

# IRA Distribution Request Form



The Oberweis Funds

Mail to: Oberweis Funds  
PO Box 711  
Milwaukee WI 53201

Use this form to take a distribution from a Traditional, Roth or SEP IRA. If you have any questions, please contact Shareholder Services at 1-800-245-7311.

## 1. Account Information (Please print)

First Name

MI

Last Name

Social Security Number

Date of Birth

Account Number

**Note:** If the distribution is being made by a beneficiary and a beneficiary IRA has not been established, the account number may be left blank. Please include a certified death certificate, **an IRA application** for the beneficiary, and a *Medallion Signature Guaranteed letter of instruction that includes instructions to transfer assets between the decedent's IRA and the beneficiary's inherited IRA.*

## 2. Distribution Reason

- Normal Distribution: Participant is over 59 ½ (if this is an RMD, please use the RMD Request Form).
- Premature Distribution: Participant is under age 59 ½ and acknowledges tax consequences and penalties.
- Substantially Equal Payments: Participant is under 59 ½. Distributions are to be made at least annually and the distributions must continue for at least 5 years and until the participant reaches age 59 ½ (both conditions must be met). **Please also complete a Request for Substantially Equal Periodic Payments Form.**
- Disability: Participant is unable to engage in any substantial gainful activity and medical condition is to be of long, continued and indefinite duration. **Enclose a statement on doctor's letterhead or certification of disability from the Social Security Administration.**
- Death: Participant is deceased and the distribution is being made to a beneficiary from the beneficiary's inherited IRA: If a beneficiary IRA has not been established, please enclose a certified death certificate, an IRA application and a Medallion Signature Guaranteed Letter of Instruction requesting the transfer from the decedent's IRA to the beneficiary's inherited IRA. All death distributions will be taken from the Beneficiary IRA. **If the beneficiary is establishing a systematic withdrawal plan to satisfy the Required Minimum Distribution requirements, please include a Death Distribution Form indicating the beneficiary's election under the Minimum Distribution rules.**
- Conversion to a Roth IRA: If you do not currently have a Roth IRA with Oberweis Funds, please complete an IRA application.
- Rollover IRA paid directly to Trustee of Employer's Plan: Acceptance from receiving Employer Plan must be attached. *A Medallion Signature Guarantee is required, see section 7.*
- Excess Contribution: Participant is removing excess contribution of \$ \_\_\_\_\_ for tax year \_\_\_\_\_. To avoid a penalty tax, excess contribution and earnings, if any, must be withdrawn before the due date (including extensions) of your federal income tax return for the tax year of the excess. See IRS Publication 590 for more information.
- Issue a check for excess contributions and earnings.
- Remove the excess contribution and earnings and reapply as a contribution for the current tax year provided the amount is equal to, or less than, the maximum contribution for the calendar year. If the distribution amount is over the contribution limit, Oberweis Funds will return the amount over the contribution limit to the IRA participant.
- Remove excess contribution and earnings and invest in the Oberweis Fund account listed in section 4.

**3. Distribution Instructions**

Please indicate if this is a one-time only distribution or a systematic withdrawal request. The amount indicated will apply to each distribution. If this is a full distribution, please indicate "ALL" in the amount.

Single distribution: This is a one-time only distribution.

Fund Name/Number	\$ Amount
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**An Annual Maintenance Fee of \$12.50 will be charged for all full liquidations. This fee will be deducted from the proceeds of each distribution unless this fee is paid in advance.**

- Please deduct the \$12.50 Annual Maintenance Fee from the proceeds of my distribution.
- Please do not deduct the \$12.50 Annual Maintenance Fee from the proceeds. I have enclosed a check made payable to Oberweis Funds.

Periodic Payment: Systematic Withdrawal Request (please choose frequency):

Please indicate on which of the following days you would like it to be issued.

Fund Name/Number	\$ Amount
<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Annually	
<input type="checkbox"/> 5 <sup>th</sup> or <input type="checkbox"/> 20 <sup>th</sup> of the month. Beginning the month of _____, 20_____	

Fund Name/Number	\$ Amount
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**4. Payment Method**

You can have your distribution deposited into a Oberweis Funds account, sent directly to your bank, or sent to you by check. Please select the payment method you prefer.

- Check to address of record.
- Check to different address (*Requires a Medallion Signature Guarantee; see section 7*).

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Name \_\_\_\_\_

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Street Address \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- Please deposit in my existing non-IRA Oberweis Funds account\*:

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Account Number _____	Fund Name _____
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- Please deposit into a new non-IRA Oberweis Funds account.\* I have attached a completed new account application. *If your existing or new non-IRA account is registered to a name other than your name only (i.e., joint account), a Medallion Signature Guarantee is required (See Section 7).*

- Please send my distribution to the bank listed on my account. (If you would like the proceeds to be sent to a bank other than the bank of record, please list the bank information. **Proceeds sent to a bank other than the bank of record requires a Medallion Signature Guarantee; see section 7.**)

- Electronic Funds Transfer (2-3 business days; no fee.)
- Wire (A \$15.00 fee will be charged.)
  - Please charge the \$15.00 fee to the proceeds.
  - A check for the \$15.00 made payable to Oberweis Funds is enclosed.

Bank Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name(s) on Account \_\_\_\_\_

ABA Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

This is a  checking account  savings account

*Please attached a voided unsigned check or savings account deposit slip here for the bank account listed above*

**5. Withholding Information (substitute W-4P)**

**For Traditional and SEP IRA's: If you do not make an income tax withholding election, Oberweis Funds is required to withhold federal taxes from all distributions at a rate of 10%. If you do not withhold enough taxes, you may be subject to penalty under the estimated tax rules. Your election will remain in effect until you revoke it by notifying Oberweis Funds in writing.**

- Please withhold 10% federal income tax from my distribution.
- Please withhold \_\_\_\_\_% (greater than 10%) federal income tax from my distribution.
- Please do not withhold any federal income tax from my distribution. **You must have a U.S. Residence on file.**

Note: If you are receiving a distribution outside the United States or its possessions, the withholding requirement cannot be waived.

**6. Signature**

I certify that I am the Participant authorized to make these elections and that all information provided by me is true and accurate, and I further certify that no tax advice has been given to me by the Custodian and that all decisions regarding my distribution are my own. I expressly assume the responsibility for any adverse consequences which may arise from the above selections and I agree that the Custodian shall in no way be responsible for those consequences.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

**7. Medallion Signature Guarantee**

**Required if proceeds are going to a payee, address, or bank account other than those listed on your account, if the redemption amount is over \$50,000, or if you are depositing your distribution into an existing or new non-IRA account which is registered to a name other than your name only.**

A Medallion Signature Guarantee may be obtained from a member of a national securities exchange, a U.S. commercial bank, trust company or federally chartered savings and loan, or other eligible guarantor institution that participates in the Securities Transfer Association Medallion Program. **A notary public is not an acceptable guarantor.**

*Medallion Signature Guarantee*