

A	<b>Personal Information</b>				
	Name (First, MI, Last)		Account # (not required as long as SSN provided)		
	Street Address		City	State	ZIP Code
	<input type="checkbox"/> Check here if this is a change of address and you would like us to update our bank records.				
	Home Phone		Cell Phone		
	SSN	Date of Birth (mm/dd/yyyy)	Email		
	<input type="checkbox"/> I am a U.S. Person (this includes a resident alien of the United States)				
	<input type="checkbox"/> I am not a U.S. Person (Form W-8BEN is required if not previously provided)				
	B	<b>Distribution Reason – Select One</b> <i>(Please refer to instructions for additional information.)</i>			
		<input type="checkbox"/> <b>Normal</b> – Recipient is over age 59 ½.			
<input type="checkbox"/> <b>Premature</b> – Recipient is under age 59 ½ and not disabled. A 10% penalty may result. For Roth IRAs: Rules vary; consult with your tax advisor. For substantially equal payments see form instructions under “Additional Informational Terms”.					
<input type="checkbox"/> <b>Direct Rollover</b> – To an eligible employer-sponsored retirement plan (not IRA).					
<input type="checkbox"/> <b>Transfer</b> – To another IRA. <b>Letter of acceptance from new IRA custodian is required.</b>					
<input type="checkbox"/> <b>Conversion</b> – IRA Conversion to Roth IRA.					
<input type="checkbox"/> <b>Disability</b> – You are disabled within the definition of the Internal Revenue Code 72(m)(7).					
<input type="checkbox"/> <b>Divorce</b> – Enclose a certified copy of the divorce decree with raised seal along with former spouse's social security number, date of birth and letter of instruction.					
<input type="checkbox"/> <b>Recharacterization</b> – Recharacterizing an IRA contribution to another type of IRA for the tax year ____.					
<input type="checkbox"/> <b>Death</b> – For Inherited IRAs only.					
C	<b>Distribution – Election(s)</b>				
	I elect distributions to be paid in the following manner:				
	(1) <input type="checkbox"/> Partial Distribution of \$ ____				
	(select one) <input type="checkbox"/> Gross Distribution (total amount before withholding and fees)		<input type="checkbox"/> Net Distribution (total amount after withholding and fees)		
	(select one) <input type="checkbox"/> Immediate		<input type="checkbox"/> At Maturity		
	(2) <input type="checkbox"/> Total Distribution (select one) <input type="checkbox"/> Immediate <input type="checkbox"/> At Maturity				
	(3) <input type="checkbox"/> Periodic Distribution: I authorize automatic distributions of \$ ____				
	(select one) <input type="checkbox"/> Gross Distribution (total amount before withholding and fees)		<input type="checkbox"/> Net Distribution (total amount after withholding and fees)		
	(select one) <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annual <input type="checkbox"/> Annual Start Date: ____				
	<b>Note:</b> Periodic payments are only available for those over age 59 ½; unless for substantially equal periodic payments (you must ensure that the amount is calculated according to IRS regulations); disability; or death (inherited IRAs only). If requesting periodic distributions, this form must be received at least 5 business days prior to the requested start date. Periodic distributions will continue until we are notified in writing or account or plan balance is depleted.				

*Continue on reverse*

**D****Withholding Election** (Not Applicable to Roth IRAs.) See IRS Form W-8BEN if you are a foreign person.**Form W-4P Department of the Treasury, Internal Revenue Service, OMB No. 1545-0074**

The instructions to Form W-4P (Withholding Certificate) are included in the Additional Information section of this form.

You may elect out of this withholding by checking the appropriate box below. **If you live in a state that requires state withholding, that amount may be withheld also.** Penalties may be incurred under the estimated tax rules if your withholding and/or estimated tax payments are not sufficient. Please see your tax advisor for additional information. **If no election is made, we must withhold Federal taxes at the required flat 10% rate.**

**Federal Tax Withholding**

- ☐ I elect **NOT** to have federal taxes withheld.
- ☐ I elect to have 10% Federal income tax withheld from my distribution. In addition to the 10%, I want the following **additional amount** (\$ \_\_\_\_\_) or **additional** (\_\_\_\_\_% ) withheld from my distribution.

**State Tax Withholding**

- ☐ I elect **NOT** to have state income tax withheld. (unless required by law)
- ☐ I elect to have (\$ \_\_\_\_\_) or (\_\_\_\_\_% ) State income taxes withheld from my distribution

**Nonresident Alien Tax Withholding**

If you are a Nonresident alien, mandatory withholding may apply. A minimum of 30% nonresident alien (NRA) tax will be withheld unless you have submitted a W-8BEN form claiming a reduced treaty tax.

