

Withdrawal Request Form Frequently Asked Questions

1. Why do they ask for my age?

ANSWER: If YOU, as the account owner, are 59½ or older, you would be exempt from the 10% IRS penalty. If YOU as the account owner are UNDER the age of 59½ you **will be** subject to the 10% penalty.*

*Note: There are certain exemptions to the 10% penalty for individuals who are UNDER 59½. For more information about those exemptions, please consult your Tax Advisor, or contact the IRS for more information.

2. What is a Return of Excess Contributions?

ANSWER: The IRS allows individuals to make tax-deferred contributions into their IRA throughout the tax year. The maximum IRA Contribution is \$5,000 (\$6,000 for individuals age 50 and over). If an individual's contribution prior to the end of the tax year exceeds the maximum limit, an individual is allowed to withdraw the excess amount by indicating that in section 2.

3. In 2B there is a list of reasons for why I might be taking this withdrawal; however, my specific reason is not mentioned as an option. What should I check?

ANSWER: If your specific reason is NOT mentioned then you should check number 7, which states: **"No special circumstance listed above applies."** (Please note that several of the reasons described on the form require additional documentation.)

4. Does the term *One Time Withdrawal* mean that I cannot take further withdrawals?

ANSWER: No. The term One Time Withdrawal simply clarifies that your intention is NOT to take a series of systematic payments, but rather to only take a one time amount at the time of your submitting the request.

If you are requesting a specific amount that you need to have in hand, you need to clearly write the word "NET" next to the amount requested in Section 3A.

5. What is a One Time Withdrawal of my CASH BALANCE?

ANSWER: This type of withdrawal should be requested if you want to take out **all** of the available cash from the account. Doing this will not close the account if there are other investments within the account.

6. How much tax should I withhold?

ANSWER: Please consult a tax professional or an accountant.

7. What is a Medallion Stamp?

ANSWER: As defined by the U.S. Securities and Exchange Commission:

“A Medallion imprint or stamp indicates that the financial institution is a member of a Medallion signature guarantee program and is an acceptable signature guarantor. By participating in the program, financial institutions can guarantee customer signatures with the assurance that their guarantees will be immediately accepted for processing by transfer agents.” (<http://www.sec.gov/answers/sigguar.htm>)

*Note: While the process of obtaining a Medallion Stamp is similar to that of a notary stamp in that all signatories must present valid identification to an officer at the financial institution, a Medallion Stamp is NOT equal to a notary stamp. Financial institutions that are members of the Medallion program (i.e., banks, credit unions) assume liability of the transactions that they guarantee with the Medallion Stamp. The actual Medallion Stamp contains a special ink that must be authenticated in order for it to be recognized as an original. For this reason, whenever a Medallion Stamp is required, the original form with the stamp must be **mailed** to the organization that has requested the stamp.

8. May I fax the withdrawal form?

ANSWER: Yes, unless it requires a Medallion Stamp on the Signature page. See Signature page for details on when it is required. Always follow up a fax attempt with a phone call to make sure we have received your form.

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IRA withdrawal request form

I will use this form to request a withdrawal from my Rollover IRA, Traditional IRA, Roth IRA, or Coverdell Education Savings Account. It is important to understand that Mercer Securities representatives do not provide tax advice. Mercer strongly encourages me to speak with a tax professional to discuss the implications of withdrawing funds from my retirement or education savings account. Print clearly in CAPITAL LETTERS. Mark small boxes with an .

Return to: Mercer Securities

Via Regular Mail:
P.O. Box 9746, Providence, RI 02940

Via Overnight Mail:
1 Investors Way, Norwood, MA 02062

Via Fax: (888) 569-5634 For information call: 1-866-727-7277

1. My information

First name Mr. Mrs. Ms. M.I. Last Name

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Social Security number Account number

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Day-time phone number Date of birth month/day/year State of residence

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2. Reason for withdrawal

A. I am (select one option):

Over the age of 59 1/2

Under the age of 59 1/2 (may result in an early withdrawal penalty assessed by the IRS)

Taking a withdrawal as a return of excess contribution for tax year in the amount of \$, . *Excess contribution amount*

If excess is being removed prior to the tax return due date for retirement accounts including extensions (or prior to June 1st of the year following the year of contribution for a Coverdell Education Savings Account) please specify the earnings accrued on excess contribution amount here. \$, .

B. I am taking a withdrawal (select one option):

As part of a substantially equal series of periodic payments (72t Distribution)

As I am permanently disabled (requires a letter from the Social Security Administration confirming disability status)

As a direct rollover (requires a letter of acceptance from the company receiving your payment)

Due to death

From my Roth IRA

From my Coverdell Education Savings Account

As no special circumstance listed above applies

3. Type of withdrawal and amount

A. I will need a (select all applicable options and complete):

Net Amount \$, .

