



# Individual Retirement Account (IRA) Request for Distributions

Use this form to request a one-time distribution, establish a Systematic Withdrawal Plan (SWP) or request a Conversion/Recharacterization from your IRA.

<https://www.domini.com/>

If you have any questions or need any help filling out the application, please call **800-582-6757**.

After you have completed and signed this form,

Please mail to:  
**Domini Funds**  
**P.O. Box 46707**  
**Cincinnati, OH 45246**

Overnight Delivery:  
**Domini Funds**  
**225 Pictoria Dr, Suite 450**  
**Cincinnati, OH 45246**

Fax **1-877-513-0756**

## 1. INVESTOR INFORMATION (\*Required Information)

Owner's Name\* (First, M.I., Last)

Date of Birth\*

Street Address (Physical Address)\*

City\*

State\*

Zip Code\*

Account Number\*

Daytime Phone\*

## 2. REASON FOR DISTRIBUTION

I am at least age 59½ and this is a normal distribution.

I am under age 59½ and this is a premature distribution; I am aware that the IRS may assess a 10% penalty.

## 3. DISTRIBUTION INSTRUCTIONS

Select either a **One Time** or **Systematic Distribution**. Provide details about the distribution(s) you are requesting to assist us in meeting federal regulations for tax reporting. **Please note that a Medallion Signature Guarantee may be required based on the amount requested.**

### One Time Distribution

I wish to withdraw my entire account balance.    I wish to make a one-time, partial withdrawal of \$

I wish to withdraw the requested amount proportionately across all investments.

I wish to withdraw the requested amount based on my pre-selected asset allocation model.

I wish to withdraw the requested amount from my investments as indicated in the chart below.

\*If no election is made, we will withdraw the requested amount proportionately across all your investments.

**Name of Investment**

**Total Investment Amount (\$)**

Total:

**Systematic Withdrawal**

I wish to set up Automatic withdrawals in the amount of \$ \_\_\_\_\_ on a

Monthly    Quarterly    Semi-Annual    Annual basis.

Start Month                      Start Date

\*If no day is chosen, distributions will be made on the 25th day of the next upcoming month or the prior business day if the 25th falls on a weekend or holiday.

\*If your request is received or processed after your requested start date, the first distribution will occur on the selected day of the next upcoming month.

I wish to withdraw the requested amount based on my pre-selected asset allocation model.

I wish to withdraw the requested amount proportionately across all investments.

I wish to withdraw the requested amount from my investments as indicated in the chart below.

\*If no election is made, we will withdraw the requested amount proportionately across all your investments.

**Name of Investment**

**Total Investment Amount (\$)**

Total:

**Required Minimum Distribution**

I wish to make a one-time withdrawal of my required minimum distribution for

I wish to make a one-time withdrawal of my required minimum distribution calculated by the Trustee/Custodian and distributed to me.

I wish to have my required minimum distribution calculated by the Trustee/Custodian and distributed to me in equal installments on:

Monthly    Quarterly    Semi-Annual    Annual basis.

Start Month                      Start Date

\*If no day is chosen, distributions will be made on the 25th day of the next upcoming month or the prior business day if the 25th falls on a weekend or holiday.

\*If your request is received or processed after your requested start date, the first distribution will occur on the selected day of the next upcoming month.



**Reallocation of Excess Contribution**

Apply excess contribution towards tax year \_\_\_\_\_ and refund earnings (if applicable).

Apply both excess contribution and earnings (if applicable) towards tax year \_\_\_\_\_. Cannot exceed contribution limits.

NOTE: We are unable to apply excess contribution towards prior year contribution after tax filing deadline has passed.

I wish to withdraw the requested amount based on my pre-selected asset allocation model.

I wish to withdraw the requested amount proportionately across all investments.

I wish to withdraw the requested amount from my investments as indicated in the chart below.

\*If no election is made, we will withdraw the requested amount proportionately across all your investments.

**Name of Investment**

**Total Investment Amount (\$)**

Total:

Important: Please complete Part 5 for withholding instructions on the earnings portion of your excess removal.