**E****Payment Method – Select One** (Please see important instructions about additional information regarding fees on page 5)

I elect distributions to be paid in the following manner:

- (1) ☐ Deposit into my account at another financial institution.
- Bank Routing Number \_\_\_\_\_ Bank Account Number \_\_\_\_\_ ☐ Checking Account (attach a preprinted voided check below)
- ☐ Savings Account (attach a copy of a savings account statement)
- FOR  
⑆ 33404567⑈ 1234567890⑈ 01044

1 Bank Routing Number (requires 9 digits)      2 Bank Account Number
- (2) ☐ Mail check to my home address as listed in section A. Not available for monthly or quarterly periodic distributions. (\$10 fee applies)
- ☐ Regular mail      ☐ For overnight delivery (\$15 fee applies)
- (3) ☐ Wire funds into my account at another financial institution. Only available for immediate distributions. Please complete this section for a Domestic Wire (\$20 fee applies)
- Corresponding Bank Name (if applicable) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_
- Corresponding Bank Routing Number (if applicable) \_\_\_\_\_
- Receiving Bank Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_
- Receiving Bank Routing Number \_\_\_\_\_ Amount of Wire \$ \_\_\_\_\_
- Recipient Name \_\_\_\_\_ Recipient Account Number to be Credited \_\_\_\_\_ Type of Account to be Credited \_\_\_\_\_
- Additional Instructions for Domestic Wire Information \_\_\_\_\_
- (4) ☐ Direct Rollover – Please provide us with mailing and deposit instructions. (\$10 cashiers check fee applies if check mailed.)
- Payable to \_\_\_\_\_ Employee Plan Number \_\_\_\_\_
- Account Name (for benefit of) \_\_\_\_\_
- Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**F****Customer Signature**

I certify that I am the IRA owner, the beneficiary, or individual legally authorized to complete this form. I certify the accuracy of the information set forth in this form, and I authorize this transaction. I understand the custodian/trustee may require the completion of additional documents before processing any distributions. I understand that I am responsible for any consequences resulting from this distribution including taxes and penalties owed. I indemnify and hold the custodian/trustee harmless from any resulting liabilities. I acknowledge that the custodian/trustee cannot provide me with legal advice, and I agree to consult with a tax or legal professional for guidance.

**Signature** (IRA Owner or Beneficiary Owner of an Inherited IRA)

**Date**

X \_\_\_\_\_

**NOTE: Distribution requests may take 3-5 business days to process once received (does not include mail time).**

## G

**Mailing Instructions**

Please mail or fax to:

Regular:  
Principal Bank  
PO Box 9351  
Des Moines, IA 50306-9351

Overnight:  
Principal Bank  
711 High Street  
Des Moines, IA 50392

Fax:  
1-866-673-8828 (Safe Harbor IRA)  
1-866-431-8410 (IRA)

## H

**Additional Information**

**Federal Withholding (Purpose of IRS Form W-4P).** You must elect whether to have federal income tax withheld from your IRA distribution. Roth IRA distributions are not subject to federal income tax withholding. You can make this election on this substitute Form W-4P, which is section D of the distribution form, or you can attach an actual Form W-4P. Unless elected otherwise, IRA distributions will have federal income tax withheld at a flat rate of 10 percent. You may use this form to elect to have no income tax withheld (except for payments to US citizens delivered outside the US or its possessions), or to have 10 percent or more withheld. Check the box reflecting your choice. Your election will apply to any later distributions from the same IRA. You may revoke your previous election from withholding by completing a new Form W-4P with your custodian/trustee. Copies of Form W-4P will not be sent to the IRS by the payer.

**Statement of Income Tax Withheld from Your IRA.** By January 31 of each year, you will receive a statement from Principal Bank showing the total amount of your IRA payments and the total income tax withheld for the previous year.

**Payments Outside the US.** An election to be exempt from income tax withholding does not apply to any periodic payment or nonperiodic distribution that is delivered outside the US or its possessions to a US citizen or resident alien. Other recipients who have these payments delivered outside the US or its possessions can elect exemptions only if an individual certifies to the payer that the individual is not: (1) an US citizen or resident alien, or (2) an individual to whom Section 877 of the Internal Revenue Code applies (concerning expatriation to avoid tax). The certification can be made in a statement to the payer under penalties or perjury.

**Penalties.** There are penalties for not paying enough tax during the year, either through withholding or estimated tax payments. IRS Publication 505 explains the estimated tax requirements and penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your IRA using Form W-4P.

**State Withholding.** Your state may allow or require state income tax withholding on any taxable distribution.

## For Your Records IRA Distribution Form Instructions

### Step 1) Complete Section A (Personal Information) in its entirety

- Your IRA Account Number could also be referred to as your 'Certificate' number (not required, if Social Security Number is provided).

