



Qualified Trust Company Distribution Checklist

Qualified Trust Company will not be able to process your Distributions Forms until all three forms are received in Good Order. When completing the forms, please use the checklist below to verify that the forms are completed correctly and are ready for processing before you submit them.

Qualified Trust Company Distribution Form

1. Account Information – Please write your full legal name in “Account Owner Name” and you social security number in “Account Owner’s SSN”
2. Reason for Distribution- Please select the situation that pertains to you best
 - Normal – if your age is 59 ½ years or older
 - Premature – if your age is below 59 ½ years old
 - Direct Rollover to qualified plan – this is only if you are transferring the funds to another IRA
3. Tax Withholding- Please read the Notice of Withholding. You must make an elect for federal and state tax withholding, if applicable and it must be a minimum of 10% Please Note: Rollovers are not subject to tax.
4. Method of Payment- Please choose how you would like to receive your funds. By default, a check will be sent to your address on record.
 - Check → elect a lump sum distribution check : this means a check will be mailed to you
 - Check → elect a rollover check : this is for rollovers to an IRA
 - a. For rollover checks, please provide name of institution, account number, name of plan, and address of institution
 - b. For rollovers to an Employer Qualified Plan, the account number and name of plan is required
 - ACH (direct deposit) → please fill out the box: ABA# (routing number), Bank Name, Bank Account Number, Bank Account Name (your name), and type of account
5. Authorization and Signature- Please sign using full legal name (as shown on driver’s license) in Account Owner Name section and signature. Please include date. Make sure to sign in your full name as initials/nicknames will not be processed.

MATC IRA Supplement Form

6. Acknowledgment of Receipt- please sign using full legal name (as shown on driver’s license) and include date

MATC Custodial Agreement Form

7. Section 1.1- Account Registration, make sure the correct type is selected: Traditional OR Roth
8. Section 1.2- Account Owner Information: Make sure to fill out the information properly
 - Your email address is required to have online MATC account access
 - Your SSN or TIN is necessary in this section, even if you have supplied it elsewhere
9. Section 1.3 - You DO NOT have to complete the Primary Beneficiary information
10. Section 6- Authorized Signatures, please print and sign using full legal name (as shown on driver’s license) in Account Owner 1 section. Make sure you include date.

In order to finish processing your distribution request, additional documents are required. Please see the next page for more information.



Qualified Trust Company Additional Documents

In order to finish processing your distribution request, additional documents are required. Please read below.

Additional Document: Account Owner Verification

Before we can release your funds, we must verify your identity. The best way to do this is to have a copy of your Driver's License. Please attach photos or scans of the **front and back of your current driver's license**. If you do not have a current driver's license, a photo of your passport will work as well.

If you have provided a photo of your passport OR If your driver's license shows a different address than what you put in the "mailing address" section of the Custodial Agreement form, please attach a photo or scan of a **utility bill** showing your name and matching address. Please DO NOT attach envelopes, only full pages accepted.

On the Custodial IRA Agreement, if you selected your citizen type as "resident alien" or "non-resident alien" then please provide a copy of your **social security card** for verification. We must verify your social security number in order to process your request and create your tax forms (1099-R).

Additional Document: For ACH (direct deposit) ONLY

If you would like your distribution sent via ACH (direct deposit) instead of a check, please attach photo or scan of a **voided check** with your name on it to confirm routing information.

If you are unable to provide a void check, some banks also provide **direct deposit forms** as well. Please attach a photo or scan of the direct deposit form. Please make sure this form has your bank name, your name, the routing number, and account number.

Additional Document: For Name Changes ONLY

If your name has changed, please make sure that your forms are filled out in your legal name (as shown on license).

In order to verify that your last name has changed, we need a **photo/scan of your marriage certificate, divorce decree, or any court document** to verify the change. Please attach the corresponding documents.