



Qualified Retirement Plan (QRP)/Keogh or Individual 401(k) Required Minimum Distribution Request Form

www.schwab.com
1-800-435-4000

- Complete this form if you wish to take a Required Minimum Distribution (RMD) from your QRP/Keogh or Individual 401(k) account. A separate form is required for each account.
- If you need to sell securities to complete a cash distribution, please do so before submitting this distribution form. You may place your trades on Schwab.com at a discounted commission rate or call us at 1-800-435-4000 to place your trades with a broker.
- Return the completed original form to Charles Schwab & Co., Inc.

1 Schwab QRP/Keogh or Individual 401(k) Information

Schwab Account Number _____ Name of Plan Administrator *Employer, unless a Plan Administrator was appointed on Adoption Agreement* _____

Employer Identification Number *EIN* _____ Participant Name *Title, First Middle Name Last Name, Suffix* _____

Date of Birth *mm/dd/yyyy* _____ Social Security Number _____ Daytime Telephone Number _____ **20** _____
This is a request for tax year

2 Calculating Your RMD

Complete Option A or B.

Option A

I want Schwab to calculate and distribute my RMD.

The calculation will generally be made using the Uniform Lifetime Table; however, if your sole beneficiary is your spouse and your spouse is more than 10 years younger than you, then the Joint Life Expectancy Table will be used. To determine if Joint Life Expectancy applies, provide the following information:

1. Enter your date of birth: _____
mm/dd/yyyy

2. Is your spouse your sole beneficiary **and** more than 10 years younger than you?

No Yes

3. If you answered "yes," complete steps 4 and 5, and then proceed to Section 3. If you answered "no," your RMD will be calculated using the Uniform Lifetime Table; proceed to Section 3.

4. Enter your spouse's date of birth: _____
mm/dd/yyyy

5. Enter your spouse's name: _____

Option B

I have calculated my RMD.

Distribute \$ _____ from my account.

3 Fair Market Value Adjustments

If you selected Option A above, check any of the following situations that apply to you and provide the requested information. If you selected Option B above, proceed to Section 4.

If you transferred your QRP/Keogh or Individual 401(k) to Schwab in the current calendar year, please indicate the Fair Market Value of your account as of 12/31 of last year: \$ _____

If you had a transfer into your QRP/Keogh or Individual 401(k) at Schwab in progress on 12/31 of last year, please indicate the Fair Market Value of your account: \$ _____

If you withdrew funds from a plan after 11/1 of the previous calendar year and subsequently rolled the funds into the plan identified in Section 1 above in the current calendar year, indicate the amount here: \$ _____

4 Frequency of Distribution

Check only one box.

You may request that your RMD be withdrawn as a one-time, lump-sum or annual distribution from your QRP/Keogh or Individual 401(k). **Ensure that there is sufficient cash** in the account for Schwab to execute your distribution request.

- One-time (partial balance). Available for distributions of cash and/or securities.
- Lump-sum (entire balance).
- Annual. This distribution frequency is available for **cash distributions only**.

Distribute my RMD on _____ and continue annually until I instruct otherwise.
mm/dd/yyyy

It is important that you ensure that there is sufficient cash available in your account by the date of distribution. If there is insufficient cash or money market funds available to satisfy this RMD request, visit Schwab.com to place your trades or call 1-800-435-4000 to place your trade with a broker.

5 Distribution Method

Choose one of the following options to instruct us where and how to send/deposit the distribution.

- A. Deposit my cash distribution to my existing non-retirement Schwab account number*: _____
- B. Mail a check:
 - To the address listed on my Schwab QRP/Keogh or Individual 401(k) account.
 - To an address (below) different from the address listed on my Schwab QRP/Keogh or Individual 401(k) account.

Street Address *No P.O. Boxes* City State Zip Code

- C. Please move the investment listed below to my non-retirement Schwab account number*:

Name and symbol of investment to be moved in-kind: _____

Note: Schwab will determine the number of shares to be moved in order to meet your distribution, based on the intraday or closing price of the investment on the day we process your distribution. **Distributions of investments are not available for the annual distribution frequency; therefore, this distribution will be a one-time-only event.**

- D. Wire funds. Attach a Request a Domestic Wire Transfer Form for wire transfers. You may visit www.schwab.com to download the form or call us to have the form mailed to you.