### Step 2) Complete Section B (Distribution Reason)

- Only one distribution reason needs to be selected.
- The most common types of distributions are:
  - Normal – Age 59 ½ - for those who are older than 59 ½.
  - Premature – used for those under age 59 ½ taking funds out of an IRA. IRS Tax penalties may apply.
  - Direct Rollover - to an eligible employer-sponsored retirement plan, used to place funds into an employer sponsored plan (e.g. 401K). (Not used for moving funds to an IRA.)
    - Please make sure the employer will accept funds being rolled into their plan
    - In section E Payment Method - Complete item 5 – Direct Rollover.
      - Complete the mailing and deposit instructions so Principal Bank knows how to make the check payable and where to send funds.

### Step 3) Complete Section C (Distribution Election) for the distribution election and method

- If you are taking a distribution from an IRA Certificate of Deposit prior to maturity, a penalty may apply. Money Market IRA Accounts that have been opened less than 90 days may be subject to an early withdrawal fee.
- If requesting a partial distribution of your account balance select box 1 - Partial Distribution, specify dollar amount, Gross or Net distribution and if distribution is Immediate or At Maturity
  - The actual net amount will also depend on your election of federal and state (if applicable) income tax withholding. In some states, if federal income tax is withheld, state income tax withholding is mandatory.
- If requesting to close the account, select box 2 - Total Distribution, also mark if the request is Immediate or At Maturity
- If requesting a Periodic Distribution, select box 3 – specify dollar amount, Gross or Net distribution, how often you want the distribution to occur and date the distribution should start.
- If you are between age 59 ½ and 70 ½:
  - Scheduled "fixed" monthly or quarterly periodic payments that are substantially equal sent via ACH to another bank account are not allowed to deplete the IRA balance prior to the investment's maturity date. We will not establish annual distribution payments for new or existing CDs with less than 24 months remaining in the term.

### Step 4) Complete Section D (Withholding Election) (Not Applicable to Roth IRAs)

- You must make a withholding election. You may elect to have no withholding, OR you can choose to have the flat rate of 10% federal income tax withheld. In addition to the flat rate you may also request an additional amount OR an additional percentage to be withheld from your payment. Check the box reflecting your choice.
- If you make no election, federal income tax will be withheld at the flat rate of 10% along with any applicable state income tax.
- If you want elective state tax withheld, or are subject to mandatory state withholding, make election under State Tax Withholding. Laws regarding tax withholding are subject to change at any time without notice.
- If you live in a state where state withholding is required but the state will allow you to opt out you must select "I elect NOT to have state income tax withheld". Check with your tax advisor or your state of residence to determine if you can opt out of withholding.
- Check with a financial advisor or your state for more information as to how taking a distribution will affect your tax situation.

If your state of residence has:	Your options for state tax withholding are:
Mandatory State Withholding	If you elect federal tax withholding, state tax withholding will be applied, and will be calculated based on your states applicable minimum requirements. You may also elect a specific dollar amount, however, your requested amount must be equal or greater than your states minimum withholding requirement, otherwise we will apply your states applicable minimum withholding requirement. Some mandatory states will allow you to opt out. Check with your tax advisor or your state of residence for additional information.
Non-Participatory State Withholding	<b>You may not elect state income tax withholding.</b> State tax withholding is <b>not available</b> even if your state has state income tax.
Voluntary State Withholding	You may elect voluntary income tax withholding. You must provide a specific dollar amount or percentage to be applied for state tax withholding.

Continue on reverse

**Step 5) Complete Section E (Payment Method – Select One)**

- Select a payment method for your distribution in Section E-Payment Method. Depending on the method selected, additional documents may be required and fees may also apply.

Payment Method		Fee	Additional Information
Box 1	Electronic (ACH)	Free	Principal Bank requires proof of account ownership in the form of: <ul style="list-style-type: none"><li>• Voided Check - name on check must match the name on Principal Bank account (bank counter, starter or business checks not accepted)</li><li>• Checking or Savings Statement</li><li>• Official signed letter from the individual's bank confirming the account and routing number.</li></ul> <b>IMPORTANT NOTE: If we do not receive proof of account ownership then a cashier's check will be issued for payment. (fee applies)</b>
Box 2	Cashiers Check	\$10.00	
	Overnight Mail	\$15.00	Next weekday delivery
Box 3	Wire Transfer	\$25.00	Saturday Delivery
		\$20.00 – Domestic	
Box 4	Direct Rollover	\$40.00 – International	
		\$10.00	Please make sure the employer will accept funds being rolled into their plan. If rolling funds to an eligible employer-sponsored retirement plan outside of Principal Life Insurance Company the fee will be \$10.
		Free	Please make sure the employer will accept funds being rolled into their plan. If rolling funds to an eligible employer-sponsored retirement plan within Principal Life Insurance Company, there is no fee.

