

**Please Print or Type**

**IMPORTANT INFORMATION:**

Each alternative investment has specific rules around income distributions, please review the terms and conditions outlined within the specific product prospectus for details.

This form is not for withdrawal requests.

Forward To: First Trust Retirement, c/o DST Systems, Inc.

Regular Mail  
PO Box 219433  
Kansas City, MO 64121-9433  
855-387-3847

Overnight Delivery  
Mail Stop: TIER REIT  
430 West 7th Street  
Kansas City, MO 64105-1407

**Step 1: IRA OWNER INFORMATION**

IRA Owner Name	Social Security Number	Date of Birth	Account Number (if Applicable)
Address	City / State / Zip	Email	Phone Number

**Step 2: INCOME DISTRIBUTION INSTRUCTIONS\***

**Product:**

- TIER REIT, Inc.\*

*\*Income distributions for TIER REIT, Inc. are processed in accordance with their respective distribution programs and are subject to availability. Please review their prospectuses for frequency and availability details or call TIER REIT, Inc. at 844-782-0585.*

- Please pay out my income distributions. (Select distribution type in step 3 and payment method in Step 4)

To participate in the Distribution Reinvestment Plan (DRP), it must be indicated on the applicable Subscription Agreement or product sponsor update form.

**Step 3: INCOME DISTRIBUTION REPORTING**

Distribution from a:  TRADITIONAL  ROTH  SEP IRA  Inherited IRA

- Premature Distribution (Account holder must be under age 59 1/2 - IRS penalty applies unless rollover occurs within 60 days)
- Premature Exempt Distribution (Including Permanent Disability, SEPP, and other identified 72 (t) qualified exceptions. Documentary evidence is required\*)
- Normal Distribution (Account holder age 59 1/2 or over; **includes Required Minimum Distributions**)
- Death (If not already in a Beneficiary IRA: Must provide a certified copy of the account holder's Death Certificate)
- IRA Trustee to Trustee Custodial Transfer (Non-Taxable). **For a Trustee to Trustee transfer, this form must be signed and Signature Guaranteed by accepting custodian OR must include the custodian's signed Letter of Acceptance.**

\*Documentary evidence is required for SEPP and Disability Distributions. Specific details outlining requirements can be located in the Guide at [www.firsttrustretirement.com](http://www.firsttrustretirement.com).

**Step 4: PAYMENT INSTRUCTIONS**

- Mail check to the address currently on file.
- Electronically deposit by ACH to my bank. (A voided check is required.)
- Deposit into my Undirected Cash Account. (This is not a taxable distribution.)
- Mail check to a third party listed below. (This will be coded as a taxable distribution.)
- Transfer my income distributions to the custodian listed below as a Trustee to Trustee transfer. (This will be coded as a non-taxable distribution.)

**For a Trustee to Trustee transfer, this form must be signed and Signature Guaranteed by accepting custodian OR must include the custodian's signed Letter of Acceptance. This custodial sign off is only required at time of distribution establishment. Please note that this form cannot be notarized.**

Signature Guarantee

Payee or Account Name	Account Number
Address	
Accepting Custodian Sign off	



**Step 5: INCOME TAX WITHHOLDING (THIS SECTION MUST BE COMPLETED\*) (Form W-4P/OMB No .1545-0415)**

\* Except for a distribution from a Roth IRA or for a return of excess contribution.

In compliance with the "Tax Equity and Fiscal Responsibility Act," First Trust Retirement, as custodian, is required to withhold Federal Income Tax from all IRA distributions. You may exercise your right to elect not to have funds withheld. This election will be in effect until you change it. You may change or revoke this election at any time and as often as you wish. You may elect out of this withholding by checking the appropriate box below. **If no election is made, First Trust Retirement is required to withhold 10% Federal Income Tax. State Income Taxes cannot be withheld from your distribution.** Please note that penalties may be incurred under the estimated tax rules if your withholding and/or estimated tax payments are not sufficient.

**Please note that withholding cannot be done for Transfers-in-Kind or Transfers to Non-Qualified accounts.**

- Do not withhold taxes.
- Withhold \_\_\_\_\_% from the amount withdrawn (must be at least 10%).

**Step 6: SIGNATURE**

By signing below, I certify that the information I have provided is true and correct, and I authorize the Custodian to distribute my IRA as instructed above.

\_\_\_\_\_  
IRA Owner's Signature (or other authorized person)

\_\_\_\_\_  
Date