



PART 1. ONE-TIME DISTRIBUTIONS

CASH DISTRIBUTIONS

- If you are requesting a distribution of cash from the account and all paperwork is in good order, processing time will be 1-3 business days.

LIQUIDATION

- **Precious Metals**
 - An Investment Direction form is required to liquidate.
 - Contact your dealer to lock in details of the liquidation.
 - A standard liquidation can take an average of 14 business days. For exact timing please reach out to your asset sponsor.
- **Other Liquid Assets**
 - Ensure liquidation is initiated and appropriate paperwork is submitted.
 - Contact your asset sponsor for their specific liquidation processing time.

IN-KIND DISTRIBUTIONS

- When a non-cash asset is being distributed In-Kind, elect to not withhold Federal Income tax unless sufficient cash is available.
- Processing time can take an average of 7-10 business days.
- A fee letter will be emailed and mailed to you once we have received your request.
 - The fee letter will provide you with a total of any outstanding fees that are due and an estimated shipping price (*for precious metals only*).

PART 2. DIRECT ROLLOVER/TRUSTEE TO TRUSTEE TRANSFER

DIRECT ROLLOVER

- Complete One-time Distribution form.
- Employer sponsored Letter of Acceptance signed by the Plan Administrator.
 - If unable to provide a Letter of Acceptance, the distribution will be sent directly to you. Reach out to your new Custodian for additional rollover instructions.
- Federal Withholding is not an available option.

TRUSTEE TO TRUSTEE TRANSFER

- Complete IRA Custodian Transfer Paperwork signed by you the client.
- Letter of Acceptance signed by the receiving IRA Custodian.
- Delivery Instructions from receiving IRA custodian.

PART 3. AVOID DELAYS

FEES

- Must be paid prior to the processing of the distribution request.
- Please see our Fee Schedule at www.GoldStarTrust.com for a full listing of fees.

ACH/WIRE ESTABLISHMENT

- A deposit slip is not sufficient to setup ACH/Direct Deposit.
- Please allow 1-2 business days to complete the request.

CHANGE OF ADDRESS

- The distribution will not be processed until 10 business days after GoldStar Trust Company completes processing the address change.

WE ARE HERE TO HELP!

Need a status update? Contact us at:
GTCTransactions@goldstartrust.com • (800) 486-6888 • www.goldstartrust.com

Need a form? Investment Directions and Account Maintenance forms can be found on our website under the forms tab.



PART 1. GOLDSTAR ACCOUNT INFORMATION

Name _____ Account No. _____

PART 2. DISTRIBUTION INSTRUCTIONS - SELECT ONE OF THE OPTIONS BASED ON ACCOUNT TYPE

TRADITIONAL, SEP, OR SIMPLE IRA DISTRIBUTION REASON

I direct GoldStar Trust Company to make a distribution from my IRA for the following reason:

- Normal Distribution (Age 59 ½ or older)
- Early Distribution (Under age 59 ½)
- Disability Distribution (An IRS Schedule R or a Physician's statement stating you meet the IRS definition of disability is required.)
- Substantially Equal Periodic Payments/IRS Levy
- Simple IRA Distribution (First 2 years. No IRS penalty exception.)
- Death Distribution by Beneficiary
- Direct Rollover to an Eligible Employer-Sponsored Plan (Letter of Acceptance and Delivery Instructions from receiving plan is required.)
- Prohibited Transaction
- Revocation

ROTH DISTRIBUTION REASON

I direct GoldStar Trust Company to make a distribution from my ROTH IRA for the following reason:

- Qualified Distribution (Over 59 ½ and 5 year satisfied.)
- Non-Qualified Distribution (Under age 59 ½ or over 59 1/2 and 5 year not satisfied.)
- Disability Distribution (An IRS Schedule R or a Physician's statement stating you meet the IRS definition of disability is required.)
- Substantially Equal Periodic Payments/IRS Levy
- Death Distribution by Beneficiary
- Direct Rollover to an Eligible Employer-Sponsored Plan (Letter of Acceptance and Delivery Instructions from receiving plan is required.)
- Prohibited Transaction
- Revocation

PART 3. AMOUNT AND METHOD OF DISTRIBUTIONS - SELECT ONE OF THE 4 OPTIONS

- Total Cash Distribution and Account Closure
- Partial Cash Distribution \$ _____
Commencement Date: ____/____/20____
- Partial In-Kind Distribution
List assets below for In-Kind.
- Total In-Kind Distribution and Account Closure

Asset Description (In-Kind only)