**Step 6) Complete Section F – Customer Signature**

- Be sure to review all information before signing the form in 'Section F'.
- If returning a Signature Card, Affidavit of Identity (AOI), and a Distribution Form (D2), the forms must be mailed to Principal Bank.
- Mailing and fax information can be found on page 3 of this form in section G.
- If returning a Distribution Form (D2) only, or D2 and Signature Card they may be faxed. There could be a delay in processing if the documents are faxed to an incorrect fax number.

**NOTE: Distribution requests may take 3-5 business days to process once received (does not include mail time).**

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**Additional Informational Terms:**

**Normal** – If you are 59 ½ or older, you are not subject to the additional 10% tax on early distributions.

**Premature** – If you are under age 59 ½ you will pay taxes on the amount you receive. You may avoid a 10% premature-distribution penalty if you are in the following categories:

**Higher Education Expense** – Funds that can be withdrawn to pay for higher education expenses for you, your spouse, a child or grandchild of you or your spouse.

**First-Time Home Purchase** – You, your spouse, children, grandchildren, your ancestors, or your spouse's ancestors will use the distribution to pay for certain costs of buying a home for the first time. To qualify as a first-time homebuyer, you must not have owned a residence during the two years prior to buying a home.

**Medical Expense** – You will use the distribution to pay medical expenses that exceed 7.5 percent of your adjusted gross income.

**Health Insurance Premium** – You will use the distribution to pay for health insurance premiums. To qualify, you must have received unemployment compensation for at least 12 weeks. If you were self employed; you may be eligible even if you did not receive unemployment compensation.

**Substantially Equal Payments** – participant is under age 59 ½. Distributions are to be made at least annually using an accepted IRS calculation method and must continue for at least 5 years or until the participant reaches age 59 ½ whichever is later. Please consult with your tax advisor.

**Qualified Reservist Distribution** – A qualified reservist distribution is not subject to the additional tax on early distributions.

**Definition** – A distribution you receive is a qualified reservist distribution if the following requirements are met.

- You were ordered or called to active duty after September 11, 2001.
- You were ordered or called to active duty for a period of more than 179 days or for an indefinite period because you are a member of a reserve component.
- The distribution is from an IRA or from amounts attributable to elective deferrals under a section 401(k) or 403(b) plan or a similar arrangement.
- The distribution was made no earlier than the date of the order or call to active duty and no later than the close of the active duty period.

**Reserve component** – The term "reserve component" means the:

- Army National Guard of the United States,
- Army Reserve,
- Naval Reserve,
- Marine Corps Reserve,
- Air National Guard of the United States,
- Air Force Reserve,
- Coast Guard Reserve, or
- Reserve Corps of the Public Health Service.

**Premature w/exceptions** – These following types of distributions are automatically exempt from the 10% premature-distribution penalty tax:

- A distribution subsequently converted to a Roth IRA by rollover.
- A distribution made to satisfy an IRS levy.
- Distributions based on an election to receive substantially equal periodic payment for the greater of five-year period or until you attain age 59 ½.

**Disability** – A distribution for a disability can avoid the 10% premature-distribution penalty tax if you are younger than 59 ½ and are disabled. Refer to Internal Revenue Code (IRC) Section 72(m) (7).

**Recharacterization** – recharacterization is the treatment of a contribution as being made to another type of IRA instead of the IRA to which the contribution was initially made. The deadline to recharacterize a contribution, plus earnings, is the owner's tax-filing due date, including extensions. The IRS requires written notice of recharacterization.

**Death** – Beneficiaries who take death distributions from an IRA are not subject to the IRS penalty, regardless of their age. The beneficiary is responsible for any income tax due on the distribution. Distributions taken by the (beneficiary (ies) to satisfy an IRA owner's required minimum distributions for the year of the IRA owner's death are also death distributions. A death certificate and identification are required.. A representative of a deceased IRA owner's estate should be prepared to also provide copies of appropriate documentation, such as letters of appointment, from the decedent's state of residence.

**Removal of Excess Contribution** – An excess contribution typically occurs when the IRA owner contributes more to an IRA than is allowed by law. Removing an excess contribution, plus earnings, by an IRA owner's tax-filing due date, including extensions, avoids a 6% excise tax. For correction purposes, an IRA owner can treat an unwanted contribution as an excess.

**Revocation** – You may revoke your IRA on or before seven (7) days after the date you signed the application. For traditional IRAs only, if you revoke a regular contribution, the distribution is reported to the IRS as a correction of excess contribution in the same year. If you revoke a rollover or transfer contribution, the distribution is reported to the IRS as a normal distribution if you are age 59 ½ or older, or as a premature distribution if you are younger than age 59 ½.