



## IRA Required Minimum Distribution Request Form

Please print clearly • Retain a copy for your records

### When to use this form:

When you reach age 72 (or 70½ if you reach age 70½ before 12/31/2019), you are required by law to begin withdrawing a minimum amount from various retirement plans, including Traditional IRA account(s) each year. You must withdraw these required minimum distributions (“RMDs”) for every Traditional IRA you own; however, you can withdraw the total amount from one or more of the IRAs to meet annual IRS requirements. You should talk to your tax advisor about how to calculate this amount, as well as from which IRA(s) you should take it (if you have more than one). Use this form to request your RMD from your MERS Traditional IRA.

### 1. Information about you

Last name*	First name*	Social Security number*	Phone number (with area code)*
Mailing address*			
City*		State*	Zip code*
IRA account number*	Email address		

See **Medallion Signature Guarantee** information in Section 6 if your address is outside the U.S.

### 2. Payment instructions

- Do not issue an RMD to me from my MERS Traditional IRA account. I will take my RMD from another IRA(s) that I own.** (If you choose not to process a distribution, check this option and skip to Section 7.)
- Please issue my RMD to me based on my MERS Traditional IRA account** as required by law for the current calendar year.
- Please issue \$ \_\_\_\_\_ from my MERS Traditional IRA account.** If applicable, I will take any additional RMD amounts from another IRA(s) that I own.

### 3. Payment method (choose only one)

- Direct deposit** of your distribution into your designated bank account (**ATTACH VOIDED CHECK**)  
 If selecting Direct Deposit, **Medallion Signature Guarantee** is required. See more information in Section 6.)

Checking account     Savings account

Financial Institution name	Phone number
ABA routing number (9 digit)	Account number

- Distribution check** made payable to you will be mailed to your address on file

**Note:** Checks and deposits are issued from *Alerus Financial*.

### 4. Federal income tax withholding

Federal income tax will be withheld at 10% unless you indicate otherwise. Please consult your tax advisor for more information. If you would like to elect something different, please indicate below:

Total amount to be deducted from each payment: \_\_\_\_\_ % OR \$ \_\_\_\_\_

\* Required field

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Last name\* (please print clearly)

Social Security Number\*

## 5. State income tax withholding

MERS will withhold the mandatory Michigan income tax rate from your distribution, unless one of the following applies:

- Check here if all payments are exempt because you (or your spouse if joint filers) were born before 1946, and you do not want any amount withheld.
- Check here if you qualify for any other exemption shown on the MI W-4P and want your withholding calculated using those exemptions. **Complete Form MI W-4P and submit along with this form.**
- Check here if you wish to opt out of tax withholding.  
**Note:** If you (and your spouse if joint filers) opt to have no Michigan tax withheld, it may result in a balance due on your MI-1040 as well as penalty and/or interest.
- Check here if you are not subject to Michigan Income Tax because your primary legal state of residence is \_\_\_\_\_. MERS will withhold the amount required by that state.

You may obtain more information on Michigan tax withholding, including Form MI W-4P and instructions at [www.michigan.gov/taxes](http://www.michigan.gov/taxes).

## 6. Medallion Signature Guarantee

 **Medallion Signature Guarantee** is required for any transaction:

- over \$100,000
- requiring a wire transfer or direct deposit
- being sent to a destination outside the U.S.
- being sent to an address other than the address of record on the account.

A signature guarantee is designed to protect you and MERS from fraud. You can get it from most banks, credit unions, and other financial institutions where you have an account. **A notary seal is NOT a signature guarantee.** Please contact your financial institution for specific requirements.

Use the box to the right to apply your financial institution's Medallion Signature Guarantee stamp. **Please submit original form.** (Digital or copy not accepted.)

**Do NOT sign the signature space below** until directed to by your financial institution.

MEDALLION SIGNATURE GUARANTEE STAMP

## 7. Required signature

I am the IRA owner or individual legally authorized to complete this form. I have received, read, understand and agree to all pages of this *IRA Required Minimum Distribution Request Form*. I certify the accuracy of the information submitted and I authorize the transactions resulting from this election. I understand that it is entirely my responsibility to ensure that this election conforms with all applicable provisions of the Internal Revenue Code. I understand that I am liable for any income tax and/or penalties assessed by the IRS for any election I have chosen. I understand that once my payment has been processed, it cannot be changed.

Participant signature\*

Date (mm/dd/yyyy)\*

\* Required field

**You can submit this form online!** 

If you are requesting payment by check and already have a myMERS account, you can upload this form online. Look for the **File Upload** feature in the top navigation to easily and securely submit completed forms.

You may also mail completed form to MERS' recordkeeper at:

Alerus Retirement Solutions  
P.O. Box 64535  
St. Paul, MN 55164