

IRA DISTRIBUTION PACKET

IRA Distribution Packet

Complete this form if you wish to request a distribution from your IRA.

An IRA Distribution Packet must be completed, signed and returned to Aspire Financial Services, LLC ("Aspire") to request a distribution from your IRA. You must complete a separate form for each account type.

Note: If you are the beneficiary of a deceased IRA account holder, DO NOT complete this IRA Distribution Packet. Contact Aspire to obtain applicable forms.

Account Number

STEP 1 ACCOUNT HOLDER INFORMATION

First Name _____ Last Name _____ M.I. _____

Home/Legal Street Address _____ Apartment/Suite _____

City _____ State _____ Zip _____

Contact Number _____ Email Address* _____

- -
Social Security Number

- -
Date of Birth (month | day | year)

*By providing your email address, you consent to receiving notifications regarding your transaction via email. If no email address is provided communications will be sent via USPS.

STEP 2 IRA TYPE

- Traditional IRA Roth IRA SEP IRA Simple IRA Inherited Traditional IRA Inherited Roth IRA

STEP 3 DISTRIBUTION TYPE

- Normal (over age 59 ½)
 Premature (under age 59 ½)
 Disability
 RMD (complete Step 5)
 IRA Rollover/Transfer
 Return of Contribution/excess distribution for _____ year.

STEP 4 DISTRIBUTION ELECTION

Please note: Completing this form will not stop future contributions. To stop future contributions into your IRA, log into Investlink to change your contribution settings or complete and submit the IRA Contribution Transmittal Form located at <https://www.pcsretirement.com/aspire/forms-and-documents>.

- Full Lump Sum Distribution
 Partial Distribution: \$ _____ (gross)*

*This dollar amount cannot exceed 95% of account balance

Upload this form through the form submission tool at www.aspireonline.com/resources/forms-submission-tool
Questions? Call Client Services at 866.634.5873, M - F, 8am - 8pm EST

STEP 5 REQUIRED MINIMUM DISTRIBUTION

Complete Step 5 only if the RMD option was selected in Step 3. If any other option was selected in Step 3, proceed to Step 6.

To process the RMD, assets will be liquidated from all available sources and investments unless the plan provisions restrict the sources and/or investments or unless you attach a letter instructing otherwise.

You may calculate the amount required to be distributed for your RMD each year, or you can request that Aspire calculate the required amount.

OPTION 1 Participant to Calculate Annually

The amount of your RMD changes each year based on your account value at the end of the previous year. You are responsible for re-calculating the amount of your RMD each year and for completing and providing a new RMD Packet each time a change is necessary.

If the one-time distribution option is elected, you must complete and submit a new RMD Packet each year.

If the installment distribution option is elected, the designated amount will continue to be paid to you in the specified frequency until you instruct Aspire otherwise.

One-Time Distribution of \$ _____ (gross)

Installment Distributions:

Monthly Installment Distributions of \$ _____ (gross) each month, beginning with the month of _____, 20____

Quarterly Installment Distributions of \$ _____ (gross) each quarter, beginning:

March 20____ June 20____ September 20____ December 20____

Annual Installment Distributions of \$ _____ (gross) each year, paid in the month of _____ beginning in 20____

**Installment Distributions are processed on or around the 15th day of applicable months.
Quarterly Installment Distributions are processed in March, June, September, and December.
Annual Installment Distributions are processed in October if no other month is indicated.**

OPTION 2 Aspire to Calculate Annually

Calculation Method

Account holder requests that Aspire calculate the RMD amount using the IRS Uniform Life Table. For information on this table, please visit www.irs.gov.

