



# Individual Retirement Account Distribution Request Form

You can now process this request online. Visit [thornburg.com](http://thornburg.com)

IRA Distributions may have tax consequences. Please consult your tax advisor or financial representative for more information regarding the tax consequences of your distribution.

## 1. Registration

|  |                        |                            |     |
|--|------------------------|----------------------------|-----|
| Name of Account Holder                               | Social Security Number | Date of Birth (mm/dd/yyyy) |     |
| U.S. Mailing Address                                 | City                   | State                      | Zip |
| Physical Address (if mailing address is a P.O. Box.) | City                   | State                      | Zip |
| Fund(s) to Redeem/Account Number                     | Phone Number           |                            |     |

\* Please note that if the address listed here is different than the address currently indicated in our records the shareowner's signature must be Medallion Guaranteed in section 7.

## 2. Type of Distribution

- Normal:** Participant is age 59½ or older.
- Premature Distribution:** Participant is under 59½ years of age and acknowledges tax consequences and possible penalties.  
NOTE: In most cases if you are under age 59½ and take an IRA distribution you must report the early distribution on Form 5329 and, unless an exception to the penalty applies you must apply the appropriate penalty tax. Account holders who roll an early distribution over to another qualified retirement account are exempt from filing Form 5329. Please note that if this distribution is from a SIMPLE IRA you may be subject to a 25% penalty if the distribution is requested within the two-year period in which you first participated in your employer's SIMPLE Plan. Please do not mark this box if you are redeeming funds from an Inherited/Decedent IRA – see below.
- Disability:** Participant is disabled under Section 72(m)(7) of Internal Revenue Code.
- Excess Contribution:** Remove excess contribution of \$ \_\_\_\_\_ made for \_\_\_\_\_ tax year.  
Please check one:  Send proceeds to participant.  Redeem excess contribution and reapply as a current year contribution.  
If the corrective distribution is made by or before the tax filing deadline of the excess contribution, the amount withdrawn must be adjusted to reflect earnings (gains or losses) attributed to the contribution(s).
- Death:** Participant has passed away. Check this box if you are transferring shares into an Inherited/Decedent IRA. To establish an Inherited/Decedent IRA beneficiary must complete the UMB Bank n.a. Account Adoption Agreement along with this form. If beneficiary wishes to redeem all funds please complete a W-9 form and mark "Distribution from an Inherited/Decedent IRA." Beneficiary's signature must be Medallion Guaranteed in Section 7.
- Distribution from an Inherited/Decedent IRA**
- Spousal Beneficiary Transfer of Assets:** IRA owner is deceased and assets are being transferred into an IRA in the name of the spouse. Please indicate spouse's existing Thornburg IRA account number here \_\_\_\_\_. If spouse has not yet established an IRA at Thornburg, please complete the UMB Bank n.a. Account Adoption Agreement along with this form. Spousal beneficiary's signature must be Medallion Guaranteed in Section 7.

### 3. Options/Amount

I hereby authorize the Custodian to make the following distribution:

- Total Distribution/Account Termination**
- Partial Distribution:** \$ \_\_\_\_\_ (If you have more than one Fund under your Thornburg IRA account, please indicate here how much should be taken from each fund: \_\_\_\_\_).
- Systematic Withdrawal Payments:** \$ \_\_\_\_\_ should be taken  Annually  Semi-Annually  Quarterly  Monthly to begin \_\_\_\_\_ (Systematic Withdrawal Plans by check will be issued on or around the 1st of the month. SWP distributed via ACH will be sent on the 1st of the month unless otherwise indicated here \_\_\_\_\_).
- Dividend and Capital Gains options to Cash:** This option is only available for shareholders age 59½ or older.
- Dividend Options to Cash, Capital Gains Reinvest:** This option is only available for shareholders age 59½ or older.
- Dividend Options to Reinvest, Capital Gains to Cash:** This option is only available for shareholders age 59½ or older.

Please indicate how you wish to receive Dividend/Capital Gains distributions:

- Send check to address of record.**
- ACH to banking instructions** (if banking information is not already established on your account please attach a copy of a voided check and have your signature Medallion Guaranteed in section 7).

