

## **ROTH IRA Paper Distribution instructions**

**Please note you may be charged penalties for withdrawing from your Stash Retire account early. Any penalties come from the IRS and for any specific question please reach out to a tax professional. You can move your portfolio to another Broker without incurring penalties from the IRS. This is called an ACAT. You can find our ACAT instructions at [www.askstash.com/ACAT-transfer](http://www.askstash.com/ACAT-transfer).**

We understand you are looking to withdraw from your Stash Retire account. If you have not tried already please go to the link here to fill out our digital form <https://app.stash.com/withdrawals/new> (**Please note:** if using a mobile device please copy and paste the link to avoid being redirected to the Stash app as this is only available on the web.). If this is not working please download the relevant document for your account (note: link to ask stash question) to send back so that we can deposit the money back to your bank. There are detailed instructions on filling out the form below. Please read all instructions carefully before filling out the form.

**If you are planning on filling out the document online, you will need to download the following Adobe program <https://get.adobe.com/reader/>. Do not open the document in preview or any similar programs as it will not be filled out correctly.**

**Please read very carefully and follow the instructions to the best of your ability. Reach out to us with any questions you may have. If the document is not filled out properly, our custodian Apex will not accept the document and we will need you to fill it out again.**

**1. In ACCOUNT HOLDER'S INFORMATION section:** add your name, account number, SSN & date of birth

A. Your account number can be found at the bottom of the bank account page under your Retire Account section of your Stash App.

**2. Under BENEFICIARY (OR FORMER SPOUSE) INFORMATION:** Make sure under Name it states "N/A"; nothing else is to be written in this section

**3. For TYPE OF DISTRIBUTION:** Check off type of distribution

A. Qualified: If you are over 59 & ½ years old

B. Premature: If you are under 59 & ½ years old

C. Transfer to Identical Roth IRA: If you are transferring funds to another Roth IRA.

D. Roth Distribution with Exception:

**4. Where it says Excess Contribution Removed Before Excess Removal Deadline & Recharacterizations:** leave this section blank

**5. Under DISTRIBUTION METHOD:** Fill in the amount you wish to withdraw in the "PAYMENT IN THE AMOUNT OF" if it is a partial Withdrawal.

A. If you are closing the account select "Total Account Distribution"

**6. For TAX WITHHOLDING ELECTION:** Check off the correct option for **both** federal and state withholding options

**This should not be construed as tax advice. Please consult a tax professional for additional questions. Please refer to the [IRS website](#) for additional information.**

A. This can be found by going to your Stash App and selecting your profile in the top left of the home screen>Financial Profile>Retirement Questions>Do you want Stash to withhold taxes from your distributions?

1. You will choose either **YES** which means we withhold 10%

2. Or **NO** which means we will not withhold 10%

B. If **NO** check the first box under federal and state "do not withhold"

C. If **YES** check the second box under federal and state and write in 10%

**7. In DELIVERY INSTRUCTIONS:** Check "Special Payment Instructions" and write in "ACH On File" when transferring to your bank account on file. Or "Address on Record" when there is no bank account on file and we need to send you a check. **DO NOT FILL IN ANY OTHER INFORMATION IN THIS SECTION.**

**8. Under SIGNATURE:** Sign and Date the line for "IRA Holder or Beneficiary"

**Nothing further is needed from you on the form.**

**Scan or take a picture and email the filled out your document to [support@stash.com](mailto:support@stash.com) with the subject "Close Retire Account paper form".**

P.S. If you are looking to close your Stash Invest account, please start by turning off Auto-Stash and Smart-Save if you have either turned on, and then sell any investments you have and initiate a withdrawal of the money after the 2-day settlement period.

**Roth IRA: Withdrawals** of the money (Contributions) you put in are penalty and tax free. Prior to age 59½, withdrawals of interest and earnings are subject to income tax and a 10% penalty. All earnings are tax free at age 59½ or older, assuming your first contribution was more than 5 years prior. Income Eligibility applies.