**5. WITHHOLDING NOTICE AND ELECTION**

**Federal Withholding**

**Completion and execution of this form, including any federal withholding election made herein, obviates the need to complete a separate Internal Revenue Service Form W-4R. However, a copy of IRS Form W-4R with instructions is attached for your reference.**

Your withholding rate is determined by the type of payment you will receive.

For nonperiodic payments, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100% below. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its territories. (See the attached Form W-4R for more information).

Complete this section if you would like a rate of withholding that is different from the default withholding rate. See the instructions and the Marginal Rate Tables that follow for additional information. Enter the rate as a whole number (no decimals).

Withhold \_\_\_\_\_ %

*If no withholding information is included, we will automatically withhold the default withholding percentage elected on your account. If you do not have a default withholding election on your account and the above information is left blank, we will automatically apply 10% default withholding to your requested distribution (Federal and State taxes will not be withheld when recharacterizing contributions). Federal taxes will not be withheld from ROTH IRA Distributions unless requested above.*

**State Withholding**

Your state of residence will determine your state income tax withholding requirements, if any. Those states with mandatory withholding may require state income tax to be withheld from payments if federal income taxes are withheld or may mandate a fixed amount regardless of your federal tax election. Voluntary states let individuals determine whether they want state taxes withheld. Some states have no income tax on retirement payments. Please consult with a tax advisor or your state's tax authority for additional information on your state requirements.

Name of Withholding State \_\_\_\_\_

Withhold \_\_\_\_\_ %

Do Not Withhold State Income Tax

NOTE: State income tax withholding may not be available for all states. If applicable, mandatory state income tax will be withheld from the distribution in accordance with state tax guidelines.

**6. PAYMENT INSTRUCTIONS \*\*Denotes that a Medallion Signature Guarantee is required**

**Qualified Charitable Distribution (QCD)\*\* An MSG is required on QCD requests greater than \$10,000.00**

Mail check(s) to the address of record (The information below must still be completed)\*\*

Mail check(s) directly to the qualified charity\*\*

Make check payable to

EIN

Street Address (Physical Address)\*

City\*

State\*

Zip Code\*

**By Mail**

Mail check(s) to the address of record

Make check(s) payable to someone other than the account owner (Indicate payee below)\*\*

Make check payable to:

Mail check to an address other than the one on the account (Provide address below)\*\*

Street Address (Physical Address)\*

City\*

State\*

Zip Code\*

NOTE: In order to comply with the Fund's anti money laundering (AML) policy, we may be required to confirm the relationship between the account owner and the third party payee.

**Send to My Bank**

Send distributions to my bank by Automated Clearing House (ACH) based on the:

ACH instructions already established for my IRA

Bank Account Information below \*\*

Wire transfer my One Time Distribution (not available for Automatic Distributions) to my bank based on the:

NOTE: Wire transfers are not available for Systematic Withdrawals.

Wire instructions already established for my IRA

Bank Account Information below \*\*

I authorize the Custodian to withdraw money from my mutual fund account and deposit to my bank account. I understand this privilege will be effective after the verification process.

**Please attach a voided check for your bank account. We are unable to update or add a new bank account unless we receive a voided check for bank verification.**

Account Type:      Checking      Savings

John and Jane Doe 123 Any Street Anytown, USA 12345	Date _____	1003
PAY TO THE ORDER OF _____	Attach your voided or preprinted check	_____
BANK NAME BANK ADDRESS		_____ DOLLARS
MEMO _____	_____	_____

## 7. ACKNOWLEDGEMENT AND MEDALLION SIGNATURE GUARANTEE

By signing this *IRA Distribution Request Form*, I certify that the information I have provided is true and correct, and I authorize Domini Funds and their Transfer agent to distribute my IRA as instructed above. I understand that I am responsible for ensuring I am eligible to authorize this distribution, and I assume all responsibility for any consequences as a result of my actions. I will indemnify and hold Domini Funds and their Transfer Agent harmless from any consequences related to executing my instructions, including payments made in error. I have been advised to seek competent legal and tax advice, and have not been provided any such advice from Domini Funds and their Transfer Agent. I also understand that if this distribution involves a SIMPLE IRA, special rules apply, and I assume responsibility for my actions regarding those issues.

