



### Instructions

Please print using blue or black ink. Send completed form to the following address or fax it to 1-866-316-4794. If faxing, please keep original for your records.  
IBEW 716 Retirement Fund  
8441 Gulf Freeway Suite 304  
Houston, TX 77017

**Questions?**  
Call 1-866-236-3148  
for assistance.

### About You

Plan number:  Sub Plan number:  IBEW Local 716

Social Security number:  -  -  Daytime telephone number:  -  -   
area code

First name:  MI:  Last name:

Address:

City:  State:  ZIP code:  -

Date of birth:  -  -  Gender:  M  F  
month day year

If you are not the original account owner of the above plan, please indicate if this account is one of the following:

Spousal Beneficiary       Non-Spousal Beneficiary  
 Alternate payee under Qualified Domestic Relations Order (QDRO)

Were you considered a 5% owner of the company at the time that you turned 70½ years old?  Yes  No

Are you still employed by the employer sponsoring the plan?  Yes  No

Date employment ended (if applicable)

-  -   
month day year

### For Married Participants

Please complete this section if your spouse is the sole beneficiary of this account and is more than 10 years younger than you.

Enter your spouse's date of birth:  -  -   
month day year

Enter your spouse's name: \_\_\_\_\_

Enter your spouse's Social Security number  -  -

**Electing Your RMD**

Please note this section only applies to your initial Required Minimum Distribution. If you have already received your initial RMD, this election will be disregarded.

**Section A. First Time RMD**

Please process my initial RMD payment on approximately the 20<sup>th</sup> of \_\_\_\_\_ (please indicate month). If this form is not received in good order by the 15<sup>th</sup> of the elected month, the RMD will be issued in the next available month. A blank or invalid election will result in your payment being issued by the deadline set by the Internal Revenue Service (IRS).

Only newly RMD eligible participants must complete sections A & B.

If you are currently receiving installment payments from the plan, those payments will be applied toward satisfying your annual RMD. If you choose a month in this section, the amount of your annual RMD not yet satisfied with the installments paid in the current calendar year will be paid to you in the month you elected. Also, your scheduled installments will continue for the remainder of the year.

**Section B. Ongoing RMD**  
All RMD participants must complete section B.

Please process my annual RMD payment each year on approximately the 20<sup>th</sup> of \_\_\_\_\_ (please indicate month). If this form is not received in good order by the 15<sup>th</sup> of the elected month, the RMD will be issued in the next available month with future payments resuming annually under the originally elected month. If a month is not provided, the payment month will be defaulted to October. If you are currently receiving installment payments from the plan and have not elected a month in which to receive your RMD, the payment month will be defaulted to December.

If you are currently receiving installment payments from the plan, those payments will be applied toward satisfying your annual RMD. If you choose a month in this section, the amount of your annual RMD not yet satisfied with the installments paid in the current calendar year will be paid to you in the month you elected. Also, your scheduled installments will continue for the remainder of the year.

**Election for Withholding of Federal Taxes for RMD**

Federal tax laws require us to withhold income taxes from the taxable portion of a retirement plan distribution. Some states also require withholding from the taxable portion of your distribution if federal income tax is withheld. RMD's are not eligible for rollover and are subject to 10% federal tax withholding unless you elect otherwise. You can elect to have no federal taxes withheld by checking the box below. If you elect out of withholding, you are still responsible for payment of any taxes due, and you may incur penalties if your withholding and/or estimated tax payments are not sufficient. If you do not check one of the options below, 10% federal income tax withholding will be automatically deducted from your payment. You can change your withholding election at any time by calling the toll free number on this form. This election applies until revoked.

- 1. I elect to have federal income tax withheld at 10% from the taxable amount of my distribution.
- 2. I elect not to have federal income tax withheld from my distribution.
- 3. I elect to have federal income tax withheld from the taxable amount of my distribution at either the following percentage or dollar amount. The federal withholding calculated from your election below must be at least 10% of the taxable distribution amount.

\_\_\_\_\_ % or \$ \_\_\_\_\_ .00

**Election For  
Withholding  
of State  
Income  
Taxes**

- A. **Mandatory State Withholding:** If you reside in a state where state income tax withholding is mandatory AR, CA\*, DC (mandatory for total single sum distributions only), DE, IA, KS, MA, MD (mandatory for eligible rollover distributions only, subject to 20% mandatory federal withholding), ME, MI (see below), NC, NE, OK\*, OR\*, VA or VT\* applicable withholding will be deducted automatically, unless an election out is applicable (see below). Note: Some states require withholding if federal income tax is withheld from the distribution.

If you are a resident of IA, have federal income taxes withheld, and receive one or more distributions totaling more than \$6,000 in the calendar year, IA income taxes are required to be deducted for the amount over \$6,000.

- My resident state is AR, DE, KS, ME, NC, NE, or VA (for NE and VA, election out is allowed for payments from IRA's only) and I do not want state income tax withholding deducted from my distribution. (An election out of AR, DE, KS, ME, NC, or VA state tax is not allowed for eligible rollover distributions, subject to 20% mandatory federal withholding.) Important note to Maine (ME) residents, If you elect out of ME withholding, you must either have elected out of federal withholding, or have no Maine State tax liability in the prior or current years.
- \*My resident state is one of the following: CA, OK, OR, \*\*VT and withholding is required if federal income tax is withheld, unless I elect out of state withholding. By checking this box I am electing out of state withholding. \*\*An election out is not allowed for eligible rollover distributions, subject to 20% mandatory federal withholding.

My resident state is MI and withholding of 4.25% is required, unless my payments are not taxable and I opt out.

- My resident state is MI and I would like to opt out of MI withholding. Note: Opting out may result in a balance due on your MI 1040 as well as penalty and/or interest.
- My resident state is MI and if my payments are taxable, I wish to have MI state withholding based on the number of exceptions selected. I have entered the number of exemptions below:

\_\_\_\_\_ Enter the number of personal exemptions allowed on your Michigan Income Tax Return (MI-1040). The total number of exemptions you claim may not exceed the number of exemptions you are entitled to claim when you file your MI-1040. Withholding will be computed at the percentage determined by the state after subtracting your personal exemption allowances.

- My resident state is MI and I am requesting \_\_\_\_\_% additional MI state tax withheld from my payment. This amount must be a whole percentage.

- B. **Voluntary State Withholding:** Please check the appropriate box below. If state income tax withholding is not mandatory in your state, you may be allowed to request state tax withholding. If your state of residence is not listed, or if you choose a method of withholding that is not offered for your state, we cannot withhold state income tax.

- I reside in one of the following voluntary withholding states: AL, CO, CT, DC (voluntary for partial and systematic distributions), GA, ID, IA (voluntary if no federal tax withheld), IL, IN, KY, LA, MD (non-eligible rollover distributions only), MA (voluntary if no federal income tax withheld), MN, MO, MS, MT, ND, NE, NJ, NM, NY, OH, PA, RI, SC, UT, VA, WI, WV (NE and VA state withholding is voluntary for payments from IRA's only) and would like state income tax withheld. (Specify a percentage or dollar amount to be withheld.)  
\_\_\_\_\_ % or \$ \_\_\_\_\_

- I reside in one of the voluntary withholding states listed above and I do not want state income tax withholding deducted from my distribution.

- C. **No State Withholding:** Some states do not have state income tax withholding.

- My resident state is one of the following: AK, FL, HI, NV, NH, SD, TN, TX, WA, WY and there is no state income tax withholding.
- My resident state is AZ and there is no state income tax withholding on non-periodic (single sum) payments.

