



**Personal Data**

Name (please print): \_\_\_\_\_

**REQUIRED** Account Number **OR** Last 4 of SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**(If your identification information above is not provided your request will be delayed)**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Primary Phone Type:  Cell  Work  Home

Email: \_\_\_\_\_

How would you like to be contacted if additional information is required?  Phone  Email

**Alerts (Optional)** - Please send me alerts regarding this distribution via:  Email **OR**  SMS to my cell number\*

\* By selecting this option, you are opting into receiving text messages from the Plan administrator. Message and data rates may apply.

**Distribution Method**

**Eligibility to Withdrawal funds (Select one that applies.) Please Note:** If one of the following eligibility reasons do not apply, you are not eligible to distribute funds from **your** Alternate Payee account at this time.

- My Alternate payee account was established within the past 60 business days.
- My Alternate payee account was established more than 60 business days; **however, the original participant either has attained age 50 or older or is retired/separated from service.**

**Distribution Setup**

- Full Distribution:** If you are electing a Full Distribution of your Plan account, please check the box. Please proceed to the Payment Method section.
- Partial Distribution:** Amount: \$ \_\_\_\_\_ Effective Upon Receipt. This can be done in combination with Periodic Payments.
- Periodic Payments:** Please select one option only.
  - a. Fixed Dollar Amount of \$ \_\_\_\_\_ **OR** Fixed Time Period of \_\_\_\_\_ years
  - b. Frequency:  Monthly  Quarterly  Semi-annually  Annually
  - c. Start Date: \_\_\_\_\_ (mm/dd/yyyy) *If a start date is not provided, the distribution start date will be the date your request is processed and therefore all subsequent distributions will process on the same date.*

**NOTE:** If you are age 73 or older, you may be required to receive a Required Minimum Distribution (RMD). If you selected Periodic Payments and you do not satisfy your RMD, an additional check will be sent to you to meet your RMD prior to year-end.

- Life Expectancy Distributions:** (Recalculated annually based on life expectancy tables.)
  - a. Frequency:  Monthly  Quarterly  Semi-annually  Annually
  - b. Start Date: \_\_\_\_\_ (mm/dd/yyyy) *If a start date is not provided, the distribution start date will be the date your request is processed and therefore all subsequent distributions will process on the same date.*

**NOTE:** Uniform Life and Joint and Last Survivor Life Expectancy tables are prepared by the United States Department of the Treasury. Information regarding the life expectancy of a person of your age and situation can be obtained by calling the HELPLINE at 1-800-422-8463 and speaking to a Representative or Account Executive, or you can access the table on the Plan Web site at www.nysdcp.com.

**Source Type: Select the source that applies.**

- Pre-tax ONLY** - The default source if none are selected.
- All** - Prorated from all source types.
- Roth** - If all or a part of your request will go towards satisfying a RMD, the funds in Roth source will be excluded from the RMD calculation and the RMD cannot be withdrawn from Roth funds per SECURE Act 2.0 legislation.
- Rollover** - You will have this source type if money was rolled into the original participant's account in the past from another retirement plan. Selecting this DOES NOT necessarily indicate you are requesting a rollover out of the account.

**Distribution Method (continued)**

**Investment Option:**  Prorated from All Investments (default)  Stable Income Fund only

**NOTE:** If the Stable Income Fund is selected but is unable to fully fund the request, the distribution will be prorated from all investments

**Direct Rollover to another retirement Plan.** Must be the full Plan balance of the account.

**Did you know?** If you are required to withdraw an annual RMD and your current year's RMD has not been satisfied prior to this rollover request, the Plan must process this year's RMD and then process your rollover. **This happens whether you request a partial or full rollover.** The IRS requires that the RMD be made payable to you.

**NEW FINANCIAL INSTITUTION INFORMATION**

Make check payable to: \_\_\_\_\_ FBO: \_\_\_\_\_  
(Financial Institution Name) (Your name)

**Note:** A check will be made payable to the new financial institution for the benefit of (FBO) the participant. Please allow for regular mailing times (7 to 12 business days from the check creation date). The participant must send the rollover check to the new financial institution. The Plan cannot process "In Kind" rollovers or send rollovers via ACH or Wire.

**Payment Method**

**Send a check** - Default option if no other selection is made.  
Allow 7 to 12 business days from the process date for receipt.

**Direct Deposit ACH** - A check will be issued if this ACH information cannot be validated or if the funds are returned.  
Allow 4 to 6 business days from the process date for receipt in your bank account.

**Direct Deposit ACH on file with the Plan** - Last 4-digits of Bank Account Number on file: \_\_\_\_\_

**New Direct Deposit ACH** - send funds to my bank account using the information provided below.

**Account Type/Verification needed:**  Checking Account **OR**  Savings Account

**Verification** - New Direct Deposit (ACH) information provided to the Plan may require an additional verification. If that verification is needed a NYSDCP representative will contact you to resolve that on a recorded line.

**Bank or Credit Union Name:** \_\_\_\_\_

**ABA/ Routing Number (First nine digits only):** \_\_\_\_\_

**Bank Account Number:** \_\_\_\_\_

## Tax Withholding

**Federal Income Tax Withholding Options** - The Plan will default to the standard Federal Income Tax Withholding (FIT) indicated under the Type of Payment (shown below) unless otherwise directed.