Payment Options

Establish RMD Installment distributions of proportionate shares of the RMD amount:

Monthly, beginning with the month of _____, 20____

Quarterly, beginning:

March 20____ June 20____ September 20____ December 20____

Annually, paid in the month of _____ beginning in 20____

**Installment distributions are processed on or around the 15th day of applicable months.
Quarterly RMD distributions are processed in March, June, September, and December.
Annual RMD distributions are processed in October if no other month is indicated.**

Upload this form through the form submission tool at www.aspireonline.com/resources/forms-submission-tool
Questions? Call Client Services at 866.634.5873, M - F, 8am - 8pm EST

STEP 6 INCOME TAX WITHHOLDING

Withholding will only apply to the portion of your distribution that is included in your income subject to federal income tax. There will be no withholding on the return of your own Roth contributions. If you do not have enough federal income tax withheld from your distributions, you may be responsible for payment of tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient. If you do not make an election below, default tax withholding will apply.

Federal Tax Withholding

This distribution is subject to voluntary federal income tax withholding at a rate of 10%. You may elect to have withholding applied at a higher rate or to not have any amounts withheld for federal income tax. Regardless of which option you select, you are liable for payment of applicable federal taxes on the taxable portion of your distribution. If you have not attained age 59½, you may also be subject to a 10% early withdrawal penalty on the taxable portion of your distribution when you file your taxes.

- I want the default federal income tax withholding rate of 10% withheld from my distribution.
- I want federal income tax withholding at a rate different than the default rate and am including a completed Form W-4R with this form.

State Tax Withholding

The taxable portion of this payment may also be subject to state income tax withholding. If you do not make an election below, state income taxes will automatically be withheld if required by your state's law. **Note:** If state income taxes are not withheld, you are liable for payment of state income tax on this distribution. If your payment of estimated tax withholding is not adequate, the unpaid portion may also be subject to tax penalties under the estimated tax payment rules in certain states.

- Withhold the following amount _____% (Amount cannot be less than minimum required by state for states that require withholding.)
- Do not withhold (Allowed only for states with optional withholding.)

These states require mandatory state withholding. You cannot opt out of state income tax withholding for these states:

Washington DC (DC), Iowa (IA), Massachusetts (MA), Maine (ME), Nebraska (NE), and Oklahoma (OK).

STEP 7 PAYMENT METHOD

Checks will be sent via U.S. mail. If overnight mail option is selected, a physical address must be provided.

Select your preferred method of payment and provide instructions as requested below:

OPTION 1: CASH DISTRIBUTION

Check will be made payable to Account Holder and sent to address on record.

- Send check via overnight mail. A fee of \$35 applies.

For Installment Distributions Only:

To have installment distributions sent via ACH rather than as a check, please provide ACH instructions as requested below:

Bank Name: _____

Bank Address: _____

Bank City/State: _____ Zip Code: _____

Routing / ABA #:

Deposit to Account #:

Name(s) on Deposit Account*: _____

* Account Holder's name must be on deposit account.

Further Credit: _____ FBO Account Name: _____

Account Type: Checking Savings

Upload this form through the form submission tool at www.aspireonline.com/resources/forms-submission-tool
Questions? Call Client Services at 866.634.5873, M - F, 8am - 8pm EST

STEP 7 PAYMENT METHOD (CONTINUED)

OPTION 2: DIRECT ROLLOVER/TRANSFER TO RETIREMENT PLAN/IRA

Send check via overnight mail. A fee of \$35 applies.

IRA or Plan Name: _____

Make Check Payable to: _____

Mail to Address: _____

(Must be physical address if overnight delivery requested.)

IRA or Plan Account #: _____

STEP 8 SIGNATURE & ACCEPTANCE

ACCOUNT HOLDER SIGNATURE

I understand that, subject to the provisions of applicable agreements, I have full discretion and control over the form of payment or payments of the entire balance of my Account. I shall exercise control by directing such payment(s) be made as described above. Aspire Financial Services, LLC and the custodian of my Account shall have no responsibility or liability with respect to the choice of any such form of payment(s). I understand that a distribution fee may apply and that additional fees may apply based on my election. I attest that I am the proper party to receive payment(s) from this IRA and that all information provided by me on this form, including any supplemental material is true and accurate. I certify that no tax advice has been given to me by Aspire Financial Services, LLC, the custodian of the Account, or an affiliate of either, and that all decisions regarding this distribution are my own, I expressly assume the responsibility for any adverse consequences which may result from this distribution; and I indemnify and hold harmless Aspire Financial Services, LLC, the custodian of the Account, the affiliates of Aspire Financial Services, LLC and the custodian of the Account and the divisions, officers, directors, owners, employees, representatives, agents, successors, and assigns of each. Recurring distributions may be subject to an additional fee.



