



### III. Distribution Request Choose One Option

For any distribution option selected, it will take multiple days to establish an account for you in the plan, transfer the appropriate assets to your new plan account, process any IRS required minimum distributions and, if applicable, distribute or roll over the remaining assets. This process is completed as soon as administratively feasible, but may take up to 10 business days of receipt of an accurate and complete form. If you do not want all of your assets to be distributed in the same manner, you may select Split Distribution and provide instructions on how you want the assets split. Please read the Required Minimum Distribution (RMD) Notification for Beneficiaries at the end of this form before selecting your distribution option. **Note:** Rollovers must be made to an inherited IRA (i.e., an IRA registered in both your name and the name of the deceased participant) and cannot be made to an IRA registered solely in your name or to an employer sponsored plan. RMD amounts are not eligible for rollover. If applicable, Vanguard may distribute an RMD amount prior to any rollover.

- Roll over to a Vanguard inherited IRA**  
Choose this option to have your entire account directly rolled over to a Vanguard inherited IRA. **Proceed to section titled Beneficiary Authorization. Please call a Vanguard Associate at 800-523-1188** to obtain an IRA Adoption Agreement where a specialist will assist you. Please complete and send this form with a completed IRA Adoption Agreement.
- Roll over to a non-Vanguard inherited IRA**  
Choose this option to have your entire account directly rolled over to a non-Vanguard inherited IRA. **Proceed to section titled Instructions for Rollovers to Another Institution.**
- Defer** By selecting this option, you elect to postpone receipt of your account balance. It is your responsibility to commence distributions within the time frame prescribed under the terms of the Plan and Required Minimum Distribution guidelines. You may not defer beyond the term permitted by the Plan and you must comply with the RMD rules or risk potentially serious tax consequences. Please refer to the Plan's Summary Plan Description for further explanation of such distribution requirements.
- Installments** By selecting this option you will receive a series of payments over a period of time. (Complete Installment Payment Request Form)
- Split Distribution** Choose this option if you wish to specify how the money will be distributed. **Please proceed to section titled Distribution Instructions.**
- Lump Sum Distribution of Total Account Balance**  
By selecting this option, you will receive your entire eligible cash balance, 20% of your taxable distribution will be withheld for federal income tax purposes, and you will lose the opportunity for tax deferred growth. If you choose this option, you may not later rollover to an inherited IRA. **Please proceed to section titled Distribution Instructions for withholding election.**

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### IV. Distribution Instructions *(Skip this section if you have elected to roll over your entire distribution or elected to defer.)*

#### Pre-tax Plan Assets

- Roll over to an inherited traditional IRA**      \$  OR  % OR  **Balance**  
**Income Tax Withholding:** By electing to have your distribution directly rolled over to an inherited traditional IRA, no federal or state tax will be withheld. If the beneficiary is an estate, charity or non-qualified trust, the distribution is not eligible to be rolled over.
- Make payable to me**      \$  OR  % OR  **Balance**

**Federal Income Tax Withholding:** 20% federal tax will be withheld on the taxable portion of the distribution. If the beneficiary is an estate, charity, or non-qualified trust, 10% federal tax will be withheld from the distribution unless the beneficiary elects no withholding by checking the box below.

Do not withhold federal taxes. Check this box if the beneficiary is an estate, charity or non-qualified trust and is electing not to have federal taxes withheld.

**State Income Tax Withholding:** State tax will be withheld according to your state's guidelines. For those participants who reside in states which provide the option, please indicate the appropriate dollar or percent below.

Withhold state taxes. Where applicable indicate specific dollars \$ \_\_\_\_\_ or percentage \_\_\_\_\_%.

Do not withhold state taxes.

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Please note that you must direct 100% of each type of asset in the section(s) above. Failure to do so will deem this request not in good order and may result in a delay in processing.

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## V. Instructions for Rollovers to Another Institution

*(Skip this section if you have elected to roll over your entire distribution to a Vanguard inherited IRA.)*

If you wish to make a direct rollover to another institution, it is your responsibility to open an account before providing the following information.

<b>Pre-tax Assets</b>	<input type="checkbox"/> Inherited traditional IRA
Trustee/ Institution Name	<input type="text"/> <small>(Name of company receiving your assets. Please show name as check should be made payable.)</small>
Account Name	<input type="text"/>
Account Number	<input type="text"/> <b>Note:</b> If account number is not provided, the Direct Rollover check will be mailed to you.
Contact Name	<input type="text"/> <small>(Please provide contact at receiving institution)</small>
Phone #	<input type="text"/> ( ) - <input type="text"/>
Fax #	<input type="text"/> ( ) - <input type="text"/>
Mailing Instructions <small>(Choose Only One)</small>	<input type="checkbox"/> Mail check to me. <input type="checkbox"/> Mail check to institution at the address below.
Mailing Address	<input type="text"/> Street Address
	<input type="text"/> City <input type="text"/> State <input type="text"/> Zip Code

## VI. Required Minimum Distributions (Please read the RMD Notification for Beneficiaries at the end of this form.)

If the participant had started taking RMDs from the plan prior to his or her death, proceed to the **Beneficiary Authorization** section. If the participant died before his/her required beginning date and the plan permits beneficiaries to choose to take RMDs based on the life expectancy method or the five-year method, you are deemed to have elected to have your RMDs calculated based on the life expectancy method, unless you check the box below. If you do not make this election by December 31st of the year after the participant's death, plan rules will govern the manner in which your RMDs must be calculated.

