

*Investment Advisor "IA" Information (This portion to be completed by IA.)*

IA Firm Name (Please print) \_\_\_\_\_

IA Master Account Number \_\_\_\_\_ ISG Team \_\_\_\_\_

**Note:** This form cannot be used for distributions from Custodial, IRA, 403(b), Qualified Retirement Plan or Keogh accounts. For these distributions, use your Custodial account, IRA, 403(b) or QRP distribution form.

**1. Schwab Account Information**

Please check all that apply:  Implement new instructions  Change existing instructions  
 Implement additional instructions  Terminate existing instructions

Schwab Account Number: \_\_\_\_\_

Name(s) on Schwab Account (List all names on the account.) \_\_\_\_\_

**2. Distribution Instructions**

Choose one:  Please send check to the address on my Schwab account.  
 Please make the check payable as indicated below (all fields required):

Payee Name \_\_\_\_\_

Payee Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Recipient name is different from payee's name. Please mail check to (all fields required):

Recipient Name \_\_\_\_\_

Recipient Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Use overnight delivery. (Fees may apply. Call your Investment Advisor for details.)

Journal to Schwab account number: \_\_\_\_\_

This is a contribution to an IRA for tax year: \_\_\_\_\_

**3. Frequency of Distribution: One-Time, Periodic or Total**

Call your Investment Advisor if you want to liquidate any securities in your account before this distribution is issued.

Choose one:

**A.**  **One-Time** (On Request)

- Distribute entire money market fund balance.
- Distribute \$\_\_\_\_\_ from my money market fund.
- Distribute specific shares of securities listed below.
- Distribute, in certificate form, specific shares of securities listed below.\*

If you indicated that you want securities distributed, please list the securities here.

Number of Shares	Name of Security	Number of Shares	Name of Security

(Please list additional securities on a separate sheet.)

*For Charles Schwab Use Only*

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



**3. Frequency of Distribution: One-Time, Periodic or Total** (Continued)

**B.  Periodic** (On Schedule)

Beginning \_\_\_\_\_, and continuing until I instruct otherwise, distribute \$\_\_\_\_\_ from my money market fund.  
(mm/dd/yy)

Frequency (choose one):  Weekly  Semi-monthly  Monthly  Last business day of each month  
 Every two months  Quarterly  Semi-annually  Annually

**C.  Total**

- Please distribute entire account assets in kind. (For journal use only.)
- Distribute all cash equivalents and/or all securities in certificate form from my Schwab account\*

My Schwab account should (select one):  Be closed  Remain open

\*Allow approximately four to six weeks to process distributions of securities in certificate form. The value of the distribution (including securities) is determined as of the closing price on the business day the distribution is issued. Schwab charges a per-certificate fee for physical stock certificates. Please refer to the Charles Schwab Institutional Pricing Guide for more information. Mutual funds, certificates of deposit and Treasuries cannot be delivered in certificate form.

**4. Please Read and Sign**

By signing below, I acknowledge that Schwab will not process my distribution request if there are not sufficient available funds in the account. I understand that Schwab reserves the right to terminate automatic transfers, at its election, for any reason. I certify that the information provided on this form is correct, and Schwab may rely on my certification without further investigation or inquiry.

Account Holder(s) MUST sign below if assets are moving to a party other than the Account Holder(s).

▶ \_\_\_\_\_ Date \_\_\_\_\_  
Signature: Account Holder/Trustee/Executor (mm/dd/yy)

▶ \_\_\_\_\_ Date \_\_\_\_\_  
Signature: Account Holder/Co-Trustee/Co-Executor (mm/dd/yy)

▶ \_\_\_\_\_ Date \_\_\_\_\_  
Signature: Account Holder/Co-Trustee/Co-Executor (mm/dd/yy)

▶ \_\_\_\_\_ Date \_\_\_\_\_  
Signature: Investment Advisor (if applicable and so authorized) (mm/dd/yy)

**Investment Advisor may sign only if Account Holder has granted disbursement authority and the receiving account registration is identical to the Schwab account registration.**