Quantity/Amount to Transfer

_____	_____
_____	_____
_____	_____

PART 4. WITHHOLDING ELECTION

Do not complete this section for a direct rollover to an eligible employer-sponsored retirement plan or if you are nonresident alien. When a non-cash asset is being distributed in-kind, elect to not withhold Federal Income Tax unless sufficient cash is available. **If no option is chosen, 10% will be withheld from available cash for Federal Income Tax. If In-Kind and cash is not available, no Federal withholding will be withheld.**

- Withhold _____ % (Must be 10% or greater)
- Do Not Withhold Federal Income Tax



PART 5. PAYMENT DELIVERY INSTRUCTIONS - SELECT ONE

- Mail a Check to the address of record
- Mail a Check to the following address *(Notary required)* _____
- ACH - For Direct Deposit *(Notary required if funds are being sent to an account that is not registered in the name of the account holder.)*
- Wire Funds *(Notary required if funds are being sent to an account that is not registered in the name of the account holder.)*

IF NO OPTION IS CHOSEN AND ACH HAS NOT BEEN ESTABLISHED, WITHDRAWAL WILL BE SENT BY CHECK.

PART 6. BANK INFORMATION - COMPLETE IF YOU SELECTED ACH OR WIRE FOR DISTRIBUTION ABOVE

I elect to have the selected distribution directly deposited into my bank account. I understand that due to the ACH reporting limitations of most banks, a detailed summary of each payment sent to my bank may not be reported to me by my bank, and that I will obtain this information through the GoldStar website.

Bank Name _____ Bank Phone _____

Bank Address _____

City/State/Zip _____

Name on Bank Account _____

Routing/ABA No. *(must be 9 digits in length)* _____

Bank Account No. _____

NOTE: A voided check or completion of this form must be received in order to establish Direct Deposit. A deposit slip is not sufficient to initiate this request. Verify with the financial institution which Routing Number to use for Wire transfers (May be different than what you would use for ACH).

Some banking institutions (especially credit unions) have an intermediary or secondary bank the wired funds must be sent to before it can be delivered to your bank.

Intermediary Bank Name _____

Physical Address _____

Routing/ABA No. *(must be 9 digits in length)* _____

PART 7. FEES

To avoid delays in the processing of your request, please ensure there is sufficient cash in the account to cover the requested distribution and any applicable fees, including past due fees (Termination Fee \$150). Please refer to the Fee Schedule or call GoldStar for any applicable fees regarding this distribution.

PART 8. CUSTOMER SIGNATURE

I certify that I am authorized to receive payments from this IRA and that all information provided by me is true and accurate. I have received a copy of the Withholding Notice information. No tax advice has been given to me by the trustee or custodian. All decisions regarding this distribution are my own, and I expressly assume responsibility for any consequences that may arise from this distribution. I agree that the trustee or custodian is not responsible for any consequences that may arise from processing this distribution authorization.

Wire - I certify that I am the proper party to receive payment(s) from this IRA and that all information provided by me is true and accurate. Be advised that intermediary and/or receiving institutions may charge additional fees. GoldStar reserves the right to request additional verification prior to processing a wire transfer request. I further agree that GoldStar Trust Company will not incur any loss, liability, cost or expense from acting upon this request.

ACH - I hereby authorize GoldStar Trust Company to initiate credit entries and to initiate, if necessary, debt entries and adjustments for any credit entries in error to my account at the bank named above. I authorize the bank to accept any such credits or debits to my account without responsibility for their correctness. I further agree that GoldStar Trust Company will not incur any loss or liability, cost, or expense for acting upon this request. I understand that this authorization may be terminated by me at any time by written notification to GoldStar Trust Company and to the bank. The termination request will be effective as soon as GoldStar Trust Company has had a reasonable amount of time to act upon it.

X _____
Authorized Signature *(Account Holder, Custodian, or Trustee)* Date *(mm/dd/yyyy)*

NOTARY PUBLIC - ONLY IF APPLICABLE

If the name on your bank account is not identical to the name on of the beneficiary listed above, you must have your form notarized. If your name is listed on a joint bank account, a Notary is not necessary. If a Notary Public is necessary and you do not provide one, GoldStar cannot establish this option on your account.

Sworn to and subscribed before me on: _____, 20 _____

Notary Public: _____

My Commission Expires: _____

Place Notary Seal Here



WITHHOLDING NOTICE INFORMATION (Form W-4P/OMB No. 1545-0074)

Basic Information About Withholding From Pensions and Annuities. Generally, federal income tax withholding applies to the taxable part of payments made from pension, profit sharing, stock bonus, annuity, and certain deferred compensation plans; from IRAs; and from commercial annuities.

Caution: There may be penalties for not paying enough tax during the year, through either withholding or estimated tax payments. New retirees should see Publication 505, *Tax Withholding and Estimated Tax*. It 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.

