

Please use this form if you would like to provide or make any changes to your IRA Certificate maturity instructions.

Processing may take 3 business days after maturity to complete. The renewal rate has not yet been determined and will be established on the date of maturity. If you need more information or current rates, this may be obtained online at **navyfederal.org** or by phone at 1-888-842-6328. You have 21 calendar days from the maturity date to change the conditions under which the IRA Certificate will be renewed.

Please complete, print, and sign the IRA Certificate maturity instruction form. You may send the signed request as an attachment to your eMessage, fax to 1-703-206-4250, bring to a local branch office, or mail to Navy Federal Credit Union, PO Box 3001, Merrifield, VA 22119-3001.

To continue growing your savings, consider renewing to one of our **Featured** products. For more product information and current rates, visit us online at **navyfederal.org/certificates** or by phone at 1-888-842-6328.

If you have any questions while completing this form, please contact an IRA specialist at 1-888-842-6328 between 7:30 am and 11:00 pm, Eastern Time, Monday through Saturday. For toll-free numbers when overseas, visit **navyfederal.org**.

## IRA/ESA Certificate Maturity Instructions

Member's Name	IRA/ESA No.	IRA/ESA Certificate Maturity Date (MM/DD/YY)
<p><b>Please check the appropriate box(es):</b></p> <p><input type="checkbox"/> At maturity, renew the IRA Certificate for \$_____ with a term of _____ months or _____ years.</p> <p><input type="checkbox"/> Transfer funds from/to my Navy Federal account number _____.</p> <p><input type="checkbox"/> A check is enclosed for \$_____. <input type="checkbox"/> Current Year Contribution <input type="checkbox"/> Prior Year Contribution</p> <p><input type="checkbox"/> Transfer the entire balance at maturity to my Navy Federal account number _____.</p> <p><input type="checkbox"/> Send me a check for the entire balance at maturity.</p> <p><input type="checkbox"/> Change my periodic transfer to \$_____ starting on _____. <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly (Eligible IRA Certificates only)</p>		
<p><b>IRA/ESA Withdrawal:</b> (This section must be completed if withdrawing funds from an IRA or ESA.)</p> <p><input type="checkbox"/> Traditional Normal <input type="checkbox"/> Traditional Premature <input type="checkbox"/> Disability <input type="checkbox"/> Roth Qualified <input type="checkbox"/> Roth Premature <input type="checkbox"/> Roth Exception <input type="checkbox"/> ESA</p>		
<p><b>Tax Withholding (IRA only):</b> (This section must be completed for IRA withdrawals.) <b>Federal/State tax withholdings are not allowed from ESA distributions.</b></p> <p><input type="checkbox"/> No Federal Withholding: Do not withhold any Federal tax from my IRA distribution.*</p> <p><input type="checkbox"/> Federal Withholding: Withhold 10% or _____% of the distribution for Federal income tax (1% minimum).*</p> <p><input type="checkbox"/> No State Tax Withholding: Do not withhold any state tax from the IRA distribution.**</p> <p><input type="checkbox"/> State Tax (excluding CA and VT): Withhold _____% of the distribution for _____ state income tax.</p> <p><input type="checkbox"/> California and Vermont State Tax Only: Withhold _____% of the Federal tax withheld for _____ state income tax.</p>		
Member Signature	Date (MM/DD/YY)	

\*See reverse for important Federal tax withholding information.

\*\*See reverse for important state tax withholding information. **Navy Federal can only withhold for the states listed on reverse.**



**\*Federal Tax:** Withdrawals from your IRA may be subject to Federal income tax withholding unless you check the “No Withholding” box. If neither box is checked, Navy Federal will withhold 10% of the withdrawal for Federal income tax. Qualified withdrawals from a Roth are not taxable. A US citizen or resident alien may not waive withholding on any distribution delivered outside the US or its possessions. Distributions to a nonresident alien are generally subject to a tax-withholding rate of 30%. If you elect not to have Federal tax withholding applied to your withdrawals, you may be responsible for payments of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient. Non-qualified withdrawals from a Roth may be taxable.

