, spousal beneficiary who is more than 10 years younger than you and you have provided instruction to use the IRS Joint and Last Survivor Table, the IRS Joint and Last Survivor Table is used to calculate your RMD. IRS tables can be viewed at [IRS.gov](https://www.irs.gov).

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\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
U.S. Social Security Number

\_\_\_\_\_  
Number

Unless the Plan has directed otherwise, the withdrawal will be prorated across all available money sources and investment options, which will not include Self-Directed Brokerage (SDB) accounts.

**Frequency (check one):**    Monthly    Quarterly    Semi-Annually    Annually

- Check this box if you are currently receiving periodic payments and you would like to continue to receive these amounts.
- Check this box if have met the applicable age or retired from this employer in the previous calendar year and are required to take two minimum distributions this calendar year. The required minimum distribution for the previous calendar year will be effective the date it is received in good order and will be sent in a lump sum payment.

Federal Income Tax on the distribution for the previous calendar year will be defaulted to 10%, unless I check the box below:

- Do not withhold 10% Federal Income Tax from my Lump Sum Required Minimum Distribution.

State Income Tax will be based on the default for your address of record.

By completing this form, your required minimum distribution will be recalculated annually by dividing your prior year's December 31st account balance by the life expectancy factor provided in the life expectancy tables contained in the applicable treasury regulations, using your age in the year of the distribution.

See the General Information section below for more information.

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**Address Change**

I understand that a check made payable to me requested on this form will be mailed to my new primary address I provided on this form.

**For Active Employees Only** - I understand that it is my responsibility to update my address with my employer in addition to changing my primary address on this form. Failure to do so will/may result in my address being incorrect on Service Provider's records. A current address is essential for correspondence and tax purposes.

**If you request an address change that is submitted the same day this request is submitted, you must have your signature notarized or witnessed by the authorized Plan Administrator in the 'Required Signature(s) and Consent' section of this form. If the address information above is incomplete or illegible or if your signature is not notarized or witnessed, there will be processing delays.**

Address - Number & Street	City	State	Zip Code



**Direct Deposit via Automated Clearing House ("ACH")**

- **If you would like to have your proceeds sent through Direct Deposit via ACH, in addition to including the required documentation requested below, you must have your signature notarized or witnessed by the authorized Plan Administrator in the 'Required Signature(s) and Consent' section of this form. If either the required documentation is not attached or your signature is not notarized or witnessed, your proceeds will not be sent via ACH and a check will be mailed to the address on your account.**
- I have an existing ACH that has been on file for at least fifteen (15) days and I wish to use it for this Withdrawal Request. If my ACH has not been established on my account for at least 15 days, I must have my signature notarized in the 'My Signature Notarization' section of this form.
- Estimated delivery time is 2-3 business days.
- Available on periodic payments at no charge.
- If you have requested a periodic payment and the payment start date does not allow for the 10 day pre-notification process, your first payment will be sent by check to the address on your account.
- The name on the checking/savings account **MUST** match the name on file with Service Provider.
- **If the Direct Deposit information is incomplete or illegible, then a check will be mailed to the address on your account to avoid any delays in processing.**
  - Checking Account - **MUST include a copy of a preprinted voided check** for the receiving account. You may also attach a letter on financial institution letterhead, signed by a representative from the receiving institution, which includes your name, checking account number and ABA routing number.
  - Savings Account - **MUST include a letter on financial institution letterhead, signed by a representative** from the receiving institution, which includes your name, savings account number and ABA routing number.

An ACH request **cannot** be sent to a prepaid debit card, business account or other retirement Plan. By requesting your withdrawal via ACH deposit, you certify, represent and warrant that the account requested for an ACH deposit is established at a financial institution or a branch of a financial institution located within the United States and there are no standing orders to forward any portion of the ACH deposit to an account that exists at a financial institution or a branch of a financial institution in another country. You understand that it is your obligation to request a stop to this ACH deposit request if an order to transfer any portion of payments to a financial institution or a branch of a financial institution outside the United States will be implemented in the future. Service Provider reserves the right to reject the ACH request and deliver any payment via check in lieu of direct deposit.



**Federal and State Income Tax Withholding - Applies to all applicable money sources.**

The Tax Election in this section will apply to the Automated Election on this form for the current year and future required payments.