### 4. Required Minimum Distribution

Complete this section to establish Required Minimum Distribution (RMD) from your Traditional IRA, SIMPLE IRA, or SEP IRA.

RMD payments must be taken by December 31 each year after the year you turn 72. However, your first RMD may be deferred until April 1 of the year following the year you turn 72.

#### Your First RMD at 72 (optional)\*

For the year in which you turn 72 you may defer your first RMD until April 1 of the following year. If you are choosing this option for your RMD plan and are also requesting on-going systematic distributions, please make sure the start date for the on-going payments indicated in the Subsequent RMDs section below is a date AFTER the date you indicate in this section. If you choose to defer your first RMD, your second RMD must be taken by December 31 of the same year. Please indicate how you would like the RMD payment taken from your account by completing the Allocation of Your RMD section below.

\*Due to a change in the law, the required minimum distribution age beginning in the year 2020 changed from 70½ to 72. If you turned 70½ on or after 1/1/2020, you are not required to begin taking your RMD until you reach age 72.

- Distribute only my current year RMD immediately** (if this box is checked you will need to resubmit the IRA Distribution Form for any additional distributions).
- Defer my initial RMD:** Defer to \_\_\_\_\_ (MM/DD/YYYY).

If you turned 70½ in 2019, defer LAST year's RMD until this date: \_\_\_\_\_ (MM/DD/YYYY) Date must be on or before April 1st of THIS year.

#### Subsequent RMDs

If you want to set up your RMD on a systematic withdrawal plan you must also complete the Allocation of Your RMD section below.

- Distribute my RMD systematically:** Please enter the start date next to the frequency you would like your distribution to occur. If you begin withdrawals midyear, your entire RMD for the current year will be paid out evenly over the remaining number of scheduled payments for the year. If no start date is indicated, distributions will take place monthly on the 1st. Please allow 3 business days for your systematic RMD to be established. (Please note, distributions by check can only take place on the 1st of the month.)

Distribution Frequency:  Monthly  Quarterly  Semiannually  Annually Start Date \_\_\_\_\_ (MM/DD/YYYY)

(Section Continued)

**Allocation of Your RMD**

If no allocations are selected, your RMD will be taken from your account pro rata.

Take my distributions:  Pro rata  All funds in equal %  As indicated below:

|                                   | Share Class and Fund Number   |                              |         |
|-----------------------------------|-------------------------------|------------------------------|---------|
|                                   | Class A                       | Class C                      |         |
| Ultra Short Income Fund           | <input type="checkbox"/> 130  | n/a                          | _____ % |
| Limited Term Income Fund          | <input type="checkbox"/> 196  | <input type="checkbox"/> 646 | _____ % |
| Limited Term U.S. Government Fund | <input type="checkbox"/> 142  | <input type="checkbox"/> 642 | _____ % |
| Strategic Income Fund             | <input type="checkbox"/> 121  | <input type="checkbox"/> 637 | _____ % |
| Small/Mid Cap Core Fund           | <input type="checkbox"/> 167  | <input type="checkbox"/> 647 | _____ % |
| International Equity Fund         | <input type="checkbox"/> 139  | <input type="checkbox"/> 639 | _____ % |
| Better World International Fund   | <input type="checkbox"/> 131  | <input type="checkbox"/> 617 | _____ % |
| Small/Mid Cap Growth Fund         | <input type="checkbox"/> 183  | <input type="checkbox"/> 653 | _____ % |
| International Growth Fund         | <input type="checkbox"/> 119  | <input type="checkbox"/> 609 | _____ % |
| Global Opportunities Fund         | <input type="checkbox"/> 122  | <input type="checkbox"/> 672 | _____ % |
| Investment Income Builder Fund    | <input type="checkbox"/> 161  | <input type="checkbox"/> 661 | _____ % |
| Developing World Fund             | <input type="checkbox"/> 118  | <input type="checkbox"/> 680 | _____ % |
| Summit Fund                       | <input type="checkbox"/> 1450 | n/a                          | _____ % |

Must Total 100%

**Life Expectancy Method or Amount to be Distributed**

**Uniform Lifetime Table:** Please choose this option UNLESS your sole beneficiary is your spouse who is at least 10 years younger than you, or you are taking distributions from an Inherited/Decedent IRA.