Account Holder Signature

Date (month | day | year)

Upload this form through the form submission tool at www.aspireonline.com/resources/forms-submission-tool
Questions? Call Client Services at 866.634.5873, M - F, 8am - 8pm EST

Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions

2025

Give Form W-4R to the payer of your retirement payments.

1a First name and middle initial	Last name	1b Social security number
---	-----------	----------------------------------

Address

City or town, state, and ZIP code

Your withholding rate is determined by the type of payment you will receive.

- For nonperiodic payments, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100% on line 2. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its territories.
- For an eligible rollover distribution, the default withholding rate is 20%. You can choose a rate greater than 20% by entering the rate on line 2. You may not choose a rate less than 20%.

See page 2 for more information.

2 Complete this line if you would like a rate of withholding that is different from the default withholding rate. See the instructions on page 2 and the Marginal Rate Tables below for additional information. Enter the rate as a whole number (no decimals)	2	%
---	----------	---

Sign Here	Your signature (This form is not valid unless you sign it.)	Date
------------------	---	------

General Instructions

Section references are to the Internal Revenue Code.

Future developments. For the latest information about any future developments related to Form W-4R, such as legislation enacted after it was published, go to www.irs.gov/FormW4R.

Purpose of form. Complete Form W-4R to have payers withhold the correct amount of federal income tax from your nonperiodic payment or eligible rollover distribution from an employer retirement plan, annuity (including a commercial annuity), or individual retirement arrangement (IRA). See page 2 for the rules and options that are available for each type of payment. Don't use Form W-4R for periodic payments (payments made in installments at regular

intervals over a period of more than 1 year) from these plans or arrangements. Instead, use Form W-4P, Withholding Certificate for Periodic Pension or Annuity Payments. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

Caution: If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. Your withholding choice (or an election not to have withholding on a nonperiodic payment) will generally apply to any future payment from the same plan or IRA. Submit a new Form W-4R if you want to change your election.

2025 Marginal Rate Tables

You may use these tables to help you select the appropriate withholding rate for this payment or distribution. Add your income from all sources and use the column that matches your filing status to find the corresponding rate of withholding. See page 2 for more information on how to use this table.

Single or Married filing separately		Married filing jointly or Qualifying surviving spouse		Head of household	
Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more
\$0	0%	\$0	0%	\$0	0%
15,000	10%	30,000	10%	22,500	10%
26,925	12%	53,850	12%	39,500	12%
63,475	22%	126,950	22%	87,350	22%
118,350	24%	236,700	24%	125,850	24%
212,300	32%	424,600	32%	219,800	32%
265,525	35%	531,050	35%	273,000	35%
641,350*	37%	781,600	37%	648,850	37%

* If married filing separately, use \$390,800 instead for this 37% rate.

General Instructions (continued)

Nonperiodic payments—10% withholding. Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments **unless** you enter a different rate on line 2. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Note that the default rate of withholding may not be appropriate for your tax situation. You may choose to have no federal income tax withheld by entering “-0-” on line 2. See the specific instructions below for more information. Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including “-0-”) on any payments to be delivered outside the United States and its territories.

Note: If you don't give Form W-4R to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can't honor requests to have a lower (or no) amount withheld. Generally, for payments that began before 2025, your current withholding election (or your default rate) remains in effect unless you submit a Form W-4R.

Eligible rollover distributions—20% withholding. Distributions you receive from qualified retirement plans (for example, 401(k) plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over to an IRA or qualified plan are subject to a 20% default rate of withholding on the taxable amount of the distribution. You can't choose withholding at a rate of less than 20% (including “-0-”). Note that the default rate of withholding may be too low for your tax situation. You may choose to enter a rate higher than 20% on line 2. Don't give Form W-4R to your payer unless you want more than 20% withheld.