**Federal Income Tax** - Elect one of the following:

Do NOT withhold federal income tax.

Withhold federal income tax based on the following:

Marital Status:  Single  Married  Married, but withhold at higher single rate

Number of allowances claimed \_\_\_\_\_

If you would like **additional** federal income tax withheld, indicate amount \$ \_\_\_\_\_ or \_\_\_\_\_% of the distribution amount. (You cannot enter the amount here without entering the number (including zero) of allowances above)

Withhold \$ \_\_\_\_\_ or \_\_\_\_\_%

**Note: If you do not make an election above, federal income tax will be withheld from the taxable portion of your distribution as though you are married claiming three withholding allowances.**

**State Income Tax**

You should refer to information from the Department of Revenue for your state of residence. If applicable, **you must attach your State Income Tax withholding form to make tax elections when required.** In the event the withholding form is required for your withdrawal and not submitted, Service Provider will withhold in accordance with applicable State regulations.

State Income Tax withholding is mandatory in some states and will be withheld regardless of any election below. Indicate if you would like **additional** State Income Tax withholding:

\$ \_\_\_\_\_ or \_\_\_\_\_%

(This is in addition to any mandatory State Income Tax withheld based on the reason and type of withdrawal.)

Certain states allow an election for no State Income Tax withholding depending on the reason and type of withdrawal selected. For these states only, State Income Tax will be withheld unless you elect otherwise below.

If the checkbox is not marked below, you choose to have State Income Tax withheld from your withdrawal. Indicate if you also would like to have **additional** State Income Tax withholding:

\$ \_\_\_\_\_ or \_\_\_\_\_%

(This is in addition to any elective State Income Tax withheld based on the reason and type of withdrawal.)

Do not withhold State Income Tax (if election is permitted and you have attached the proper election form if required by your state).

Certain states do not require mandatory State Income Tax withholding but allow to elect State Income Tax withholding depending on the reason and type of withdrawal selected.

Check the box, if you would like State Income Tax withheld – **Optional** State Income Tax withholding:

\$ \_\_\_\_\_ or \_\_\_\_\_%

(If this optional income tax election is permitted. You have also attached proper income tax election form if required by your state to elect this optional withholding.)

**Signature(s) and Consent**

## Participant Consent

Any person who knowingly presents a false or fraudulent claim is subject to criminal and civil penalties.

My signature acknowledges that I have read, understand and agree to all pages of this Automated Minimum Distribution Request form, including the entire Minimum Distribution Information and Instructions section. I affirm that all information I have provided is true and correct. Any election on this withdrawal form is made voluntarily and is effective for 180 days. I understand that funds may impose redemption fees on certain transfers, redemptions or exchanges if assets are held less than the period stated in the fund's prospectus or other disclosure documents. I will refer to the fund's prospectus and/or disclosure documents for more information.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
U.S. Social Security Number

\_\_\_\_\_  
Number

Under penalty of perjury, I certify that the Social Security Number shown on Page 1 is correct. I am a U.S. Person if I marked the U.S. Citizen or U.S. Resident Alien box in Page 1 of this form.

**Additional authentication may be necessary before my distribution is processed and/or payment released.**

**My distribution may be subject to fees and/or loss of interest based upon my investment options, my length of time in the Plan and other possible considerations. If I have not been advised of the fees and risks associated with my distribution, I may contact Service Provider for a distribution quote at 1-877-457-9327.**

*Before Signing this form: My signature must be notarized by a Notary Public or witnessed by my Plan Administrator if I am requesting Direct Deposit via New ACH or a Wire Transfer or my existing ACH has not been on file for at least fifteen (15) days or if my withdrawal request will include a change of address. If I use a Notary Public, the date that I sign this form must match the date of the Notary Public signature.*

**Participant Signature** \_\_\_\_\_ **Date (Required)** \_\_\_\_\_

*A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.*

**Participant Signature Notarization** only required if requesting:

**Direct Deposit via New ACH or Wire Transfer** - *May also be witnessed by the authorized Plan Administrator below.*

**Address Change** - *May also be witnessed by the authorized Plan Administrator below.*

**For Residents of all states (except California)**, please have your notary complete the section below.

**Notice to California Notaries using the California Affidavit and Jurat Form** the following items must be completed by the notary on the state notary form: the title of the form, the plan name, the plan number, the document date, and the participant's name. The notary forms not containing this information will be rejected and it will delay this request.

