

**DISTRIBUTION INSTRUCTIONS FOR SELF-DIRECTED BROKERAGE ACCOUNT**

*(Please use black ink only.)*

**PARTICIPANT INFORMATION**

Social Security No: \_\_\_\_\_ Employee ID No: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Birth Date: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Rehire Date: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Branch/Division: \_\_\_\_\_  
 Participant's Self-Directed Account Number: \_\_\_\_\_

**INSTRUCTIONS FOR SELF-DIRECTED BROKERAGE ACCOUNTS**

Liquidation - All assets will need to be liquidated in the Self-Directed Account in order for cash to be distributed per instructions on the Application for Benefits Form. If you have designated a Financial Advisor for the Self-Directed Account, please contact your Financial Advisor to liquidate the account.

**OR**

In-Kind Transfer - Please include transfer instructions and information below.

▶ **Pre-tax (non-Roth) sources rollover instructions:**

Type of IRA:  Traditional OR  Roth

Name of new Trustee or Custodian where funds will be held: \_\_\_\_\_

IRA/Qualified Plan Account Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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

DTC Number (For SDO In-kind Transfers): \_\_\_\_\_

▶ **Roth 401(k) (after-tax) source rollover instructions:**

Name of new Trustee or Custodian where funds will be held: \_\_\_\_\_

IRA/Qualified Plan Account Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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

DTC Number (For SDO In-kind Transfers): \_\_\_\_\_

\_\_\_\_\_  
**PARTICIPANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**