

# Individual Retirement Account (IRA) Distribution Request Form



**Homestead**  
Funds

Use this form to change dividend and capital gains options, request a one-time distribution, or establish a systematic withdrawal plan from your IRA account.

Return your completed form to:

**Regular Mail**

Homestead Funds  
c/o of Ultimus Fund Solutions, LLC  
P.O. Box 46707  
Cincinnati, OH 45246

**Overnight Mail**

Homestead Funds  
c/o of Ultimus Fund Solutions, LLC  
225 Pictoria Drive  
Suite 450  
Cincinnati, OH 45246

**Fax**

877-513-0756

**Note:** Forms requiring a Medallion Signature Guarantee must be returned by mail for processing.

If you have a question about this form, call us at 800.258.3030. For complete information about Homestead Funds and services, see the prospectus, which is available at [homesteadadvisers.com](http://homesteadadvisers.com) or by calling the above toll-free number.

## 1. Ownership

Account Owner/Minor's First Name Middle Initial Last Name

Social Security Number Daytime Telephone Number (in case we have questions)

Address of Record

City State Zip Code

◆ **If a Minor's Account**

Custodian's First Name Middle Initial Last Name

Social Security Number Daytime Telephone Number (in case we have questions)

## 2. Distribution Acknowledgment

**Check one:**

☐ I am at least age 59 ½ and this is a normal distribution

☐ I am under age 59 ½ and this is a premature distribution; I am aware that the IRS may assess a 10% penalty.

Be sure to sign your completed form (Section 6).

If we do not already have this phone number on file we will add it to your contact information.

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## 3. Distribution Instructions

Complete this section to **either** take a one-time distribution (**Section A**), establish a systematic withdrawal plan (**Section B**), or change dividend and capital gains options (**Section C**).

### A. One-Time Distribution

I hereby direct the following distribution from:

Account Number

Check one:

☐

Total Distribution/Account Termination (will distribute 100% of account.)

☐

Pro Rata Partial Distribution of \$

Taken proportionally from all of my funds within this account number. The amount to distribute from each fund is estimated based on the prior night's closing value.

☐

Partial Distribution

**Distribute from:**

Daily Income Fund (168)

\$

or

 %

Short-Term Government Securities Fund (170)

\$

or

 %

Intermediate Bond Fund (171)

\$

or

 %

Short-Term Bond Fund (172)

\$

or

 %

Stock Index Fund (174)

\$

or

 %

Value Fund (176)

\$

or

 %

Small-Company Stock Fund (178)

\$

or

 %

International Equity Fund (180)

\$

or

 %

Growth Fund (182)

\$

or

 %

A Medallion Signature Guarantee is required in Section 7 if you are redeeming more than \$50,000 from any one fund in any one account. The surety value of the guarantee must meet or exceed the amount of the total distribution.

You must have your signature in **Section 6** guaranteed in **Section 7** if you are:

- Distributing more than \$50,000 per fund, or
- Requesting the distribution to be sent to a bank account, person, or an address not on file.

Forms requiring a Medallion Signature Guarantee must be returned by mail for processing.

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## B. Systematic Withdrawal Plan

I hereby direct the following distribution from:

Account Number

Complete **Sections a** and **b** to begin a program of regular distributions from your account.

### a. Withdrawal Amount

Complete this section to tell us the amount you want to distribute from each fund.

**Distribute from:**

Daily Income Fund (168)	\$	<input type="text"/>
Short-Term Government Securities Fund (170)	\$	<input type="text"/>
Intermediate Bond Fund (171)	\$	<input type="text"/>
Short-Term Bond Fund (172)	\$	<input type="text"/>
Stock Index Fund (174)	\$	<input type="text"/>
Value Fund (176)	\$	<input type="text"/>
Small-Company Stock Fund (178)	\$	<input type="text"/>
International Equity Fund (180)	\$	<input type="text"/>
Growth Fund (182)	\$	<input type="text"/>

### b. Withdrawal Frequency

Complete this section to tell us how often you would like your distribution to occur and when you want it to start.

**Distribution frequency**

☐ Monthly ☐ Quarterly ☐ Semi-annually ☐ Annually

**First Distribution** (mm/dd/yyyy) — Your automatic distributions will continue on the day you list for first distribution, or the prior business day if the market is closed on your specified day. If you select the 29th, 30th or 31st, for any month without that many days, the system will schedule the last business day of the month for your distribution.