Purpose of Form W-4P. Unless you elect otherwise, 10 percent federal income tax will be withheld from payments from individual retirement accounts (IRAs). You can use Form W-4P (or a substitute form, such as this form), provided by the trustee or custodian, to instruct your trustee or custodian to withhold no tax from your IRA payments or to withhold more than 10 percent. This substitute form should be used only for withdrawals from IRAs that are payable upon demand.

Non-periodic Payments. Payments made from IRAs that are payable upon demand are treated as non-periodic payments for federal income tax purposes. Generally, non-periodic payments must have at least 10 percent income tax withheld.

Your election will remain in effect for any subsequent withdrawal unless you change or revoke it.

Payments Delivered Outside of the U.S. A U.S. citizen or resident alien may not waive withholding on any withdrawal delivered outside of the U.S. or its possessions. Withdrawals by a nonresident alien generally are subject to a tax withholding rate of 30 percent. A reduced withholding rate may apply if there is a tax treaty between the nonresident alien's country of residence and the United States and if the nonresident alien submits Form W-8BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*, or satisfies the documentation requirements as provided under federal regulations. The Form W-8BEN must contain the foreign person's tax payer identification number.

For more information on, Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*, and Publication 519, *U.S. Tax Guide for Aliens*, are available on the IRS website at www.irs.gov or by calling **1-800-TAX-FORM**.

Revoking the Exemption From Withholding. If you want to revoke your previously filed exemption from withholding, file another Form W-4P with the trustee or custodian and check the appropriate box on that form.

Statement of Income Tax Withheld From Your IRA. By January 31 of next year, your trustee or custodian will provide a statement to you and to the IRS showing the total amount of your IRA distributions and the total federal income tax withheld during the year. Copies of Form W-4P will not be sent to the IRS by the trustee or custodian.

REPORTING INFORMATION APPLICABLE TO TRADITIONAL IRA AND SIMPLE IRA WITHDRAWALS

You must supply all requested information for the withdrawal so the trustee or custodian can properly report the withdrawal.

If you have any questions regarding a withdrawal, please consult a competent tax professional or refer to IRS Publication 590, *Individual Retirement Arrangements (IRAs)*, for more information. This publication is available on the IRS website at www.irs.gov or by calling **1-800-TAX-FORM**.

WITHDRAWAL REASON

IRA assets can be withdrawn at any time. Most IRA withdrawals are reported to the IRS. IRS rules specify the distribution code that must be used to report each withdrawal on IRS Form 1099-R, *Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.*

Normal Withdrawal (Age 59-1/2 or older). If you are age 59-1/2 or older, withdrawals (including required minimum distributions) are reported on Form 1099-R using code 7.

Early Withdrawal (Under age 59-1/2). If you are under age 59-1/2, withdrawals for any reason not listed below are reported on Form 1099-R using code 1.

- **Disability.** If you are under age 59-1/2 and disabled, withdrawals are reported on Form 1099-R using code 3.
- **Direct Conversion to a Roth IRA, Substantially Equal Periodic Payments, or IRS Levy.** If you are under age 59-1/2, withdrawals due to direct conversions to a Roth IR, substantially equal periodic payments, or IRS levy are reported on Form 1099-R using code 2.
- **SIMPLE IRA Withdrawal in the First Two Years (No IRS penalty exception).** If you are under age 59-1/2 and less than two years have passed since the first contribution to your SIMPLE IRA, withdrawals are reported on Form 1099-R using code S.

Death Withdrawal by a Beneficiary. Withdrawals by beneficiaries following the death of the original IRA owner are reported on Form 1099-R using code 4. Use code G with code 4 for a surviving spouse beneficiary who elects a direct rollover to an eligible employer-sponsored retirement plan.

Direct Rollover to an Eligible Employer-Sponsored Retirement Plan. Direct rollovers to eligible employer-sponsored retirement plans (Internal Revenue Code Section (IRC Sec.) 401(a) (e.g., 401(k), profit sharing, money purchase pension plan), annuity plan (IRC Sec. 403(a)), tax-sheltered annuity plan (IRC Sec. 403(b)), or governmental deferred compensation plan (IRC Sec. 457(b)) are reported on Form 1099-R using code G.

Prohibited Transaction. Prohibited transactions as defined in IRC Sec. 4975(c) are reported on Form 1099-R using code 5.

Revocation of a Regular Contribution. Revocations of regular contributions are reported on Form 1099-R using code 8. If you are under age 59-1/2 and earnings on the contribution are distributed, also use code 1.

Revocation of Rollover, Transfer, or SEP Contribution. Revocations of rollovers, transfers, or SEP plan contributions are reported on Form 1099-R using code 1 if you are under age 59-1/2 or code 7 if you are age 59-1/2 or older.