### Signature of IRA Owner (or other authorized person):

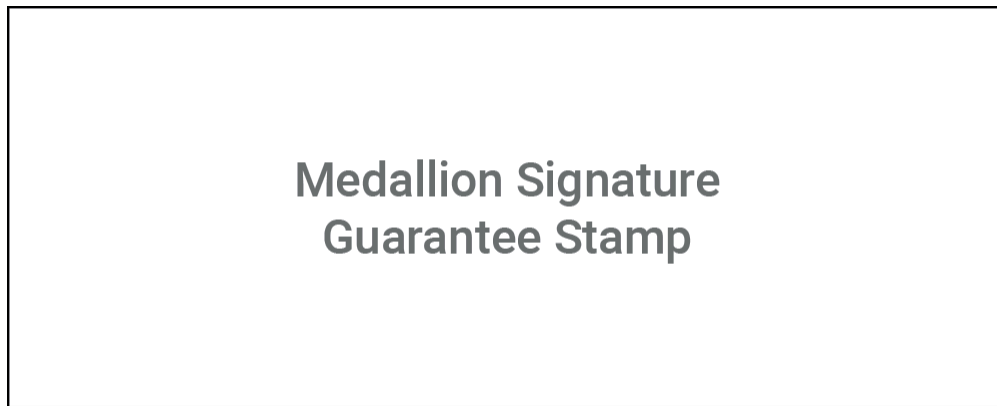
Account Owner Signature

Date

**Note:** Please sign your name exactly how it appears in the registration.

**A Medallion Signature Guarantee Stamp is designed to protect the account from fraud.**

A Medallion Signature Guarantee can be obtained from a bank, broker-dealer, credit union, national securities exchange, savings association or other financial intermediaries that are members of an Approved Medallion Guarantee Program. The stamp must also contain the letter prefix (A, B, C, D, E, F, X, Y or Z) that identifies the grantor's maximum surety amount, and that bond must cover the amount of the requested transaction. Please note that a Notary Public stamp is not acceptable.



## 8. MAILING INSTRUCTIONS

Please send completed form to:

**Regular Delivery**

Domini Funds  
P.O Box 46707  
Cincinnati, OH 45246

**Overnight Delivery**

Domini Funds  
225 Pictoria Dr, Suite 450  
Cincinnati, OH 45246

**Fax**

1-877-513-0756

**Telephone**

800-582-6757

## State Withholding Information for Retirement Accounts

This State Withholding Information table provides withholding requirements for distributions from retirement accounts. The type of distribution, your withholding election (if provided) and your state of tax residency, which is derived from your address of record, determines state withholding requirements. State withholding regulations are subject to interpretation and constant change therefore the information provided below may differ from the state withholding that is applied to your retirement account distributions. Be advised that this information is not to be construed as tax advice therefore we recommend that you contact your tax advisor regarding a state withholding election specific to your state and personal tax situation. State withholding on Roth IRAs is voluntary.

State of Residence	State Withholding Information
AK, FL, HI NV, NH, SD, TN, TX, WA, WY	State withholding is not available.
AL, AZ, CO, GA, ID, IL, IN, KY, LA, MS, MO, MT, NJ, NM, NY, ND, OH, PA, RI, SC, UT, VA, WV, WI	<p>State withholding is voluntary and applied only if you instruct us to withhold. Note the following state-specific minimums.</p> <ul style="list-style-type: none"> <li>• NY, WI: \$5 of the distribution amount (<i>NY: whole dollars only</i>)</li> <li>• IN, MO, MT, NJ, NM: \$10 of the distribution amount (<i>IN, MT: whole dollars only</i>)</li> <li>• UT: 5% of the distribution amount</li> </ul>
<p>AR, CA, CT, DC, DE, IA, KS, ME, MA, MI, MN, NC, OK, OR, VT</p> <p><i>You may opt-out of the state withholding requirement for these states by requesting no withholding apply to your distribution.</i></p>	<p>State withholding is applied when federal withholding is required. Note the following state-specific minimums.</p> <ul style="list-style-type: none"> <li>• AR: 3% of the distribution amount</li> <li>• CA: 10% of the federal withholding amount (<i>\$10 or greater</i>)</li> <li>• CT: 6.99% of the distribution amount</li> <li>• DC: 10.75% of the distribution amount (<i>mandatory withholding only applies to lump-sum distributions</i>)</li> <li>• DE, IA, KS, ME, MA: 5% of the distribution amount</li> <li>• MI: 4.25% of the distribution amount</li> <li>• MN: 6.25% of the distribution amount</li> <li>• NC: 4% of the distribution amount (<i>whole dollars only</i>)</li> <li>• OK: 4.75% of the distribution amount</li> <li>• OR: 8% of the distribution amount (<i>\$10 or greater</i>)</li> <li>• VT: 30% of the federal withholding amount</li> </ul>
MD	<p>State withholding required only on distributions eligible for rollover. For other distributions, state withholding is voluntary. Note the following state-specific minimum.</p> <ul style="list-style-type: none"> <li>• MD: 7.75% of the distribution amount</li> </ul>
NE	<p>State withholding required only on “normal” distributions eligible for rollover. For other distributions, state withholding is voluntary. Note the following state-specific minimum.</p> <ul style="list-style-type: none"> <li>• NE: 5% of the distribution amount</li> </ul>