/  /  (**Mandatory.** You must provide a First Distribution date)

**Last Distribution** (mm/yyyy)

/  (**Optional.** If no date is provided distributions will continue until source Fund is depleted or until we receive different instructions from you.)

If this is an IRA account, you may use this form to begin systematic withdrawals. If you are under the age 59 ½ the withdrawals could be considered premature distributions and will be reported to the IRS as such. Please consult a tax advisor before establishing premature distributions. Also, complete **Section 4** for tax withholding.

You must indicate the start month. If this form is not received in time to process for the start month indicated, it will begin the next month.

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## C. Change Dividend and Capital Gains Options

**Dividends and capital gains are automatically reinvested in your account unless you make a different election.**

Dividends and Short-Term Capital Gains:

☐ Reinvest in same Fund Account  
Default option

☐ Pay by Check Sent to Address of Record  
Distributions from IRAs may be taxable and have penalties depending on your age and the IRA type. Consult a tax advisor for questions specific to your circumstances.

☐ Pay by ACH to Bank Account  
Distributions from IRAs may be taxable and have penalties depending on your age and the IRA type. Consult a tax advisor for questions specific to your circumstances.

Long-Term Capital Gains:

☐ Reinvest in same Fund Account  
Default option

☐ Pay by Check Sent to Address of Record  
Distributions from IRAs may be taxable and have penalties depending on your age and the IRA type. Consult a tax advisor for questions specific to your circumstances.

☐ Pay by ACH to Bank Account  
Distributions from IRAs may be taxable and have penalties depending on your age and the IRA type. Consult a tax advisor for questions specific to your circumstances.

**Income tax will not be withheld from dividend or capital gains distributions.**

You must have bank instructions on file to send payments by ACH or you must add bank instructions to your account online or with the Account Services Form. You must wait 15 days after bank instructions have been added to your account before you can process a distribution to the new bank instructions

## 4. Tax Withholding

### Federal Withholding

Completion and execution of this form, including any federal withholding election made herein, obviates the need to complete a separate Internal Revenue Service Form W-4R. However, a copy of IRS Form W-4R with instructions is attached for your reference.

Your withholding rate is determined by the type of payment you will receive.

For nonperiodic payments, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100% below. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its possessions. (See the attached Form W-4R for more information.)

Complete this section if you would like a rate of withholding that is different from the default withholding rate. See the instructions and the Marginal Rate Tables that follow for additional information. Enter the rate as a whole number (no decimals).

Withhold \_\_\_\_\_%

*If no withholding information is included, we will automatically withhold the default withholding percentage elected on your account. If you do not have a default withholding election on your account and the above information is left blank, we will automatically apply 10% default withholding to your requested distribution (Federal and State taxes will not be withheld when recharacterizing contributions).*

If you complete the tax withholding in this Section you do **NOT** need to complete the attached IRS Form W-4R.

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## 4. Tax Withholding (continued)

### State Withholding

Your state of residence will determine your state income tax withholding requirements, if any. Those states with mandatory withholding may require state income tax to be withheld from payments if federal income taxes are withheld or may mandate a fixed amount regardless of your federal tax election. Voluntary states let individuals determine whether they want state taxes withheld. Some states have no income tax on retirement payments. Please consult with a tax advisor or your state's tax authority for additional information on your state requirements.

Name of Withholding State \_\_\_\_\_

### Check one:

☐ Withhold \_\_\_\_\_ %

☐ Do Not Withhold State Income Tax

**NOTE:** State income tax withholding may not be available for all states. If applicable, mandatory state income tax will be withheld from the distribution in accordance with state tax guidelines.

## 5. Payment Method

Complete **Section A** if you want your distribution to be mailed to you by check. Complete **Section B** if you want your distribution to be electronically transferred to your bank account.

### A. Paper Check

☐ Regular mail to address of record (default option)

☐ Expedited mail to address of record  
A \$35 delivery fee will be withheld from the distribution. Typically takes 2-3 days from your request.

☐ Special Payee  
Check to be sent to mailing address not on file and/or check not made payable to account registration. Instructions cannot be faxed. A Medallion Signature Guarantee with sufficient surety value is required in **Section 7**.

☐ Regular Mail

☐ Expedited Mail

A \$35 delivery fee will be withheld from the distribution.

Name of Special Payee

Address

City

State

Zip Code

If you choose "Special Payee" in Section A or B you must have your signature guaranteed by a Medallion Signature Guarantee (MSG) Stamp in **Section 7**.