Note that the following payments are **not** eligible rollover distributions for purposes of these withholding rules:

- Qualifying “hardship” distributions;
- Distributions required by federal law, such as required minimum distributions;
- Distributions from a pension-linked emergency savings account;
- Eligible distributions to a domestic abuse victim;
- Qualified disaster recovery distributions;
- Qualified birth or adoption distributions; and
- Emergency personal expense distributions.

See Pub. 505 for details. See also *Nonperiodic payments—10% withholding* above.

Payments to nonresident aliens and foreign estates. Do not use Form W-4R. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

Tax relief for victims of terrorist attacks. If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, enter “-0-” on line 2. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

Specific Instructions

Line 1b

For an estate, enter the estate's employer identification number (EIN) in the area reserved for “Social security number.”

Line 2

More withholding. If you want more than the default rate withheld from your payment, you may enter a higher rate on line 2.

Less withholding (nonperiodic payments only). If permitted, you may enter a lower rate on line 2 (including “-0-”) if you want less than the 10% default rate withheld from your payment. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter “-0-”.

Suggestion for determining withholding. Consider using the Marginal Rate Tables on page 1 to help you select the appropriate withholding rate for this payment or distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on those sources of income has not been paid through other withholding or estimated tax payments, you can pay that tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

The marginal tax rate is the rate of tax on each additional dollar of income you receive above a particular amount of income. You can use the table for your filing status as a guide to find a rate of withholding for amounts above the total income level in the table.

To determine the appropriate rate of withholding from the table, do the following. Step 1: Find the rate that corresponds with your total income not including the payment. Step 2: Add your total income and the taxable amount of the payment and find the corresponding rate.

If these two rates are the same, enter that rate on line 2. (See *Example 1* below.)

If the two rates differ, multiply (a) the amount in the lower rate bracket by the rate for that bracket, and (b) the amount in the higher rate bracket by the rate for that bracket. Add these two numbers; this is the expected tax for this payment. To get the rate to have withheld, divide this amount by the taxable amount of the payment. Round up to the next whole number and enter that rate on line 2. (See *Example 2* below.)

If you prefer a simpler approach (but one that may lead to overwithholding), find the rate that corresponds to your total income including the payment and enter that rate on line 2.

Examples. Assume the following facts for *Examples 1* and *2*. Your filing status is single. You expect the taxable amount of your payment to be \$20,000. Appropriate amounts have been withheld for all other sources of income and any deductions or credits.

Example 1. You expect your total income to be \$65,000 without the payment. Step 1: Because your total income without the payment, \$65,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$85,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. Because these two rates are the same, enter “22” on line 2.

Example 2. You expect your total income to be \$61,000 without the payment. Step 1: Because your total income without the payment, \$61,000, is greater than \$26,925 but less than \$63,475, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$81,000, is

greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. The two rates differ. \$2,475 of the \$20,000 payment is in the lower bracket (\$63,475 less your total income of \$61,000 without the payment), and \$17,525 is in the higher bracket (\$20,000 less the \$2,475 that is in the lower bracket). Multiply \$2,475 by 12% to get \$297. Multiply \$17,525 by 22% to get \$3,856. The sum of these two amounts is \$4,153. This is the estimated tax on your payment. This amount corresponds to 21% of the \$20,000 payment (\$4,153 divided by \$20,000). Enter "21" on line 2.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request additional federal income tax withholding from your nonperiodic payment(s) or eligible rollover distribution(s); (b) choose not to have federal income tax withheld from your nonperiodic payment(s), when permitted; or (c) change a previous Form W-4R (or a previous Form W-4P that you completed with respect to your nonperiodic payments or eligible rollover distributions). To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s).

Failure to provide a properly completed form will result in your payment(s) being subject to the default rate; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.