

THE EQUITY TRUST COMPANY

DISTRIBUTION FORM

WHEN TO USE THIS FORM



When you want to receive a distribution from your Equity Trust Company account, completion of this Distribution Form is necessary.

Note: When taking a Premature or Non-Qualified Distribution, you may be subject to tax consequences.

FEES AND PROCESSING TIMES



FEES:

- \$200.00 fee for Total Distribution/Account Termination
- \$100.00 per asset re-registration fee for all Non-Traditional Assets
- \$50.00 fee for Expedited Processing Service
- \$30.00 fee for Wiring Funds
- \$10.00 fee for Cashiers Check
- \$18.00 fee for Overnight (required for Cashiers Checks)
- \$5.00 Document processing fee for any documents requiring a notary
- No charge for normal processing

PROCESSING TIMES:

- Cash Distribution: 3-5 business days
- Traditional Asset Distribution (stocks etc.): 5-7 business days
- Non-Traditional Assets: approximately 15 business days

CONTACT INFORMATION

PHYSICAL ADDRESS:

Equity Trust Company
225 Burns Road
Elyria, OH 44035

PHONE #:

(440) 323-5491

WEBSITE:

www.trustetc.com

For assistance, please contact a member of your First Class Service Team at:

TOLL FREE:

(877) 693-8208

Or e-mail questions to:

E-MAIL:

help@trustetc.com

INSTRUCTIONS AND GUIDELINES



When completing your Distribution Form, please follow these guidelines:

- Be sure to fill out the entire Distribution Form
- When seeking an Asset Distribution, be sure to fill out a Fair Market Valuation Form
- When seeking a Cash Distribution, be sure to specify your desired payment type
- When selecting a method of disbursement, be sure to review the fees associated with each method
- If seeking a wire transfer, be sure to contact your bank to determine the proper routing procedures
- If you are using your 70 1/2 Required Distribution to make a charitable donation be sure the gift is paid directly to the charity. The distribution may be up to \$100,000 in one year including 2006 and 2007.
- Be sure to sign and date ALL necessary fields of the Distribution Form

For assistance, please contact a member of your First Class Service Team

SUBMISSION OPTIONS



BY FAX:

Normal Processing (440) 366-3751
Expedited Processing Service (440) 366-3756*

*Any forms sent through this fax line will be charged the \$50 Expedited Service Fee.

OVERNIGHT:

Equity Trust Company
225 Burns Road
Elyria, OH 44035

REGULAR MAIL:

Equity Trust Company
P.O. Box 1618
Elyria, OH 44036

BY E-MAIL:

help@trustetc.com

DO NOT FAX OR MAIL THIS COVER PAGE

1 LIST YOUR ACCOUNT OWNER INFORMATION

ACCOUNT OWNER NAME	ACCOUNT NUMBER	ACCOUNT TYPE	
ADDRESS	CITY	STATE	ZIP CODE
PRIMARY DAYTIME PHONE NUMBER	SECONDARY DAYTIME PHONE NUMBER		
SOCIAL SECURITY NUMBER	BIRTH DATE		

2 TYPE OF DISTRIBUTION *(Please select one option)*

- Normal: Age 59-1/2 or older
- Premature: Under 59-1/2 (possible tax consequences)
- Premature Distribution Exception: (please state) _____
- Substantially Equal Periodic Payment
- Excess Contribution. Tax Year _____
- Other:
- This distribution is being taken within the first 5 years of Establishment: (Roth IRA only)

70-1/2 REQUIRED DISTRIBUTION

- First year of Required Distributions (70-1/2 this year)
- Previously taken a Required Distribution (over 70-1/2)
- Charitable Contribution (over 70-1/2)
For more information regarding charitable contributions please see cover page.
- Waiver.** I elect that I will take my required distribution from a similar type of IRA maintained by another custodian/trustee.

Due to changing market value and changing account value, Required Distributions cannot be placed on Annual Payables. You may choose Monthly or Quarterly payables.

FOR HSA DISTRIBUTIONS ONLY

- Qualified Medical Expenses
- Non-qualified: Under 65 (possible tax consequences and 10% penalty)
- Non-qualified: Over 65 (possible tax consequences)

Responsibility for ensuring that funds are used for qualified medical expenses fall solely on the account holder and not the trustee or custodian.

FOR CESA DISTRIBUTIONS ONLY

- Qualified Educational Expense
- Premature Distribution

3 DISTRIBUTION INSTRUCTIONS

CASH INSTRUCTIONS

IMMEDIATE PAYMENT:

- Total Distribution/Account Termination *(cannot be expedited)*
- Partial Distribution *(Only a partial payment of cash can be expedited)*
Specify Amount \$ _____

PROCESSING PREFERENCE:

- Expedited Processing Service (\$50.00)
Expedited processing requests will generally be completed in approximately one business day unless corrections are required. (Only available for Cash Distributions)
- Normal Processing Service
Normal investment processing requests will be completed in approximately three business days unless corrections are required.

ASSET INSTRUCTIONS

- Stocks, Bonds and/or Mutual Funds
These assets will be distributed at fair market value. Stocks or mutual funds held in your account must be liquidated prior to taking a distribution. Please contact our brokerage team to request the liquidation
- Non-Traditional Assets
A FAIR MARKET VALUATION FORM must be completed for each non-traditional asset. For multiple asset distributions contact your first class service team.
Please fill out the information below pertaining to your asset

IRN NUMBER
DESCRIPTION OF ASSET
VALUE OF ASSET

FOR PERIODIC DISTRIBUTIONS ONLY: *(A periodic distribution can only be processed by check.)*

Specify Amount: \$	PLEASE CHECK IF ONE OF THESE APPLY:
Frequency of Payments: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	<input type="checkbox"/> This will change an existing recurring distribution
Date payments are to begin:	<input type="checkbox"/> This will stop an existing recurring distribution
Continue until:	<input type="checkbox"/> This will replace an existing recurring distribution

You must notify custodian in writing of any changes. Expedited Service is not available with periodic distributions.