The date you sign this form above must match the date on which your signature is notarized.

**Statement of Notary**

**NOTE: Notary seal must be visible.**

State of \_\_\_\_\_ ) The consent to this request was subscribed and sworn (*or affirmed*)  
 ) ss. to before me on this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_, by  
County of \_\_\_\_\_ ) (*name of participant*) \_\_\_\_\_  
proved to me on the basis of satisfactory evidence to be the person  
who appeared before me, who affirmed that such consent represents  
his/her free and voluntary act.

**SEAL**

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_/\_\_\_\_/\_\_\_\_

*A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.*

**Participant** forward to Service Provider at:

Empower Retirement  
PO Box 173764  
Denver, CO 80217-3764

**Express Address:**

8515 E. Orchard Road, Greenwood Village, CO 80111

**Phone #:** 1-877-457-9327

**Fax #:** 1-866-745-5766

We will not accept hand delivered forms at Express Mail addresses.

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

M.I.

\_\_\_\_\_

U.S. Social Security Number

\_\_\_\_\_

Number

**Authorized Plan Administrator Witnessing My Signature**

**If the Participant request includes instructions for Direct Deposit via ACH or if their withdrawal request includes instructions for a change of address and the Participant's signature is not notarized, I have personal knowledge and hereby certify that this request was submitted and signed by the participant.**

**Authorized**

**Plan Administrator Signature** \_\_\_\_\_ **Date (Required)** \_\_\_\_\_

*A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.*

**Print Full Name** \_\_\_\_\_

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## MINIMUM DISTRIBUTION INFORMATION AND INSTRUCTIONS

### I. GENERAL INFORMATION

These instructions are designed to provide general information about the minimum distribution requirements applicable to Governmental 457(b) plans under the Internal Revenue Code (the "Code"). If you want your minimum distribution amount to be calculated automatically and distributed to you each year, complete the attached Automated Minimum Distribution Request form. You will automatically receive periodic payments calculated by dividing your prior year's December 31st account balance by the life expectancy factor provided in the life expectancy tables contained in the applicable Treasury regulations, using your age in the year of the distribution. You only have to complete the attached form once.

You may choose to make the calculations yourself or with the advice of your legal or tax advisor. See below for more information.

Service Provider is required to comply with the regulations and requirements of the Office of Foreign Assets Control, Department of the Treasury ("OFAC"). As a result, Service Provider cannot conduct business with persons in a blocked country or any person designated by OFAC as a specially designated national or blocked person. For more information, please access the OFAC Web site at:

<http://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx>.

### WHAT ARE THE MINIMUM DISTRIBUTION REQUIREMENTS?

In general, the rules for participants are as follows:

- You are required to begin taking minimum distributions by your required beginning date. IRS rules for Required Minimum Distributions, along with frequently asked questions, can be found on the IRS website at *irs.gov*. Once you are on the site, enter *Required Minimum Distribution* in the search bar. Please consult with your tax advisor for an explanation of the different minimum distribution rules.
- If you are participating in more than one type of retirement plan (i.e., 401(a), 403(b), IRA), your minimum distribution must be calculated and taken separately from each plan.

To choose an amount in addition to your required minimum amount, you must complete a Distribution/Direct Rollover/Transfer Request form. To obtain the form for your Plan, contact your Representative.

If you request an amount in addition to your minimum distribution amount, you will receive two different payments. One payment will be your required minimum distribution. The other payment will be the additional amount you request.

### CALCULATING YOUR OWN MINIMUM DISTRIBUTION

You may choose to make the calculations yourself or with the advice of your legal or tax advisor. If you choose to calculate your own minimum distribution, you must make the calculation each year and must submit a Distribution/Direct Rollover/Transfer Request form each year. No payments will be sent to you automatically and you will not receive an annual reminder. You may request one or more partial withdrawals from your account each year, but each request must be on a separate form. If you fail to request a withdrawal for any year, or if you withdraw less than your required minimum amount in any year, a 50% federal excise tax is imposed by the IRS on the amount you should have taken but did not. This is in addition to ordinary income tax. For example, if your required minimum distribution amount is \$2,000.00 and you only took a distribution equal to \$1,000.00, the excise tax would equal \$500.00.