Previous Year-End Account Value \$ \_\_\_\_\_ (if funds were transferred into Thornburg this year)

**Joint and Last Survivor Table (spousal exception):** Please choose this option only if your spouse is more than 10 years younger than you and is the sole beneficiary of your IRA.

Previous Year-End Account Value \$ \_\_\_\_\_ (if funds were transferred into Thornburg this year)

**Single Life Expectancy Table:** Please choose this option if you are taking distributions from an Inherited/Decedent IRA.

Previous Year-End Account Value \$ \_\_\_\_\_ (if funds were transferred into Thornburg this year)

**Specific dollar amount \$** \_\_\_\_\_

**Note:** If you specify an amount you are responsible for the accuracy of the calculation and of the amount you wish to be distributed. You may take more than the minimum if you wish.

**5. Method**

- Please send distribution by check to address of record.
- Please send distribution by check to address of record for overnight delivery. This option is not available for delivery to P.O. Boxes. There is a \$13 fee for this option (\$16 for Saturday delivery).
- Please send distribution by check to the following address (Signature must be Medallion Guaranteed in Section 7):  
\_\_\_\_\_
- Please send distribution directly to my bank account: Please indicate  ACH or  Wire
- Banking instructions already on file on the account.
- Please use the attached voided check to establish banking instructions. (The account holder's signature must be Medallion Guaranteed in Section 7 in order to redeem to new banking instructions).
- Special instructions \_\_\_\_\_

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## 6. Withholding Election

### Federal Income Tax Withholding:

I elect NOT to have federal income tax withheld. I understand that I may still be liable for payment of federal income tax on the amount received. I also understand that I may be subject to federal income tax penalties under the estimated tax payment rules if my payments of the estimated tax and withholding are insufficient.

Withhold \_\_\_\_\_% federal income tax (must be greater than 10%). Please Note: We are unable to withhold income tax on cash dividends and capital gains.

- For Traditional IRAs we are required to withhold 10% federal income tax unless you opt out.
- For Roth IRAs no withholding will be taken unless specifically requested.

### State Income Tax Withholding:

The following states do not allow state withholding: AK, FL, HI, MS, NH, NV, SD, TN, TX, WA, WY.

If federal taxes are withheld, and your state requires tax withholding, then mandatory state tax withholding will apply, unless you check one of the boxes below. For some states, opting out of state taxes is not an option. Some states have additional provisions in order to opt out of automatic state tax withholding (e.g. Michigan). Please consult with a tax advisor or refer to your state's tax laws for more information.

I elect NOT to have state tax withheld. Please note: if withholding is mandatory in your state, we will withhold the minimum amount required, even if you check this box.

Withhold state tax of \$ \_\_\_\_\_. Please note: if withholding is mandatory in your state, we will withhold the minimum amount required, even if you indicate a smaller amount.

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## 7. Signature

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

A Medallion Signature Guarantee Stamp is required under the following circumstances:

- Redemption over \$25,000;
- The proceeds are being sent somewhere other than the address of record on your account, to a special payee or to new banking information;
- Your address or banking information has changed in the past 15 days.

Affix Guarantee Here

This is not a complete list of requirements. Please contact a representative of the Fund at 800-847-0200 for more information.



# Rules and Conditions Applicable to IRA Withdrawals

You must supply all requested information so that the Custodian can do proper tax reporting.

You are required to give the reason for taking the withdrawal from the IRA. If more than one reason applies, you must complete a separate Withdrawal Statement for each reason.