*If you do not have a non-retirement Schwab account, you can establish one by visiting www.schwab.com to download the Schwab One® Application or call us to have the form mailed to you. Attach the completed application to this form.

You may be charged a wire transfer fee. Call 1-800-435-4000 for details.

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Tax Withholding Election

Complete this section only if you did not choose Direct Rollover.

Distributions are generally subject to federal (and possibly state) income tax. Even if you elect in writing not to have federal and/or state income tax withheld, you are liable for payment of federal tax and state income taxes, if applicable, on the taxable portion of your distribution. You may also be subject to tax penalties under the estimated tax payment rules if your withholding and payment of estimated tax, if any, are not adequate.

Note:

- U.S. citizens who are foreign residents are subject to a 10% minimum withholding rate and cannot opt out of withholding.
- Non-resident aliens are subject to either a 30% withholding or the applicable tax treaty rate and must submit a valid IRS Form W-8BEN to obtain an available reduced tax treaty rate.

A. Federal Income Tax Withholding

20% Mandatory Withholding: IRS regulations require Schwab to withhold 20% federal income tax from your distributions that are eligible to be rolled over, but are not. You cannot waive this withholding. Eligible rollover distributions are all distributions except the following: hardship distributions, Required Minimum Distributions, or certain distributions that are part of a series of equal or almost equal periodic payments for a specified period of 10 years or more or that will last for your lifetime (or the joint lives of you and your beneficiary). Please refer to the Schwab QRP Distribution Notice for additional information.

10% Withholding: If the distribution is not an eligible rollover distribution, the 20% mandatory withholding does not apply. Instead, if you elect to withhold it must be at a rate of at least 10%.

Choose one.

- I do not want federal income tax withheld.
- I want federal income tax withheld at the rate of _____ %.
- Percentage*

Federal tax withholding must be a whole number, and at least 20%, unless it is an ineligible rollover distribution (ex. A RMD where you can elect 10% or opt out of Federal Income Tax Withholding). Note: The total cannot be more than 99% when combined with state income tax withholding.

B. State Income Tax Withholding

Refer to the State Income Tax Withholding Information sheet for specific information concerning your state's withholding rates.

State income tax withholding may be required from your distribution. In some cases, you may elect not to have withholding apply, or you may elect to increase the rate of withholding. In other cases, state income tax withholding is not available.

While Schwab makes every effort to obtain information about state tax laws from sources believed to be reliable, Schwab cannot guarantee the accuracy or timeliness of state tax withholding information because state tax laws are subject to constant change and interpretation. We recommend that you contact your tax advisor regarding your tax withholding elections, and to answer any questions that you may have. If you do not make an election and you do not have an election request on file, Schwab will apply withholding (if required) at the minimum rate based on your state of residency as determined by your legal address of record on your account at the time of payment

Choose one.

- I do not want state income tax withheld.
- I want state income tax withheld at the rate of _____ %.
- Percentage*
- (Must be at least your state's minimum tax rate.)

Note: If you move between states with differing withholding laws, Schwab will apply withholding (if required) at the rate you provided above or at the minimum rate based on the laws for your new state of residency, whichever is greater.

7 Signature

You authorize Schwab to distribute cash and/or securities from your QRP/Keogh or Individual 401(k) account according to the elections made by you on this form and certify that: (1) Under penalties of perjury, you declare that you have reviewed your elections on this form and, to the best of your knowledge and belief, they are true, correct, and complete; and (2) Schwab may rely on your elections and certification without further investigation or inquiry.

SIGN HERE 

X

 Today's Date *mm/dd/yyyy*

 Print Name

X

 Today's Date *mm/dd/yyyy*

 Print Name

Please be sure to have your Plan Administrator (usually your employer) sign this form before returning it to ensure that your request is processed in a timely manner.