One time withdrawal in the amount of \$, . from my CASH balance

One time withdrawal of my entire CASH balance

Systematic withdrawal according to the following instructions:

Income withdrawal (have dividends, income, capital gains sent to you)

Frequency: Monthly Quarterly Semiannually Annually

Begin Date month/day/year / /

Principal withdrawal \$, .

Frequency: Monthly Quarterly Semiannually Annually

Begin Date month/day/year / /

I will check here and complete the following if I am funding my systematic withdrawal by sale of mutual funds (date of sale will occur prior to withdrawal date):

Fund name	Fund symbol	Dollar amount
<input type="text"/>	<input type="text"/>	\$ <input type="text"/> , <input type="text"/> . <input type="text"/>
Fund name	Fund symbol	Dollar amount
<input type="text"/>	<input type="text"/>	\$ <input type="text"/> , <input type="text"/> . <input type="text"/>



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4. Tax withholding

A. For FEDERAL income taxes (select one option):

- Do not withhold any amount from the withdrawal
- Withhold \$, . or % (must be at least 10% and specific dollar amount not available for systematic withdrawals)

If I do not select an option, 10% will be withheld for federal income taxes.

B. For STATE income taxes (select one option):

- Do not withhold any amount from the withdrawal
- Withhold \$, . or % (specific dollar amount not available for systematic withdrawals)
- Withhold according to the instructions for my state of residence.

If I do not select an option or my instructions do not meet my state's requirements, Mercer will withhold according to the instructions for my state of residence.

5. Delivery options

Please note: If no election is made in this section, the distribution will be sent to the mailing address on record for my account.

A. Send my withdrawal via CHECK (select one option):

- Regular Mail Overnight delivery (additional fee will be assessed) Saturday delivery with waiver of signature release (available only for distributions processed on a Friday). Saturday delivery is subject to Federal Express' Saturday Delivery Services.
- To my address of record Wiring Funds to Instructions on Record
- To the following alternate payee or address:

Alternate payee

Alternate mailing address (including apartment or box number)

City

State

Zipcode

 -

B. Send my withdrawal via BANKWIRE to (additional fee will be assessed):

ABA routing number

Account number

Bank name

City

State

Further credit to (if applicable)

Credit account number (if applicable)

Tape your **voided** check or **voided** deposit/withdrawal slip here

(Do not staple.)

C. Send my withdrawal via ACH (for scheduled distributions only).

- Please complete the attached ACH authorization agreement enclosed with this form.



6. Signature

My distribution payment option may require a signature/medallion guarantee.

A signature guarantee is a stamped or typed assurance by a financial institution that indicates a signature is valid. Requests requiring a signature/medallion guarantee stamp cannot be returned via fax.

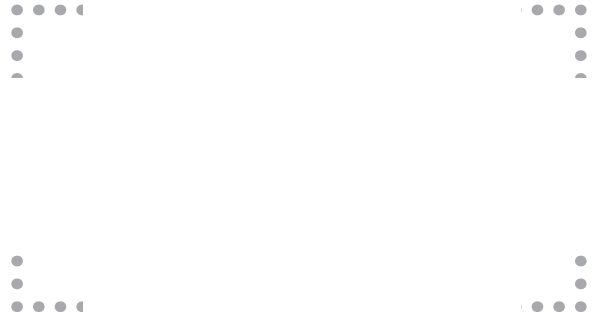
A signature/medallion guarantee will be required when:

- 1) There has been a change of address within the last 15 days and the amount is greater than \$25,000
- 2) The withdrawal is NOT sent to the address on record and the amount is greater than \$25,000
- 3) The withdrawal is NOT made payable to the registered owner
- 4) The withdrawal is being wired to a bank account not solely registered in my name
- 5) The withdrawal is reinvested in a non-retirement account not solely registered in my name
- 6) The withdrawal amount is over \$100,000
- 7) The withdrawal is being processed as a direct rollover and the amount is greater than \$50,000

Sign your request for withdrawal (place signature below):

By signing and dating this form, I acknowledge that Mercer Securities is not responsible for determining the appropriateness of the withdrawal and withholding election. Also, I authorize this distribution from my account and certify that it is in accordance with the provisions of the appropriate IRA plan or Coverdell Education Savings Account. Mercer is entitled to rely on this authorization and is released from any and all claims I may have or hereafter claim to have with respect to the distribution.

PLACE SIGNATURE/MEDALLION GUARANTEE STAMP BELOW



Signature

Date month/day/year

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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