**IF YOU CALCULATE YOUR OWN MINIMUM DISTRIBUTION, YOU ARE SOLELY RESPONSIBLE FOR THE ACCURACY OF YOUR CALCULATION.**

### II. INSTRUCTIONS FOR COMPLETING THIS FORM

**If you currently receive periodic payments that meet or exceed the minimum distribution requirements, do not complete this form.**

If any section of this form is incomplete or inaccurate, you may be required to complete a new form or provide additional information before the distribution can be processed.

If you need to cross out a previously elected choice(s), you **MUST** initial the change to validate the change or the request may be returned for verification.

**Note:** Service Provider will calculate your minimum distribution **ONLY** on the assets that Service Provider administers.

**Participant Information** - Please provide the information requested. Account extension identifies funds that were transferred to you through a divorce or death. If you have been assigned an account extension but left this field blank on Page 1, we will distribute from extension 001.

**Spousal Information** - Complete this section **only** if: 1) your spouse is your sole beneficiary, **and** 2) your spouse is more than 10 years younger than you, **and** 3) you are choosing to use a joint and survivor calculation. Provide the information requested regarding your spouse. A copy of your spouse's birth certificate or a copy of your spouse's driver's license must accompany this form.

**Money Source** - If you have a designated Roth account with this Plan, please select one of the boxes to indicate which money source (Roth or Non-Roth) you would like us to deplete first. Once the selected money source is depleted, we will automatically debit the remaining money sources.

**Payment Start Date** - You may **not** elect the 29th, 30th or 31st as your payment start date. If you select the 29th, 30th or 31st, your payment will start on the 28th of the month. If no date is specified, Service Provider will set up the payments using the date received.

This request **must** be received at the address listed in the Signature(s) section at least **30 days before** the payment start date for all payment options. The payment start date is the date the funds will be disbursed from your account. Please allow several days after your payment start date for delivery of your check.

Indicate the frequency of your payments. If you do not elect a frequency, the default frequency will be annual.

If the box regarding periodic payments is **not** checked, payments under your current periodic payments (if any) will stop and you will only receive the minimum distribution elected on this form.

**Investment Options** - Your distribution will be disbursed proportionately from all available core investment options unless you specify otherwise. To specify the core investment options from which you would like your required minimum distribution to be processed, attach a separate sheet of paper listing the funds from which you would like to have your distribution taken. You must also specify the percentage of the distribution that you would like to be processed from each fund.

If you have a Self-Directed Brokerage ("SDB") account, it is your responsibility to contact the provider to transfer the funds to be distributed to the core (non-self-directed brokerage) investments before we can process your payments. The funds to be distributed must be an amount in excess of the "core minimum." The core minimum is the amount of funds (required by your Plan) that must be maintained in your core funds at all times.

If sufficient funds have not been transferred from your SDB account into core investments prior to Service Provider's receipt of this request or at any time during your payment schedule, your SDB account will be permanently closed and your entire balance will be transferred into the core funds.

**Automated Clearing House (ACH)** - ACH is a form of electronic funds transfer by which Service Provider can transfer your payments directly to your financial institution. Allow at least 15 days from the date Service Provider receives this properly completed form to begin using ACH for your payments. Upon receipt of this properly completed form, Service Provider will notify your financial institution of your ACH request with the account information you have provided. The pre-notification process takes approximately 10 days. During the pre-notification process, your financial institution will confirm with Service Provider that the account and routing information you submitted is correct and that it will accept the ACH transfer. After this confirmation is received, your payments will be transferred to your financial institution within 2 days of the first payment date. If your payment start date does not allow for the 10 day pre-notification process, your first payment will be sent by check to your address of record. If your payments are withdrawn from investments that are subject to time delays upon withdrawal, the deposit to your financial institution may be delayed accordingly. In the event of a change to your minimum distribution, your electronic funds transfer may be subject to a delay, and a check will be sent to your last known address on file with Service Provider.