**1a** First name and middle initial Last name **1b** Social security number

Address

City or town, state, and ZIP code

Your withholding rate is determined by the type of payment you will receive.

- For nonperiodic payments, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100% on line 2. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its territories.
- For an eligible rollover distribution, the default withholding rate is 20%. You can choose a rate greater than 20% by entering a rate on line 2. You may not choose a rate less than 20%.

See page 2 for more information.

**2** Complete this line if you would like a rate of withholding that is different from the default withholding rate. See the instructions on page 2 and the Marginal Rate Tables below for additional information. Enter the rate as a whole number (no decimals) **2** %

**Sign Here** Your signature (This form is not valid unless you sign it) Date

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about any future developments related to Form W-4R, such as legislation enacted after it was published, go to [www.irs.gov/FormW4R](http://www.irs.gov/FormW4R).

**Purpose of form.** Complete Form W-4R if you have a nonperiodic payment or eligible rollover distribution from an employer retirement plan, annuity (including a commercial annuity), or individual retirement arrangement (IRA). See page 2 for the rules and options available for each type of payment. Don't use Form W-4R for periodic

payments made in installments at regular intervals over a period of more than 1 year) from these plans or arrangements. Instead, use Form W-4P, Withholding Certificate for Periodic Pension or Annuity Payments. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

**Caution:** If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. Your withholding choice (or an election not to have withholding on a nonperiodic payment) will generally apply to any future payment from the same plan or IRA. Submit a new Form W-4R if you want to change your election.

**2026 Marginal Rate Tables**

You may use these tables to help you select the appropriate withholding rate for this payment or distribution. Add your income from all sources and use the column that matches your filing status to find the corresponding rate of withholding. See page 2 for more information on how to use this table.

Single filer Married filing separately		Married filing jointly or Qualifying surviving spouse		Head of household	
Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more
\$0	0%	\$0	0%	\$0	0%
16,100	10%	32,200	10%	24,150	10%
28,500	12%	57,000	12%	41,850	12%
66,500	22%	133,000	22%	91,600	22%
121,800	24%	243,600	24%	129,850	24%
217,875	32%	435,750	32%	225,900	32%
272,325	35%	544,650	35%	280,350	35%
656,700*	37%	800,900	37%	664,750	37%

\* If married filing separately, use \$400,450 instead for this 37% rate.

## General Instructions (continued)

**Nonperiodic payments—10% withholding.** Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments **unless** you enter a different rate on line 2. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Note that the default rate of withholding may not be appropriate for your tax situation. You may choose to have no federal income tax withheld by entering “-0-” on line 2. See the specific instructions below for more information. Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including “-0-”) on any payments to be delivered outside the United States and its territories.

**Note:** If you don't give Form W-4R to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can't honor requests to have a lower (or no) amount withheld. Generally, for payments that began before 2026, your current withholding election (or your default rate) remains in effect unless you submit a Form W-4R.

**Eligible rollover distributions—20% withholding.** Distributions you receive from qualified retirement plans (for example, 401(k) plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over to an IRA or qualified plan are subject to a 20% default rate of withholding on the taxable amount of the distribution. You can't choose withholding at a rate of less than 20% (including “-0-”). Note that the default rate of withholding may be too low for your tax situation. You may choose to enter a rate higher than 20% on line 2. Don't give Form W-4R to your payer unless you want more than 20% withheld.

