

Distribution from a Traditional or Roth IRA

- ① Complete each section and sign form.
- ② Attach any applicable paperwork as noted.
- ③ Fax or mail this form to the address listed below.
- ④ All distributions must be made in cash. Please liquidate securities prior to submitting your request for distribution to ensure sufficient cash is available to process your request.
- ⑤ A check will be mailed to your address on file.



Fax document to:

Our fax number
(Available 24hr per day)
888-389-1025



Mail document to:

Capital One Investing, LLC
PO Box 259008
Plano, TX 75025

Account Information

Please distribute assets from the following Capital One Investing account:

Recipient's Name _____

SSN / Tax ID # _____ Date of Birth _____

Account Number _____ Account Type: ☐ Traditional IRA ☐ Roth IRA

Is this a Capital One Advisors Managed Portfolios account? ¹ ☐ Yes ☐ No

Gross Distribution: (Specify one) ☐ Partial Distribution \$ _____ ☐ Full Distribution

Type of Distribution: (Specify one)

- ☐ **Normal** – You are age 59 ½ or older

☐ **Early with no known exception (from a Traditional IRA)** – You are under age 59 ½. A 10% early distribution penalty may be assessed by the IRS on your individual tax return.

☐ **Early with no known exception (from a Roth IRA)** – You are under age 59 ½ and are taking this distribution within the first 5 tax years

☐ **Early with exception (from a Traditional IRA)** – You are under age 59 ½ and an exception applies because you are taking a series of substantially equal periodic payments based on your life expectancy

☐ **Early with exception (from a Roth IRA)** – You are under age 59 ½ and a known penalty exception applies (including substantially equal periodic payments, first time home purchase, IRS levy, or qualified medical, health insurance or higher education expenses)

☐ **Disability** – Please include a copy of a physician's statement or letter from the Social Security office confirming your disability dated within the past 12 months.

☐ **Beneficiary Distribution** – Please include a certified copy of the death certificate for the account owner with your request, and we will contact you if any additional paperwork is required.

☐ **Removal of Excess Contribution** – You have over-contributed to your IRA and have decided to remove the excess amount. Designate the excess contribution amount, applicable earnings and tax year associated with the contribution you wish to have distributed:

Excess Contribution Amount: \$ _____

Tax Year of Original Contribution: _____

Distribute Earnings Attributable to the Over-Contribution:

☐ Yes, it is prior to my tax filing deadline. Please calculate and distribute the earnings attributable to the excess amount

☐ No, it is after my tax filing deadline. Only the excess contribution amount specified above will be distributed

Withholding Elections

Account Name

Account Number

Federal Withholding Election: (Select one)

The Tax Equity and Fiscal Responsibility Act of 1982 requires withholding of Federal Income Taxes from distributions beginning on January 1, 1983, unless the recipient elects not to have withholding apply. You may elect out of this withholding by checking the appropriate box below. If no election is made, the trustee must withhold taxes at the standard rate. If you are subject to the estimated tax rules and your withholding and/or estimated tax payments are not sufficient, penalties may be incurred. Your election will remain in effect until you revoke it. You may revoke your election at any time. (All withholding will be deducted from the gross distribution amount prior to issuing the funds to you).

- ☐ I elect to have no Federal tax withholding.
- ☐ I elect to have Federal tax withholding taken at the standard rate of 10%.
- ☐ I elect to have Federal tax withholding taken of \$ _____
(This amount must be greater than 10%.)

State Withholding Election: (Select one, if applicable)

Certain states require withholding for state tax. If no election is made, we are required to automatically withhold a certain amount depending on your state of residence. (*Please refer to the state tax withholding reference chart for your state's withholding requirements.)

- ☐ I elect to have no State tax withholding.
- ☐ I elect to have State tax withholding taken at the required rate*.
- ☐ I elect to have State tax withholding taken of *\$ _____ (This amount must be greater than the required state rate if additional state tax withholding is desired.)

Recipient's Signature

X

Signature

Date

All the necessary requirements to open an account must be met.

¹ We'll attempt to generate the amount requested, subject to market conditions.

Investment products are offered by Capital One Investing, LLC, a registered broker-dealer and Member [FINRA/SIPC](#). Investment advisory services are provided by Capital One Advisors, LLC, an SEC-registered investment advisor. Insurance products are offered through Capital One Agency, LLC.

All are subsidiaries of Capital One Financial Corporation.

IRA State Tax Withholding and Required Rate Reference Chart:

*State tax withholding can only be taken if Federal tax withholding has been elected. These withholding guidelines are included for reference only and are subject to change at any time.

State	Withholding Requirements
Alabama	N / A
Alaska	N / A
Arizona	N / A
Arkansas	N / A
California	You must withhold 10% of the federal withholding amount unless you specify another amount (zero is not allowed)
Colorado	N / A
Connecticut	N / A
Delaware	N / A
District of Columbia	N / A
Florida	N / A
Georgia	You must withhold 5% of the gross distribution amount unless you elect to have no state tax withholding taken
Hawaii	N / A
Idaho	N / A
Illinois	N / A
Indiana	N / A
Iowa	You must withhold 5% of the gross distribution amount
Kansas	You must withhold 5% of the gross distribution amount unless you elect to have no state tax withholding taken
Kentucky	N / A
Louisiana	You must withhold 3% of the gross distribution amount unless you elect to have no state tax withholding taken
Maine	You must withhold 5% of the gross distribution amount
Maryland	You may elect to have any amount withheld for state tax withholding (including none)
Massachusetts	You must withhold 6% of the gross distribution amount
Michigan	N / A
Minnesota	N / A
Mississippi	N / A
Missouri	N / A
Montana	N / A
Nebraska	N / A
Nevada	N / A
New Hampshire	N / A
New Jersey	You may elect to have any amount withheld for state tax withholding (including none)
New Mexico	N / A
New York	You may elect to have any amount withheld for state tax withholding (including none)
North Carolina	You must withhold 4% of the gross distribution amount
North Dakota	N / A
Ohio	N / A
Oklahoma	You must withhold 7% of the gross distribution amount unless you specify a greater amount to withhold
Oregon	You must withhold 8% of the gross distribution amount unless you elect to have no state tax withholding taken
Pennsylvania	N / A
Rhode Island	N / A
South Carolina	N / A
South Dakota	N / A
Tennessee	N / A
Texas	N / A
Utah	N / A
Vermont	You must withhold 24% of the federal withholding amount unless you elect to have no state tax withholding taken
Virginia	You may elect to have any amount withheld for state tax withholding (including none)
Washington	N / A
West Virginia	N / A
Wisconsin	N / A
Wyoming	N / A