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## B. Bank Transfer

- ☐ ACH transfer to bank account on record  
Typically takes 3 business days to receive your money.
- ☐ Fed Wire transfer to bank account on record  
A \$15 wire fee will be withheld from the distribution. Check with your financial institution for any incoming wire fees they may charge you.
- ☐ Special Payee – other ACH/Fed Wire instructions not currently on file  
Instructions cannot be faxed. A Medallion Signature Guarantee with sufficient surety value is required in Section 7.

- ☐ ACH
- ☐ Fed Wire  
A \$15 wire fee will be withheld from the distribution.

Name of Financial Institution	Name on Account
<input type="text"/>	<input type="text"/>
Routing/ABA Number	Account/DDA Number
<input type="text"/>	<input type="text"/>

If you choose “Special Payee” in Section A or B you must have your signature guaranteed by a Medallion Signature Guarantee (MSG) Stamp in Section 7.

## 6. Signature

Owner/Custodian’s Signature

Date (mm/dd/yyyy)

/  /

Be sure to sign this section. We cannot act on your instructions without your signature.

## 7. Medallion Signature Guarantee (MSG) Stamp

For some transactions, Homestead Funds requires a special type of signature guarantee called a “medallion stamp.” Most financial institutions such as banks and credit union issue them and typically charge a nominal fee for this service. We understand that obtaining a signature guarantee is sometimes inconvenient. However, it is an important way for us to protect you against fraud.

The surety value of the signature guarantee must be equal or greater than the amount of your requested transaction. We will not accept a guarantee from a notary.

Medallion Signature Guarantee

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## State Income Tax Withholding for Individual Retirement Accounts

This general information is provided to help you understand state income tax withholding requirements for Individual Retirement Account distributions. While we make every effort to obtain information about state laws from sources believed to be reliable, we cannot guarantee the accuracy or timeliness of state withholding information because state laws are subject to constant change and interpretation. This information is not to be considered tax advice and we recommend that you contact your tax advisor regarding your tax withholding elections and to answer any questions you may have regarding your state's withholding laws.

State of Residence	State Income tax withholding information
AK, FL, HI NV, NH, SD, TN, TX, WA, WY	State withholding is not available.
AL, AZ, CO, GA, ID, IL, IN, KY, LA, MS, MO, MT, NJ, NM, NY, ND, OH, PA, RI, SC, UT, VA, WV, WI	State withholding is voluntary and applied only if you instruct us to withhold. Note the following state-specific minimums. <ul style="list-style-type: none"><li>• NY, WI: \$5 of the distribution amount (NY: whole dollars only)</li><li>• IN, MO, MT, NJ, NM: \$10 of the distribution amount (IN, MT: whole dollars only)</li><li>• UT: 5% of the distribution amount</li></ul>
AR, CA, CT, DC, DE, IA, KS, ME, MA, MI, MN, NC, OK, OR, VT  <i>You may opt-out of the state withholding requirement for these states by requesting no withholding apply to your distribution.</i>	State withholding is applied when federal withholding is required. Note the following state-specific minimums. <ul style="list-style-type: none"><li>• AR: 3% of the distribution amount</li><li>• CA: 10% of the federal withholding amount (\$10 or greater)</li><li>• CT: 6.99% of the distribution amount</li><li>• DC: 10.75% of the distribution amount (mandatory withholding only applies to lump-sum distributions)</li><li>• DE, IA, KS, ME, MA: 5% of the distribution amount</li><li>• MI: 4.25% of the distribution amount</li><li>• MN: 6.25% of the distribution amount</li><li>• NC: 4% of the distribution amount (whole dollars only)</li><li>• OK: 4.75% of the distribution amount</li><li>• OR: 8% of the distribution amount (\$10 or greater)</li><li>• VT: 30% of the federal withholding amount</li></ul>
MD	State withholding required only on distributions eligible for rollover. For other distributions, state withholding is voluntary. Note the following state-specific minimum. <ul style="list-style-type: none"><li>• MD: 7.75% of the distribution amount</li></ul>
NE	State withholding required only on "normal" distributions eligible for rollover. For other distributions, state withholding is voluntary. Note the following state-specific minimum. <ul style="list-style-type: none"><li>• NE: 5% of the distribution amount</li></ul>

We may be required to withhold state tax from your distribution based upon the laws of your state of residency. Your state of residency is determined by the legal address of record on your account, which may or may not be your state of residency for tax purposes.