8 Return Instructions

- **Upload** online with secure messaging (if you are an existing client and have online access to your account).
 1. Go to Schwab.com and log in to your account.
 2. Click Message Center (under Service), and then click Upload Document.
- **Fax** to 1-888-526-7252.
- **Bring** to your nearest Schwab branch (visit Schwab.com/branch for locations).
- **Mail** to any of the following addresses:

Regular Mail (West)	Regular Mail (East)	Overnight Mail (West)	Overnight Mail (East)
Charles Schwab & Co., Inc. P.O. Box 982600 El Paso, TX 79998-2600	Charles Schwab & Co., Inc. P.O. Box 628291 Orlando, FL 32862-8291	Charles Schwab & Co., Inc. 1945 Northwestern Dr. El Paso, TX 79912	Charles Schwab & Co., Inc. 1958 Summit Park Dr., Ste. 200 Orlando, FL 32810



State Income Tax Withholding Information for Qualified Retirement Plans

Client Copy

This general information is provided to help you understand state income tax withholding requirements for qualified retirement plan distributions. **While Schwab makes every effort to obtain information about state tax laws from sources believed to be reliable, Schwab cannot guarantee the accuracy or timeliness of state tax withholding information because state tax laws are subject to constant change and interpretation. Please make sure to properly estimate your withholding rate based on your tax status. You will be responsible for any underwithholding when you file your tax return. We recommend that you contact your tax advisor regarding your tax withholding elections, making estimated tax payments, and any questions that you may have regarding your state's withholding laws.**

Schwab may be required to withhold state tax from your distribution based upon state tax law for your state of residency. Your state of residency is determined by the legal address of record on your account. In some cases, you may elect not to have withholding apply, or you may elect to increase the rate of withholding. In other cases, state tax withholding is not available. Please refer to the chart below.

If your state of residency is:	Your withholding options are:
AR, DE, IA, KS, MA, MD, ME, NC, NE, VA	If you have federal income tax withheld, Schwab is required to withhold state income tax. If you do not have federal income tax withheld, you may optionally elect to have state income tax withheld. You may provide a percentage amount equal to or greater than your state's withholding requirements; otherwise Schwab will automatically apply your state's applicable withholding requirements.
CA, GA, OK, OR, VT	If you have federal income tax withheld, Schwab is required to withhold state income tax unless you specifically elect not to have state income tax withheld. You may provide a percentage amount equal to or greater than your state's withholding requirements; otherwise Schwab will automatically apply your state's applicable withholding requirements.
AL, AZ, CO, ID, IL, IN, KY, LA, MN, MO, MS, MT, ND, NJ, NM, NY, OH, PA, RI, SC, UT, WI, WV	State income tax withholding is voluntary regardless of whether or not you elect to have federal income tax withheld. Schwab will withhold state income tax only if you instruct us to do so.
CT, MI ¹	State income tax withholding is required. To opt out of state tax withholding, you must complete a state withholding form. Without a valid opt-out election, the applicable state tax rate will be withheld.
AK, FL, HI, NH, NV, SD, TN, TX, WA, WY	State income tax withholding is not available. Schwab will not withhold state income tax even if you elect to withhold state income tax.

If your state of residency is:	Your tax rate is:
AR, DE, IA, KS, ME, NE, OK	5%
CA, GA	2%
CT	6.99%
DC	8.95% mandatory withholding on lump-sum distributions; voluntary for other distribution types
MA	5.05%
MD	7.75%
MI	4.25%
NC, VA	4%
OR	8%
VT	3%
AL, AZ, CO, ID, IL, IN, KY, LA, MN, MO, MS, MT, ND, NJ, NM, NY, OH, PA, RI, SC, UT, WI, WV	There is no mandatory tax rate since these states are voluntary withholding states.
AK, FL, HI, NH, NV, SD, TN, TX, WA, WY	State income tax withholding is not available.

¹ You may obtain a copy of the MI W-4P form by visiting Schwab.com or Michigan.gov/taxes.

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