Note that the following payments are eligible rollover distributions for purposes of these withholding rules:

- Qualifying “hardship” distributions;
- Distributions required by federal law, such as required minimum distributions;
- Distributions from a pension or emergency savings account;
- Eligible distributions to a domestic abuser;
- Qualified disaster recovery distributions;
- Qualified lump-sum option distributions;
- Qualified long-term care distributions; and
- Emergency personal care distributions.

See Pub. 505 for details. See **Nonperiodic payments—10% withholding** above.

**Payments to nonresident aliens and foreign estates.** Do not use Form W-4R. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Estates, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

**Tax relief for victims of terrorist attacks.** If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, enter “-0-” on line 2. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

## Specific Instructions

### Line 1b

For an estate, enter the estate's employer identification number (EIN) in the area reserved for “Social security number.”

### Line 2

**More withholding.** If you want more than the default rate withheld from your payment, you may enter a higher rate on line 2.

**Less withholding (nonperiodic payments only).** If permitted, you may enter a lower rate on line 2 (including “-0-”) if you want less than the 10% default rate withheld from your payment. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter “-0-”.

**Suggestion for determining withholding.** Consider using the Marginal Rate Tables on page 1 to help you select the appropriate withholding rate for this payment or distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on these sources of income has not been paid through other withholding or estimated tax payments, you can pay the tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

Total tax is the rate of tax on each additional dollar of income you receive above a particular amount of income. You can use the tables by your filing status as a guide to find the rate of withholding for amounts above the total income level in the table.

To determine the appropriate rate of withholding from the payment, follow the following. Step 1: Find the rate that corresponds with your total income not including the payment. Step 2: Add your total income and the taxable amount of the payment and find the corresponding rate.

If these two rates are the same, enter that rate on line 2. (See *Example 1* below.)

If the two rates differ, multiply (a) the amount in the lower rate bracket by the rate for that bracket, and (b) the amount in the higher rate bracket by the rate for that bracket. Add these two numbers; this is the expected tax for this payment. To get the rate to have withheld, divide this amount by the taxable amount of the payment. Round up to the next whole number and enter that rate on line 2. (See *Example 2* below.)

If you prefer a simpler approach (but one that may lead to overwithholding), find the rate that corresponds to your total income including the payment and enter that rate on line 2.

**Examples.** Assume the following facts for *Examples 1* and *2*. Your filing status is single. You expect the taxable amount of your payment to be \$20,000. Appropriate amounts have been withheld for all other sources of income and any deductions or credits.

**Example 1.** You expect your total income to be \$70,000 without the payment. Step 1: Because your total income without the payment, \$70,000, is greater than \$66,500 but less than \$121,800, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$90,000, is greater than \$66,500 but less than \$121,800, the corresponding rate is 22%. Because these two rates are the same, enter “22” on line 2.

**Example 2.** You expect your total income to be \$60,000 without the payment. Step 1: Because your total income without the payment, \$60,000, is greater than \$28,500 but less than \$66,500, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$80,000, is greater than \$66,500 but less than \$121,800, the

corresponding rate is 22%. The two rates differ. \$6,500 of the \$20,000 payment is in the lower bracket (\$66,500 less your total income of \$60,000 without the payment), and \$13,500 is in the higher bracket (\$20,000 less the \$6,500 that is in the lower bracket). Multiply \$6,500 by 12% to get \$780. Multiply \$13,500 by 22% to get \$2,970. The sum of these two amounts is \$3,750. This is the estimated tax on your payment. This amount corresponds to 19% of the \$20,000 payment (\$3,750 divided by \$20,000). Enter "19" on line 2.

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request additional federal income tax withholding from your nonperiodic payment(s) or eligible rollover distribution(s); (b) choose not to have federal income tax withheld from your nonperiodic payment(s), when permitted; or (c) change a previous Form W-4R (or a previous Form W-4P that you completed with respect to your nonperiodic payments or eligible rollover distributions). To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s).

Failure to provide a properly completed form will result in your payment(s) being subject to the default rate; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form that its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

SAMPLE