

Principal Bank IRA Distribution Form
For Traditional, Roth, and SIMPLE IRAs

D2

4 NOTE: Please read, sign, and date Section E.

A Your Personal Information

Name (First, MI, Last)		IRA Account (Plan) Number	
Street Address	City	State	Zip
Social Security Number		Daytime Phone Number	
Preferred E-Mail Address			
Date of Death (if applicable)		Tax Year of First Roth IRA Contribution/Conversion	
Type of IRA (select one) <input type="checkbox"/> Traditional IRA <input type="checkbox"/> Roth IRA <input type="checkbox"/> SIMPLE IRA		Date of Birth (month/day/year)	

B Distribution Reason Select One (For further information, see Additional Information included with this form.)

<input type="checkbox"/> None of the distribution reasons below apply (for Roth IRAs only)	<input type="checkbox"/> Recharacterization of Contribution/Conversion for Tax Year _____
<input type="checkbox"/> Age 59½ or Older (referred to as Normal for Traditional IRAs)	<input type="checkbox"/> Correction of Excess Contribution for Tax Year _____ Amount of excess \$ _____ Earnings attributable to excess (if applicable) \$ _____
<input type="checkbox"/> Death	<input type="checkbox"/> On or before my tax-filing due date, including extensions
<input type="checkbox"/> Disability (Physician Statement Required)	<input type="checkbox"/> In same year as excess contribution
<input type="checkbox"/> Revocation	<input type="checkbox"/> In year after excess contribution
<input type="checkbox"/> Transfer to another IRA	<input type="checkbox"/> After my tax-filing due date, including extensions
<input type="checkbox"/> Prohibited Transaction	
<input type="checkbox"/> IRS Levy	
<input type="checkbox"/> Qualified Health Savings Account Funding Distribution (QHSAFD)	

Additional Distribution Reasons for Traditional and SIMPLE IRAs Only:

<input type="checkbox"/> Premature distribution, no known exception	<input type="checkbox"/> Direct Rollover to an employer-sponsored Eligible Retirement Plan
<input type="checkbox"/> Premature distribution, exception applies	<input type="checkbox"/> SIMPLE IRA Distribution during Two-Year End Period (if less than age 59½)

Recipient Information (Complete for IRS Levy, Death, Transfer, Recharacterization, and Direct Rollover transactions, and QHSAFD.)

Name _____

Street Address	City	State	Zip
Taxpayer Identification Number (TIN)/SSN (if applicable)		Daytime Phone Number	
IRA Account (Plan) Number (if applicable)		Beneficiary Date of Birth (if applicable)	

C Payment Instructions

Payment Election: I elect distributions to be paid in the following manner (select one):

(1) Immediate Distribution of \$ _____ Or Balance of Account

(2) Periodic Distribution. I authorize automatic distributions of \$ _____
on a (mark one) monthly quarterly annual Other _____ basis, starting on _____
Continue periodic distributions until I notify you in writing otherwise.

(3) Other

Questions? Call 800-672-3343

Continue on reverse

C

Continued

Payment Method:

- (1) Deposit into my account at Principal Bank: Account Type _____ Account Number _____ - **No Charge**
- (2) Deposit into my account at another financial institution : (**Attach a voided check**) - **No Charge**
Routing or ABA # _____ Checking Savings Account # _____
- (3) Wire funds into my account at another financial institution: (Complete Wire Transfer Form) - **Fee Applies**
- (4) Mail check to me - **Check Fee Applies**
 - (a) Overnight Delivery - **Fee Applies**
 - (b) Regular Mail (not recommended for amounts \$100,000 and over)

D

Withholding Election (Not Applicable to Roth IRAs. See IRS Form W-8BEN if you are a foreign person.)

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

- I elect **not** to have Federal income tax withheld from my IRA distribution.
- I elect to have 10 percent Federal income tax withheld from my IRA distribution. I want the following **additional** dollar amount (\$ _____), or **additional** percentage (_____ %) withheld from each IRA distribution.
- I elect to have \$ _____ or _____ % State income tax withheld from my IRA distribution (if applicable).

Form **W-4P**
 Department of the Treasury
 Internal Revenue Service
 OMB No. 1545-0074

E

Please Read and Sign X 1

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.

X
1

IRA Owner/Beneficiary Name (please print):

Signature of IRA Owner/Beneficiary:

Today's Date (Month/Day/Year)

X

X

/ /

For Office Use Only

Payment Detail (completed by financial organization)

Amount Requested	\$	_____
Penalties Charged	(-)	_____
Administrative/Plan Fees	(-)	_____
Cashier's Check Fee	(-)	_____
Overnight Delivery/Wire Fee	(-)	_____
Subtotal (subject to withholding)	\$	_____
Federal Income Tax Withheld	(-)	_____
State Income Tax Withheld	(-)	_____
Net Distribution	\$	_____

Earnings paid to date not already reported to IRA administration provide (optional). Include this figure in the Amount Requested.
 \$ _____

Does this distribution close the IRA?
 Yes No

Date of Distribution _____

Custodian/Trustee Name (please print):

Principal Bank

Signature of Custodian/Trustee:

Today's Date (Month/Day/Year)

X

X

/ /

4

Mail your IRA Distribution Form in the postage-paid envelope provided or send to:

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

Questions? Call 800-672-3343

Continue on next page

F Additional Information

Purpose. The IRA Distribution Form for Traditional, Roth, and SIMPLE IRAs is designed to assist you in selecting an individual retirement account (IRA) distribution reason and method. This form does not allow for cost-and penalty-free SIMPLE IRA transfers from a designated financial institution (DFI). Your DFI will require additional documentation, such as an election form.

Additional Documents. Applicable law or policies of the IRA custodian/trustee may require additional documentation. A separate distribution form must be completed for each distribution reason.