**PLEASE NOTE:** Qualified Roth distributions are not subject to income tax. Unqualified Roth distributions will be taxed on the portion that represent earnings above the contributed amount. A qualified distribution is one that occurs when you are over 59.5 years of age and the account has been established for more than 5 years

**IRS Forms W-4R and W-4P** - Review your type of Payment below. When required, the W-4 forms can be obtained under the Distribution tab of the Forms and Publications section on [www.nysdcp.com](http://www.nysdcp.com) or by calling the HELPLINE.

Type of Payment	Standard Federal Income Tax (FIT)	If you want an amount <u>more</u> than standard.	Is a Federal Income Tax (FIT) amount less than 20% allowed?
Full Withdrawal	20% FIT	Indicate a percentage on Form W-4R	No
Partial Withdrawal	20% FIT	Indicate a percentage on Form W-4R	No
Periodic Payout lasting less than 10 years.	20% FIT	Indicate a percentage on Form W-4R	No

Standard 20% FIT  I elect more than standard FIT. I have indicated a % on IRS form W-4R.

Type of Payment	Standard Federal Income Tax (FIT)	If you want an amount <u>different than standard but more than zero.</u>	Is zero Federal Income Tax (FIT) allowed?
Periodic Payout lasting 10 years or more	FIT is withheld using the current standard IRS withholding rule of single with zero allowances.	Indicate a dollar amount on W-4P	Yes No additional form required. If you want zero FIT check the 'Zero FIT' box below.

Standard single and zero  Zero FIT  I elect a FIT different than the standard but more than zero.  
I have indicated a dollar (\$) amount on IRS form W-4P.

Type of Payment	Standard Federal Income Tax (FIT)	If you want an amount <u>different than standard but more than zero.</u>	Is zero Federal Income Tax (FIT) allowed?
Required Minimum Distribution (RMD).	10% FIT	Indicate a percentage on W-4R.	Yes No additional form required. If you want zero FIT check the 'Zero FIT' box below.

**Standard 10% on RMD.** 10% Federal Income Tax (FIT) will be withheld on the RMD amount but if a portion of this distribution is more than the RMD that needs to be satisfied 20% FIT will be withheld on the overage.

**Zero FIT on RMD.** Zero Federal Income Tax (FIT) will be withheld on the RMD amount but if a portion of this distribution is more than the RMD that needs to be satisfied, 20% FIT will be withheld on the overage.

**I elect a FIT different than the standard but more than zero.** The Federal Income Tax (FIT) indicated on form W-4R will be withheld on the amount that represents the RMD. **When an amount of 20% FIT or more is selected on W-4R** - The percentage on the W-4R will be taken on the entire distribution (the RMD and the amount over RMD.) **When a percentage more than zero but less than 20% is selected on W-4R.** The amount on the W-4R will be taken on the RMD only. The overage still will be taxed at the standard 20% FIT.

**State Income Tax Withholding Options** - State tax is reported to the state associated with your address of record at the time this request is processed.

Select only one option that applies. With either option, where applicable\*New Jersey residents skip to the last item in this section which references New Jersey specifically.

**Please note:** With either option where applicable the amount you select will be superseded by any mandatory state withholding requirements.

I request a withholding rate of \$ \_\_\_\_\_ OR \_\_\_\_\_ %  
(Whole percentage or Even dollar amounts only)

Please do not withhold state taxes  
(Please note: If you are a resident in a state that mandates state tax withholding at the time of processing that mandatory amount will be withheld even if you select this option)

**\*For New Jersey residents only\***

I request a **NJ state tax** withholding of \$ \_\_\_\_\_ (Required: Whole dollar amounts only)

## Authorization

I understand I have a right to receive and review the Special Tax Notice Regarding Plan Payments no less than 30 days and no more than 180 days prior to this distribution. However, if I elect to receive this distribution before the end of the 30-day minimum notice period, this election shall constitute a waiver of my rights to the 30-day notice requirement.

I hereby authorize the Plan's trustee to initiate direct deposits from the Plan to the account referenced above with the financial institution named above. This authority will remain in effect until I have given the Plan written notice that I have terminated the above referenced account or until I have been notified that this deposit service has been terminated. I understand that I must give the Plan sufficient advance notice to allow for processing of these instructions. If an incorrect amount should be deposited into my account by the Plan, I authorize the Plan to direct my bank to make the appropriate credit or debit adjustment.

I understand that mutual funds may impose a short-term trade fee and that I should read the underlying prospectuses carefully for more information.

I have read the instructions and understand the requirements. I understand that I may be subject to civil and criminal liability for any false statements on this form or any papers attached to or related to this form or my claim under the Plan.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Form Return

**Mail:** New York State Deferred Compensation Plan  
Administrative Service Agency  
PO Box 182797  
Columbus, OH 43218-2797

**Overnight Mail:** New York State Deferred Compensation Plan  
Administrative Service Agency, 1-LC-F2  
1 Nationwide Plaza  
Columbus, Ohio 43215-2239

**Fax:** 1-877-677-4329

When faxing paperwork, please allow two hours for your form to be received. If your fax is sent after 3:00pm your paperwork will be filed on the next business day.



**Did you know? You can easily submit your distribution request online and track the status of it!** Log into your account at [www.nysdcp.com](http://www.nysdcp.com) click "Manage Account" and "Withdraw Money" to start your online distribution request. Click "Track Withdrawal Status" to receive real time updates on the status of your distribution.