If your financial institution rejects the pre-notification, you will be notified and your checks will be mailed to you until you submit an Electronic Fund Transfers (ACH) form. As a result, it is important that you continue to notify Service Provider in writing of any changes to your mailing address.

By choosing an ACH credit to your financial institution account, you are authorizing Service Provider to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to your checking or savings account. You are also authorizing your financial institution, in the form of an electronic funds transfer, to credit and/or debit the same to such account. Service Provider will make payments in accordance with the directions you have specified on this form until such time that you notify Service Provider in writing that you wish to cancel the ACH agreement. You must provide notice of cancellation at least 30 days prior to a payment date for the cancellation to be effective with respect to all of your subsequent payments.

Service Provider reserves the right to terminate the ACH transfers for any reason and will notify you in the event of such termination by sending notice to your last known address on file with Service Provider.

It is your obligation to notify Service Provider of any address or other changes affecting your electronic fund transfers during your lifetime. You are solely responsible for any consequences and/or liabilities that may arise out of your failure to provide such notification.



By electing ACH, you acknowledge that Service Provider is not liable for payments made by Service Provider in accordance with this properly completed form. You authorize and direct your financial institution not to hold any overpayments made by Service Provider on your behalf, or on behalf of your estate or any current or future joint accountholder, if applicable.

ACH delivery is not available to a foreign financial institution or to a United States financial institution for subsequent transfer to a foreign financial institution. Any requests received containing foreign financial institution instructions will be rejected and require new ACH delivery instructions.

### **Income Tax Withholding**

**Lump Sum Payment for Previous Calendar Year** - A ten percent (10%) Federal Income Tax Withholding will apply to the taxable amount of my withdrawal, unless I elect to not have Federal Income Tax Withholding apply by checking the appropriate box.

**Automated Payment** - The taxable portion of the automated distribution you receive is subject to Federal Income Tax Withholding unless you elect not to have Federal Income Tax Withholding apply by checking the appropriate box.

If you elect not to have federal income tax withholding apply to your distribution, or if you do not have enough federal income tax withheld from your distribution, you may be responsible for the payment of estimated tax. You may incur penalties under the estimated tax rules if your income tax withholding and estimated tax payments are not sufficient. You may revoke your election by written notification to Service Provider at the address provided in the Signature(s) section.

If you do not check the box "Do NOT withhold federal income tax," federal income tax will be withheld from the taxable portion of your distribution as though you are married claiming three income tax withholding allowances.

If you live in a state that mandates state income tax withholding, it will be withheld. If you wish to have additional state income tax withheld or live in a state that does not mandate state income tax withholding, you may elect to have an additional amount withheld. Check the appropriate box on this form. If you made such an election, we will withhold state income tax based on a default rate provided by the state of your residence. It remains your responsibility to ensure that state income tax withholding is sufficient to cover your state income tax liability.

**For more information and applicable forms or documentation that may be required for the state of residence,** refer to the appropriate state tax authority.

If you are a U.S. citizen or U.S. resident alien and your payment is to be delivered outside the U.S. or its possessions, you may not elect out of federal income tax withholding.

If I am a non-resident alien, I must complete the "Non-Resident or Other Certification" section on this form.

The withholding rate applicable to the payment is thirty percent (30%) unless a reduced rate applies because my country of residence has entered into a tax treaty with the U.S. and the treaty provides for reduced withholding rate or an exemption from withholding. In order to claim a treaty, I must complete the appropriate fields, tax treaty section, if applicable and provide a U.S. Taxpayer Identification Number. I may call 1-800-TAX-FORM (829-3676) or visit <http://www.irs.gov> for further information. If I need and as seen applicable, I will consult with a tax advisor to determine appropriate tax withholding.

**Participant Consent** - Your signature and date are required for this distribution.

***Handwritten signatures are required on this form. Electronic signatures will not be accepted and will result in a significant delay.***

**Important Note:** These instructions do not represent investment, tax, or legal advice. Your distribution will be based upon the information you provide on the applicable form and your account balance. It is your responsibility to initiate minimum distribution payments by your required beginning date and to ensure you receive payments meeting the minimum distribution requirements each year.

You should consult with an attorney or tax advisor who can answer any questions regarding the minimum distribution requirements.