For Additional Guidance. It is in your best interest to seek the guidance of a tax or legal professional before completing this document. Your first reference should be the IRA agreement and disclosure statement you received upon establishing your IRA or amendments provided by your custodian/trustee. For more information, refer to Internal Revenue Service (IRS) Publication 590-Individual Retirement Arrangements, IRS Publication 505-Tax Withholding and Estimated Tax, instructions to your federal income tax return, your local IRS office, or the IRS's web site at www.irs.gov.

Terms. A general understanding of the following terms may be helpful in completing your transactions.

Age 59½ or Older (Normal). If you are 59½ or older, you are not subject to a 10 percent premature-distribution penalty tax.

Death. Upon the death of an IRA owner, assets can be withdrawn by the beneficiary(ies) named by the IRA owner. Distributions taken by the beneficiary(ies) to satisfy an IRA owner's required minimum distribution for the year of IRA owner's death are also death distributions. A beneficiary should be prepared to provide a death certificate and identification to the custodian/trustee. 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.

Disability. A distribution for a disability can avoid the 10 percent premature-distribution penalty tax if you are younger than age 59½ and are disabled. The custodian/trustee may request a copy of a physician's certificate that states you meet the definition of disability under Internal Revenue Code (IRC) Section 72(m)(7).

Eligible Retirement Plan. Eligible retirement plans include qualified plans under IRC Section 401(a), which includes Section 401(k) plans, a tax-sheltered annuity under IRC Section 403(b), or a deferred compensation plan under IRC Section 457(b). Nontaxable assets in a traditional IRA are only eligible for rollover to another traditional IRA and not to an employer-sponsored eligible retirement plan.

Excess Contribution. An excess contribution occurs when the contribution amount exceeds allowable limits or when an ineligible individual makes a contribution. Removing an excess contribution, plus attributable earnings, by an IRA owner's tax-filing due date, including extensions, avoids a 6 percent excise tax. For correction purposes, an IRA owner can treat an unwanted contribution as an excess.

Premature distribution, exception applies. These types of distributions are automatically exempt from the 10 percent 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 59½.

Premature distribution, no known exception. If you are younger than age 59½, you may be subject to a 10 percent premature-distribution penalty tax unless you properly roll over the assets within 60 days (or 120 days in the case of the return of a first-time homebuyer distribution), or unless you meet an exception. The exceptions include distributions used to pay for a:

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

First-Time Home Purchase. Funds can be withdrawn to pay for qualified acquisition costs of a first-time homebuyer. The first-time homebuyer can be you, your spouse, or a child, grandchild, or ancestor of you or your spouse.

Medical Expense. Funds can be withdrawn to pay for medical expenses that exceed 7.5 percent of your adjusted gross income.

Health Insurance Premium. Funds can be withdrawn to pay for health insurance premiums. To qualify, you must have received unemployment compensation for at least 12 weeks. However, if you were self-employed, you may be eligible even if you did not receive unemployment compensation.

Qualified Reservist Distribution.

Prohibited Transaction. Violations of IRC Section 4975 due to improper investment or use of IRA assets could result in the IRA assets becoming fully taxable and subject to penalty tax.

Qualified Health Savings Account Funding Distribution. This is a distribution from an IRA, not including a SEP or SIMPLE IRA, to the extent it is contributed to your health saving account. The election to make this distribution is irrevocable.

Recharacterization. A recharacterization is the method by which an IRA owner can redesignate the type of IRA contribution made for the year. The deadline to recharacterize a contribution, plus earnings, is the IRA owner's tax-filing due date, including extensions. The IRS also requires you to provide a written notice of recharacterization.

Revocation. You may revoke your IRA on or before seven (7) days after the date of establishment. For traditional and SIMPLE IRAs only, if you revoke a regular contribution, the distribution is reported to the IRS as a connection 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 59½ or older, or as a premature distribution-no known exception, if you are younger than age 59½.

Separate Accounting. Under Treasury Regulation Section 1.409(a)(9)-8, Q&A-3, a separate account in an IRA would be a separate portion of the IRA that reflects a beneficiary's separate interest in the IRA as of the date of the owner's death. If separate accounting is not immediate upon an IRA owner's death, an IRA custodian/trustee should allocate the post-death investment gains and losses for the period prior to the establishment of separate accounts on a reasonable and consistent pro rata basis among the separate beneficiary accounts.

Tax Year of First Roth IRA Contribution/Conversion. Distribution of earnings in a Roth IRA may be tax free and penalty free when withdrawn if five years have passed since the tax year of the Roth IRA owner's first contribution/conversion.

Transfer. A transfer is the non-reportable movement of assets between IRAs of the same type.

Two-Year Rule. SIMPLE IRA funds cannot be rolled or transferred to a traditional IRA or converted to a ROTH IRA within a two-year period that begins on the date of the initial contribution to your SIMPLE IRA. SIMPLE IRA funds transferred or distributed during the two-year period are subject to an additional 25 percent excise tax. If you participate in SIMPLEs of different employers, the initial contribution date and two-year period are determined separately for SIMPLE IRA assets from each employer. You may, however, roll over or transfer a SIMPLE IRA to a SIMPLE IRA within the two-year period.

Recipient Information. The Recipient Information section must be completed for a distribution due to IRS levy, a death distribution, a transfer to another IRA, a transfer to a former spouse's IRA due to divorce or legal separation, a transfer to a spouse's IRA due to death (if sole beneficiary), a recharacterization, or a direct rollover to an eligible retirement plan. Provide complete information regarding the individual or entity receiving the assets.

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 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 deliver 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 our payer, generally your IRA custodian/trustee, 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) a 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.

Local Withholding. Your local governing authority may allow or require local income tax withholding on any taxable distribution.

This page intentionally left blank