

# IN-SERVICE WITHDRAWAL REQUEST FORM

Plan Name: **WD Associates, Inc. 401(k) Profit Sharing Plan**  
Participant's Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Plan Number: **10931**

## Participant Information

Participant Name: \_\_\_\_\_  
Last First Middle Initial

Participant Address: \_\_\_\_\_  
Street  
City State Zip

Participant's Date of Birth: \_\_\_\_\_

Marital Status: Single  Married

## Withdrawal Information

You should consult with your tax advisor before completing this form to determine all of the income tax consequences to you for any withdrawal election you make. Type of Withdrawal: (*Select one*)

### Before Normal Retirement Age:

- After-Tax Contributions  
 Age 59 1/2 (This withdrawal can be taken from your entire account.)  
 Rollover Contributions

### After Normal Retirement Age:

- Normal Retirement Age (age 62)

### Withdrawal Amount (either before or after Normal Retirement Age):

- Total Amount of Requested Withdrawal: \$ \_\_\_\_\_ OR  
 I request the maximum amount available

## Forms of Payment

You should review the Participant Distribution Notice and consult with your tax advisor before completing this form to determine all of the income tax consequences to you for any election you make. Select the form of payment in which you want to receive your requested vested Account balance from the Plan.

1.  Lump Sum Distribution - This distribution will be paid directly to you. Twenty percent (20%) Federal Income Tax will automatically be withheld from the taxable portion of your distribution that is eligible for rollover. (Withholding will not apply to taxable distributions under \$200 or distributions of after-tax Employee Contributions, Roth 401(k) deferrals, qualified Roth distributions, or any amounts which are not eligible for rollover.)

2.  Full Rollover Distribution - This is a distribution directly to the account you select in option a, b, or c below:
- a.  Fidelity Advisor IRA &/or Roth IRA  
(If this is a new Fidelity Advisor IRA and/or Roth IRA, complete a Fidelity Advisor IRA Application and/or Roth IRA application and return as instructed. If this is an existing Fidelity Advisor IRA and/or Roth IRA, please indicate your account number (s): \_\_\_\_\_ and account type (either IRA or Roth IRA) \_\_\_\_\_).  
Generally if you have existing Roth Deferral or Roth Rollover Contribution sources in your account which you want to rollover, you should select Roth IRA account types to receive such amounts. However, you can also elect to directly roll over the non-Roth sources from your qualified retirement plan to a Roth IRA. Generally amounts converted from any non-Roth sources of the Plan are subject to income taxes in the year of distribution. Please consult your tax advisor for information regarding your individual circumstances before selecting your options.
- b.  Other Individual Retirement Account (A traditional IRA does not include SIMPLE IRA.) (Complete the Eligible Rollover Distribution Information Section).
- c.  New Employer's Eligible Retirement Plan. (i.e. a qualified 401(a) plan, a 403(a) annuity plan, a 403(b) tax-sheltered annuity or a governmental 457(b) plan) (Complete the Eligible Rollover Distribution Information Section).
3.  Partial Rollover Distribution (Combination Rollover Distribution and Lump Sum) - Indicate the percentage \_\_\_\_\_% (1% to 99%) to be rolled over (all remaining taxable money will be sent to you by check) and then select option a, b or c below:
- a.  Fidelity Advisor IRA &/or Roth IRA  
(If this is a new Fidelity Advisor IRA and/or Roth IRA, complete a Fidelity Advisor IRA Application and/or Roth IRA application and return as instructed. If this is an existing Fidelity Advisor IRA and/or Roth IRA, please indicate your account number (s): \_\_\_\_\_ and account type (either IRA or Roth IRA) \_\_\_\_\_).  
Generally if you have existing Roth Deferral or Roth Rollover Contribution sources in your account which you want to rollover, you should select Roth IRA account types to receive such amounts. However, you can also elect to directly roll over the non-Roth sources from your qualified retirement plan to a Roth IRA. Generally amounts converted from any non-Roth sources of the Plan are subject to income taxes in the year of distribution. Please consult your tax advisor for information regarding your individual circumstances before selecting your options.
- b.  Other Individual Retirement Account (A traditional IRA does not include SIMPLE IRA.) (Complete the Eligible Rollover Distribution Information Section).
- c.  New Employer's Eligible Retirement Plan. (i.e. a qualified 401(a) plan, a 403(a) annuity plan, a 403(b) tax-sheltered annuity or a governmental 457(b) plan).  
(Complete the Eligible Rollover Distribution Information Section).

