Please read very carefully and follow the instructions to the best of your ability. Reach out to us with any questions you may have. If the document is not filled out properly, our custodian Apex will not accept the document and we will need you to fill it out again.

1. ACCOUNT HOLDER'S INFORMATION section: Enter your name, account number, SSN & date of birth
   a. Your account number can be found in your account statements or trade confirmations for your IRA account
2. BENEFICIARY (OR FORMER SPOUSE) INFORMATION: Make sure under Name it states N/A;
   a. *DO NOT FILL IN ANY OTHER INFORMATION IN THIS SECTION*
3. TYPE OF DISTRIBUTION: Check off type of distribution
   a. Normal: If you are over 59½ years old
   b. Premature: If you are under 59½ years old
   c. Revocation: If you are withdrawing still within seven days of opening the account
4. Excess Contribution Removed Before Excess Removal Deadline & Recharacterizations: Leave this section blank
5. TYPE OF DISTRIBUTION: Check One-time distribution and enter the amount you wish to withdraw
   a. If you are closing the account select Total Account Distribution
6. TAX WITHHOLDING ELECTION: Check off the correct option for both Federal and state withholding options
   a. Enter an amount for Federal Withholding
   b. Enter an amount for State Withholding
7. DELIVERY INSTRUCTIONS: Check Special Payment Instructions and write in:
   a. ACH On File: When transferring to you linked external bank account
   b. Address on Record: When there is no bank account on file
   c. *DO NOT FILL IN ANY OTHER INFORMATION IN THIS SECTION*
8. SIGNATURE: Sign and date the line for IRA Holder or Beneficiary

Nothing further is needed from you on the form. Scan or take a picture and reply back to this email with your document attached.