

Required Minimum Distribution Election Form



1. Participant Information

If you currently receive Required Minimum Distribution (“RMD”) payments and you do not want to make any changes to the amount or payment schedule, or if you have already satisfied your annual RMD, you DO NOT need to complete or return this form.

Note: Failure to withdraw your RMD amount by the applicable deadline could result in a 50% penalty tax. The penalty tax would be assessed on the difference between the amount that you were required to take and the amount that was actually distributed, if any. Before making any decision regarding your RMD, we urge you to consult your tax advisor or tax attorney.

Name

Social Security Number

Date of Birth (mm/dd/yyyy)

Phone Number

Type of Account

- Traditional IRA
- SEP IRA
- Simple IRA

2. Distribution Election • RMD amounts are calculated on the entire account balance including all of the underlying investments in your IRA.

Account Number

- New RMD election
- Change an existing RMD election

Distribute my RMD from:

- Across all funds proportionately (rounding may occur), or
- Distribute as follows:

Partners Fund (#133)	\$	_____
Small-Cap Fund (#134)	\$	_____
International Fund (#136)	\$	_____
Global Fund (#137)	\$	_____
Total	\$	_____

3. Calculation Method

Your RMD amount is calculated in accordance with Internal Revenue Service (“IRS”) regulations. The regulations are explained in IRS Publication 590, Individual Retirement Arrangements (IRAs), which includes the life expectancy tables used to calculate RMD amounts.

Note: Your RMD will be calculated based on the Uniform Lifetime Table, unless the following exception applies to you and you have indicated so by checking the box below.

- My sole primary beneficiary is my spouse who is more than 10 years younger than I am. I elect to calculate my RMD based on the Joint and Last Survivor Expectancy Table.

Spouse’s Date of Birth (mm/dd/yyyy)

4. Type of Distribution

Single Sum / One-Time Distribution (options):

- Calculate RMD Amount:** Calculate and distribute immediately upon receipt of this form my **current year RMD.** I understand that I am responsible for ensuring any future year RMD amounts are satisfied by contacting the Custodian to request subsequent distributions. If you attained age 70½ last year and you are electing to also distribute your **prior year deferred RMD** check this box (must be received between January 1st and April 1st).
- Distribute a fixed amount of \$** _____ immediately upon receipt of this form. I understand that I am responsible for ensuring my RMD amounts are satisfied each year and for contacting the Custodian to request any subsequent distributions.

Systematic Distributions (options): • Important: You must also complete “Systematic Distribution Cycle” below.

- Calculate and distribute my **current year RMD amount for this year and all subsequent years.** I understand that the Custodian will continue to calculate and distribute my RMD amount for all subsequent years until I notify them to discontinue the payments. If you attained age 70½ last year and you are electing to also distribute your **prior year deferred RMD** check this box (must be received between January 1st and April 1st). Your prior year deferred amount will be issued as a single sum distributed immediately upon receipt of this form.

- Distribute a **fixed amount of \$ _____** for this year and all subsequent years until I notify you to discontinue payments. I understand that I am responsible for ensuring my RMD amounts are satisfied each year. I also understand that I am responsible for contacting the Custodian to request any adjustments to the fixed dollar amount or frequency.

selecting one of the options below. Your election will remain in effect for any subsequent distributions unless you change or revoke it by providing us with a new election.

Please select one:

- Do **NOT** withhold federal income tax. This option is only available for accounts registered with an address in the United States.
- Withhold **10%** federal income tax
- Withhold _____% federal income tax (must be 10% or more)

Federal income tax will be withheld from any distribution subject to the IRS withholding rules if you do not complete and return this election or if you have not previously elected out of withholding. Tax will be withheld on the gross amount of these payments even though you may be receiving amounts that are not subject to withholding because they are excluded from gross income. This withholding procedure may result in excess withholding on the payments.

5. Systematic Distribution Cycle ▪ If a frequency is not selected, your RMD will be distributed annually.

Begin systematic distributions on (mm/dd/yyyy): _____

Frequency (choose one):

- Monthly
- Quarterly
- Semi-annually
- Annually

6. Payment Method

Based on your selected distribution method, a Medallion Signature Guarantee Stamp may be required. Please refer to your prospectus or call us at the number listed on this form for specific requirements. If a payment method is not selected, your RMD will be issued as a check payable to you and mailed to your address of record. Your payout method will remain in effect until we receive notice from you requesting a change.

- Mail check to my address of record currently on file.
- Purchase into my existing Non-Retirement Account

Account Number

- Invest Proportionately Across All Fund(s) (or) Invest in (Fund Name)
- Purchase into my new Non-Retirement Account – Attach a completed application with investment instructions.
- Transfer funds electronically via ACH (voided check required) (or)
- Mail check to:

Name of Institution

Address

Account Number and Routing Number

7. Federal Tax Withholding Election ▪ Required

Distributions from IRAs and qualified retirement plans that are not eligible for rollover are subject to federal income tax withholding unless you affirmatively elect NOT to have withholding apply to such payments. Generally, such distributions are subject to 10% withholding unless you elect to have an additional amount withheld or elect to have no withholding. You may make a withholding election by

8. Medallion Signature Guarantee

Your signature must be Medallion Signature Guaranteed if you are:

- Redeeming more than \$100,000 per Fund
- Requesting that the distribution be sent to a special payee
- Requesting a distribution within 30 days of an address change

9. Authorization

I certify that I am the Participant authorized to make these elections and that all information provided is true and accurate. I further certify that the Custodian, the Sponsor, or the agent of either of them has given no tax or legal advice to me and shall be indemnified and held harmless, for any tax, legal or other consequences resulting from my election(s). I expressly assume responsibility for any adverse consequences which may arise from the election(s). The Custodian is hereby authorized and directed to distribute funds from my account in the manner requested. I have read and understand and agree to be legally bound by the terms of this form.

Participant's Signature – Required

Date (mm/dd/yyyy)

Send Completed Application and Check to

- | | |
|---------------------------|--|
| By regular mail: | By express mail or overnight courier: |
| Longleaf Partners Funds | Longleaf Partners Funds |
| c/o BNY Mellon | c/o BNY Mellon |
| P.O. Box 9694 | 4400 Computer Drive |
| Providence, RI 02940-9694 | Westborough, MA 01581 (800) 445-9469 |

Items delivered to the P.O. Box are not deemed “received” until they arrive at BNY Mellon for processing. Time critical items requiring proof of receipt should be sent to the Westborough, MA address.