**Five-Year Method**

If applicable under the plan, by checking this box, you are electing to have RMDs calculated using the five-year method. Under this method, all of the assets must be distributed by the end of the fifth year following the participants death.

If you choose to roll over the assets to an inherited IRA, the RMD method applicable under the plan carries over to the inherited IRA; however, if the rollover is made by December 31st of the year following the participant's death, distributions from the inherited IRA may be made over the beneficiary's life expectancy, regardless of the rules that may otherwise apply under the plan.

Please read the Special Tax Notice Regarding Plan Payments for more information on the RMD rules that apply if you elect a rollover to an IRA or an inherited IRA.

## VII. Beneficiary Authorization

I certify that all of the information above is true and correct and understand that Vanguard and the Plan are relying on my representations herein. I hereby acknowledge that I have received and read the Special Tax Notice Regarding Plan Payments and the RMD Notification for Beneficiaries. I understand that if I elected a direct rollover, distributions from the inherited IRA may be required in full within five years of the participant's death, or may be permitted to be made over my life expectancy, depending on the Plan's rules and the timing of the rollover. I understand that I am responsible for complying with the required minimum distribution rules applicable to the assets being transferred to me.

\_\_\_\_\_  
Signature of Beneficiary

\_\_\_\_\_  
Date

**Attention Beneficiary** - Return the completed form to your benefits office.

**VIII. Trustee Certification** *(Complete ONLY if a Trust is identified as the beneficiary of the participant's account. If this is not completed or if any of the beneficiaries listed below are not individuals, Vanguard will treat the trust as non-qualified for required minimum distribution purposes.)*

Under penalty of perjury, I certify that (1) I am the trustee of the trust identified as the beneficiary of the participant's account; (2) the trust is valid under the law of the state of the participant's residence; (3) is irrevocable; and, (4) the following are, to the best of my knowledge, all the beneficiaries of the trust who remain or will remain as beneficiaries as of September 30th of the year after the participant's death and who are entitled to the trust's interest in the participant's benefit:

	Date of Birth <small>(mm/dd/yyyy)</small>	/ /
	Date of Birth <small>(mm/dd/yyyy)</small>	/ /
	Date of Birth <small>(mm/dd/yyyy)</small>	/ /
	Date of Birth <small>(mm/dd/yyyy)</small>	/ /
	Date of Birth <small>(mm/dd/yyyy)</small>	/ /

*(If you need additional space, please copy this page, complete it and attach to this form. If applicable, identify the participant's surviving spouse by writing the word "spouse" next to that person's name.)*

I further certify that, to the best of my knowledge, this list is correct and complete as of the date I sign this certification and I agree that I will provide a copy of the trust document to the Plan Administrator only if requested. I understand that neither the Plan nor Vanguard has reviewed the trust document and are relying on the information I have provided in this form. I acknowledge that I have had the opportunity to discuss any questions regarding this certification with my own attorney.

Signature of Trustee	Date

## IX. Plan Administrator Use ONLY - Authorization

(This section must be completed and signed by the Plan Administrator prior to returning to Vanguard.)

Participant's date of death:  
(mm/dd/yyyy)

Participant's last day of employment:  
(mm/dd/yyyy)

Please transfer the following percentage of the Decedent's plan account balance to the beneficiary named above:

.   %

If the beneficiary identified in Section II is one of multiple beneficiaries, check the applicable box(es) below to identify each of the other types of beneficiaries designated by the participant. This information is required in order to accurately calculate RMDs.

RMD Multiple

Beneficiary Types:  
(Check all that apply)

Individual

Trust

Other (An entity defined as an Estate, Charity, etc.)

The oldest individual beneficiary was born on:  
(mm/dd/yyyy)

\_\_\_\_\_  
Signature of Plan Administrator

\_\_\_\_\_  
Date

**Plan Administrator** - Please return the completed form to Vanguard below.

### Mailing Instructions

**U.S. Mail**

Vanguard  
P.O. Box 1101  
Valley Forge, PA 19482

**Overnight**

Vanguard  
400 Devon Park Drive  
Wayne, PA 19087

## RMD Notification for Beneficiaries

The IRS generally requires retirement plan participants to begin taking annual required minimum distributions (RMDs) by April 1 of the year following the year in which the participant reaches 70½ or retires. This is known as the required beginning date (RBD). Beneficiaries also are required to take minimum distributions after the participant's death. If you're inheriting retirement plan assets, you'll be required to take distributions over your own life expectancy beginning in the year after the participant's death (in most cases) or by the end of the year containing the fifth anniversary of the participant's death (some plans require beneficiaries to take distributions over an accelerated time frame).