1. If you are under age 59½ and take a distribution from your IRA, it will generally constitute an early distribution. You must report the early distribution on Form 5329 and, unless an exception to the penalty applies, you must pay the appropriate penalty tax. Account holders who properly roll an early distribution over into another IRA are exempt from filing Form 5329.
  2. You may take a distribution due to disability only if the disability renders you unable to engage in any substantial gainful activity and it is medically determined that the condition will last continuously for an indefinite duration or lead to your death.
  3. If you are requesting a distribution as a beneficiary, you must furnish proof, in a form acceptable to the Custodian, to verify your entitlement to receive the distribution. This verification should be used by surviving spouse beneficiaries electing to treat the IRA as their own. If you are under age 59½, you must file Form 5329 with your income tax return to claim an exception to the early distribution penalty.
  4. You are responsible for taking the annual required minimum distribution upon your attainment of age 72. You will have to pay the IRS a 50% penalty tax if you fail to take the required minimum distribution on time.
  5. If you have made an excess contribution to your IRA, you must take the appropriate steps to remove or redesignate the distribution. Depending upon when you take the necessary corrective action and the amount of the excess contribution, you may have to pay the IRS either an excess contribution or premature distribution penalty tax, or both.
- Please see the IRA Disclosure Statement for additional information.

## Distribution Amount

You must include all amounts you receive from the IRA in your gross income, except amounts attributable to nondeductible contributions and amounts rolled back into an IRA or eligible retirement plan.

You will receive distribution reports from the Custodian to assist you with reporting this income.

You are required to take a minimum distribution from your IRA by April 1 of the year following the year you attain age 72 (required beginning date) and the end of that year and of each year thereafter based on the life expectancy determined by the appropriate IRS annuity tables.

## Method of Payment

If you are taking systematic withdrawal payments from your IRA, you must:

1. Take at least the minimum amount required by the Internal Revenue Code, if you are age 72 or older.
2. Continue receiving distributions in the instructed manner until: a) you furnish the Custodian new written instructions, b) your death, or c) your account is liquidated, whichever occurs first.

## Required Minimum Distribution

Account holders/participants who turn 70½ in 2019 and participants currently receiving RMDs are still required to take RMDs in 2020 (by April 1 for individuals turning 70½ in 2019). The new required beginning date at age 72 does not apply to this population of participants and account holders.

## Withholding Notice Information

Generally, federal income tax withholding applies to payments made from pension, profit-sharing, stock bonus, annuity and certain deferred compensation plans, IRA's, and commercial annuities.

### Purpose of Form W-4P

Payments from IRAs that are payable upon demand are treated as non-periodic payments for federal income tax purposes. Generally, nonperiodic payments must have income tax withheld at a rate not less than 10%. Unless you elect otherwise, federal income tax will be withheld from payments from your IRA. You can use Form W-4P, or a substitute form (such as Section 5 on this form), to instruct your Custodian to withhold no tax from your IRA payments (or to revoke this election). Your election will remain in effect for any subsequent distribution unless you change or revoke it.

For more information, please see Publication 505, Tax Withholding and Estimated Tax, available from most IRS offices.

**Caution:** Remember that there are penalties for not paying enough tax during the year, through either withholding or estimated tax payments. New retirees should see Publication 505. It explains the estimated tax requirements and penalties in detail. You may be able to avoid quarterly tax payments by having enough tax withheld from your IRA using Form W-4P.

## Revoking The Exemption From Withholding

If you want to revoke your previously filed exemption from withholding, file another Form W-4P with the Custodian and check the appropriate box on that form.

### Statement of Income Tax Withheld From Your IRA

By January 31 of next year, you will receive a statement from your Custodian showing the total amount of your IRA payments and the total federal income tax withheld during the year. Copies of Form W-4P will not be sent to the IRS by the Custodian.

## Signature

Your signature is required to certify that the information you have provided is true and correct and that you are aware of all circumstances affecting this IRA withdrawal.

Your signature must be guaranteed by a financial institution with a Medallion Signature Guarantee Stamp if the withdrawal amount is greater than \$25,000, the proceeds are going to an address other than the address on your account, or your address has changed in the last 30 days.

Please mail completed forms to:

Thornburg  
PO Box 219017  
Kansas City, MO 64121

or Overnight to:

Thornburg  
330 W 9th Street  
Kansas City, MO 64105