## ***Income Tax Withholding***

Fidelity will withhold twenty percent (20%) of eligible rollover amounts that are not rolled directly into an IRA or another eligible retirement plan. You cannot elect out of this withholding. Generally amounts from non-Roth sources directly rolled over from your plan to a Roth IRA must be included in your gross income in the year distributed. Taxable amounts that are not eligible for rollover are subject to federal income tax withholding at rates required by law unless you attach a completed IRS Form W-4P with this form.

Fidelity will withhold State Income Tax if elected below.

(This only applies to states that require withholding. Please check with the Plan Administrator.)

Please specify the state of your primary residence: \_\_\_\_\_.

- a.  I do not want State Income Tax to be withheld from my distribution.
- b.  I do want State Income Tax to be withheld from my distribution.
- c.  I do want State Income Tax to be withheld from my distribution plus an additional amount of \$\_\_\_\_\_ (\$10 Minimum).
- d.  For residents of Connecticut (CT), New York (NY), New Mexico (NM), or New Jersey (NJ) ONLY: I want state income tax to be withheld from my distribution in the amount of \$\_\_\_\_\_ (\$10 minimum). These states require an amount to be provided or no tax is withheld.

*Note: options b and c are not available for residents of CT, NY, NJ, NM*

You should consult with your tax advisor before completing this information to determine all of the income tax consequences to you for any election you make. Whether or not taxes are withheld, you are still responsible for the full payment of federal income tax, any state or local taxes and any penalties which may apply to your distribution(s). You may be responsible for payment of estimated taxes and may incur penalties under IRS rules if your estimated tax payments are not sufficient.

## ***Eligible Rollover Distribution Information***

Complete this section if you have elected an eligible rollover distribution under the Form of Payment Section.

If you request an eligible rollover distribution, a check(s) will be mailed directly to you as the Participant and issued payable to the custodian or trustee based upon the information listed below. However, if you request a distribution to an IRA at Fidelity, the funds will be deposited directly into the account you have established and you will receive a confirmation by mail from Fidelity. The check stub will also contain the notation "direct rollover." (Note: A qualified 401(a) plan, a 403(a) annuity plan, a 403(b) tax-sheltered annuity or an eligible governmental 457(b) plan may refuse to accept an eligible rollover distribution. Please check with your new employer to determine if its plan will accept your eligible rollover distribution).

For rollover of non-Roth contribution sources:

Custodian/Trustee Name \_\_\_\_\_

Plan Name (if applicable) \_\_\_\_\_

Account Number (if applicable) \_\_\_\_\_

Account Type(s) (if applicable) (Traditional IRA/Roth IRA/etc.) \_\_\_\_\_

## Signatures

I acknowledge that I have received and read the Participant Distribution Notice, provided by the Plan Administrator, which includes the Special Tax Notice Regarding Plan Payments. I affirmatively elect the payment option(s) in the Form of Payment Section of this form and waive the un-expired portion of the minimum thirty-day notice period during which I may consent to a withdrawal from the Plan. I hereby certify that the information on this form is true, accurate and complete.

**PARTICIPANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Please note:** If you are rolling over to a Fidelity Advisor Traditional or Fidelity Advisor Roth IRA, the assets in your company's retirement savings plans will not transfer until this form has been processed and a Fidelity Advisor Traditional IRA (or Fidelity Advisor Roth IRA) account has been established. If you have any questions, please contact a Fidelity representative at 800-294-4015.

For Plan Administrators: If you will be submitting this form to Fidelity, please provide the following:

As Plan Administrator I authorize the Participant's in-service distribution including the specific form of payment requested. If the Participant elects option 2 or 3 under the Form of Payment Section, then I certify that I have obtained adequate information from the Participant (as indicated in the Eligible Rollover Distribution Information Section) that the eligible rollover distribution is being distributed to either an eligible retirement plan or IRA.

**PLAN ADMINISTRATOR**

**PRINT NAME \*** \_\_\_\_\_

**PLAN ADMINISTRATOR**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**\* Note: The Plan Administrator should both print and sign their name in the spaces given.**

Date of Hire: \_\_\_\_\_ Vesting Percentage: \_\_\_\_\_

Form Completion Checklist (for Plan Administrator)

**Before submitting this form, please verify that you have included the following information:**

- Participant's Social Security number
- Participant's Signature
- Plan Administrator's signature