The RMD rules below apply if you elect to leave the assets in the plan. Different RMD rules may apply if you elect to roll over the distribution into an inherited IRA or to an IRA in your own name (for spouse beneficiaries only). For more information, please read the accompanying Special Tax Notice Regarding Plan Payments.

## RMD calculation considerations for beneficiaries

You must take RMDs when you inherit retirement plan assets. The method for calculating RMDs and the deadline for taking RMDs depends on whether the account owner died before, on, or after his or her required beginning date (RBD), as well as the plan terms:

- a) If the participant died before the RBD, the plan may permit you to choose between two ways of calculating the RMDs - the life expectancy method or the five-year method. An entity beneficiary may be required to use the Five-Year method.
- b) If the participant died on or after the RBD, you must use the life-expectancy method. Entity beneficiaries may have to take distributions on the balance of the participants' life expectancy.

## Life-expectancy method

The life-expectancy method requires that you withdraw certain minimum amounts annually calculated in accordance with the IRS rules. You can always withdraw more than the required amount if you wish.

## Five-year method

The five-year method requires that you receive all assets in the account no later than the end of the fifth year following the year of the participant's death. There are no minimum withdrawal requirements. You may withdraw assets at any time (if permitted by the plan), as long you distribute the entire account by the end of the fifth year following the participant's year of death.

## If you're a member of a group of beneficiaries

If you are a member of a group of individual beneficiaries, the usual rule is that RMD calculations are based on the life expectancy of the oldest member of the group. However, if each beneficiary transfers his or her share of the assets into a separate beneficiary account by September 30th of the year following the participant's year of death, Vanguard will calculate the RMD based on the life expectancy of each individual beneficiary. This is advantageous for younger beneficiaries, especially if there's a significant age variance among the beneficiaries. If all beneficiaries haven't established separate accounts within the plan by September 30th of the year following the year of the participant's death, RMD calculations will be based on the life expectancy of the oldest beneficiary that Vanguard has on file.

## If you're representing a trust, an estate, or an organization

The more favorable RMD rules permitting calculation based on life expectancy are not available if the beneficiary is the owner's estate, a charity, or other organization. An entity beneficiary is usually subject to the five-year rule if the participant died before RBD. RMDs are calculated based on the participant's remaining life expectancy if the participant died after his or her required beginning date (RBD). If an entity is one of a group of beneficiaries, the individual beneficiaries in the group may not be able to use their own life expectancies to calculate RMD unless the entity receives a lump-sum distribution or disclaims prior to September 30th of the year following the year of the account owner's death or unless separate accounts are established by all the beneficiaries by September 30th of the year following the year of the owner's death.

Certain trusts may be eligible to have RMD calculations based on the life expectancy of the oldest beneficiary of the trust. To qualify under IRS Regulations, the trust must be valid under state law, be irrevocable or become so on the death of the grantor, the beneficiaries of the trust must all be identifiable and are human, and certain documentation must be provided to the plan administrator. Trusts that do not qualify for this provision may be required to take distributions over the generally shorter time period available for entity beneficiaries.

## Satisfying the final RMD

If the participant's death occurred on or after his or her Required Beginning Date, the participant's final RMD must be withdrawn for the year of death. If the participant did not withdraw the entire RMD prior to his or her death, then the remaining RMD amount will be paid to the first beneficiary to come forward by the end of the year. If multiple beneficiaries come forward at the same time, the RMD can be split between those beneficiaries.

## Calculating your RMD

Vanguard will calculate your RMD in the following manner:

RMDs based on the life expectancy method will be calculated using a factor taken from IRS life expectancy tables found in IRS publication 590. Each year, the prior year's ending balance is divided by the applicable factor to determine the RMD for the year.

RMDs calculated based on the five-year method, as stated above, have no minimum withdrawal requirements to meet as long as the entire account balance is distributed by the end of the fifth year following the participant's year of death.

To determine the RMD, Vanguard will utilize the information available on September 30th of the year following the year of the participant's death and apply the appropriate calculation outlined above. If all beneficiaries have not come forward or all beneficiaries have not transferred their share of the assets into separate beneficiary accounts, the calculation will be based on the life expectancy factor of the oldest beneficiary and may result in a higher RMD. It may be beneficial to have all beneficiaries come forward prior to this calculation to ensure Vanguard has the most complete information and the calculation results in the lowest RMD possible and create separate beneficiary accounts.