## State Tax Withholding Information

**\*\*This information is not intended to provide you with complete withholding rules and regulations for state tax withholding. Navy Federal makes every effort to obtain information about state tax law from state revenue authorities, and every effort has been made to ensure its accuracy. Because state tax laws are subject to change, often without prior notice, the accuracy of the information cannot be guaranteed beyond the revision date of the form. Seek professional tax advice if you have questions regarding state withholding requirements that apply to your Traditional and/or SEP IRA distribution. State tax is not required for Roth IRA distributions.**

**IMPORTANT: Please review the below requirements for your state carefully before completing your state withholding election. Navy Federal can only withhold for the following listed states and District of Columbia. Navy Federal cannot withhold an amount less than the required minimum for your state. If no election is made, the minimum withholding will be taken based on your state on record with Navy Federal.**

**Arkansas (AR):** The minimum withholding rate is 3.00% of the distribution amount. Withholding is required if electing to have Federal tax withheld. AR state tax can be waived or increased.

**California (CA):** The minimum withholding rate is 10% of the Federal tax withheld amount. CA state tax can be waived or increased. The amount of withholding **cannot** be less than \$10.

**Connecticut (CT):** The minimum withholding rate is 6.99% of the distribution amount. Withholding is mandatory for lump sum distributions\* and cannot be waived. For other than lump sum distributions,\* CT state tax can be waived. CT tax rate can be increased. CT requires completing and returning form CT-W4P to waive withholding. **NOTE:** If you have a CT-W4P form requesting to waive on file with Navy Federal, and it is your last election, you do not need to submit a new CT-W4P form to waive withholding.

\*CT defines Lump Sum Distributions as “any distribution greater than \$5,000 or more than 50% of the payee’s entire IRA plan balance, whichever is less.

**Delaware (DE):** The minimum withholding rate is 5.00% of the distribution amount. Withholding is mandatory if electing to have Federal tax withheld. DE state tax **cannot** be waived if Federal tax is withheld. DE state tax can be increased.

**District of Columbia (DC):** Withholding is mandatory at a rate of 10.75% for lump sum distributions of the full IRA plan balance. This withholding **cannot** be waived. Withholding on partial IRA distributions is not allowed.

**Iowa (IA):** The minimum withholding rate is 3.80% of the distribution amount. IA state tax can be waived or increased.

**Kansas (KS):** The minimum withholding rate is 5.58% of the distribution. Withholding is required if electing to have Federal tax withheld. KS state tax can be waived or increased.

**Maine (ME):** The minimum withholding rate is 5.00% of the distribution. Withholding is required if electing to have Federal tax withheld. ME state tax can be waived or increased.

**Massachusetts (MA):** The minimum withholding rate is 5.00% of the distribution. Withholding is mandatory if electing to have Federal tax withheld. MA state tax **cannot** be waived if Federal tax is withheld. MA state tax can be increased.

**Michigan (MI):** The minimum withholding rate is 4.25% of the distribution. MI state tax can be waived or increased. **MI requires completing and returning form MI-W-4P to waive withholding. NOTE:** If you have a MI-W-4P form requesting to waive on file with Navy Federal, and it is your last withholding election, you do not need to submit a new MI-W-4P form to waive withholding.

**Minnesota (MN):** The minimum withholding rate is 6.25% of the distribution. MN state tax can be waived or increased. **MN requires completing and returning form W-4MNP to waive withholding. NOTE:** If you have a W-4MNP form requesting to waive on file with Navy Federal, and it is your last withholding election, you do not need to submit a new W-4MNP form to waive withholding.

**Nebraska (NE):** The minimum withholding rate is 5.00% of the distribution. Withholding on premature distributions is not allowed regardless of Federal tax election. For other than premature distributions, NE state withholding is mandatory if Federal tax is withheld and **cannot** be waived. NE state tax can be increased.

**North Carolina (NC):** The minimum withholding rate is 4.25% of the distribution. Withholding is required if electing to have Federal tax withheld. NC state tax can be waived or increased.

**Oklahoma (OK):** The minimum withholding rate is 4.75% of the distribution. Withholding is mandatory if electing to have Federal tax withheld. OK state tax **cannot** be waived if Federal tax is withheld. OK state tax can be increased.

**Oregon (OR):** The minimum withholding rate is 8.00% of the distribution. Withholding is required if electing to have Federal tax withheld. OR state tax can be waived or increased. The amount of withholding **cannot** be less than \$10.

**Vermont (VT):** The minimum withholding rate is 30% of the Federal tax withheld amount. Withholding is mandatory if electing to have Federal tax withheld. VT state tax **cannot** be waived if Federal tax is withheld. VT state tax can be increased.

**Virginia (VA):** The minimum withholding rate is 4.00% of the distribution amount. VA state tax can be waived or increased.

**Federally insured by NCUA.**