



**B. 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.

**C. Qualified Charitable Distributions (QCD):**

Retirement plan participants, who have attained age 70½ or older, may make tax-free distributions from a Traditional or Roth IRA and donate the amount distributed to an eligible tax-exempt charitable organization. The total of all QCDs for a single tax year cannot exceed \$100,000. The QCD amount can be used toward satisfying your RMD for the tax year. The QCD will be reported to the IRS on Form 1099-R as a normal distribution (Code 7) based on your age. You must document the tax-free qualification to the Internal Revenue Service “IRS” on your Federal income tax return (Form 1040). For more information about the rules of charitable distributions from an IRA, consult your tax advisers.

**Distribution Amount:** (Total of all QCDs for a single tax year cannot exceed \$100,000)

- Use my calculated RMD amount
- Process a partial distribution of \$\_\_\_\_\_
- Liquidate entire account.

**Note:** Federal tax withholding is not required from a QCD and will not be withheld from the distribution amount.

**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.
- Send payments electronically to my existing bank instructions on file
- Qualified Charitable Distributions-Mail check to:

Name of Charitable Organization

Attention

Address

City, State, Zip

**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 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.

## 8. 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)

## 9. Medallion Signature Guarantee

Your signature must be Medallion Signature Guaranteed if you are:

- Redeeming more than \$100,000 per Fund
- Requesting the distribution be made payable or mailed to an alternate payee or charitable organization
- Requesting a distribution within 30 days of an address change

**A MEDALLION SIGNATURE GUARANTEE PROTECTS YOU AND THE FUNDS FROM POTENTIAL LOSS DUE TO FRAUDULENT ACTIVITY.**

Acceptable medallions guarantees may be obtained from banks, brokerage firms or other institutions that are members of either the Securities Transfer Association Medallion Signature Program (STAMP), the New York Stock Exchange Medallion Signature Program (MSP), or the Stock Exchange Medallion Program (SEMP). The guarantee must be in original form, as photocopies or fax copies are not accepted. The surety bond coverage of the Medallion Signature Guarantee on your request must be equal to, or greater than, the value of the requested transaction, and the guarantee must have unlimited effectiveness.

A Notary Public is NOT an eligible guarantor.

There may be other circumstances in addition to those listed above that require a Medallion Signature Guarantee. Please contact us at (800) 445-9469 if you have questions about these requirements.

### *Medallion Signature Guarantee Stamp*

Name of Institution

Signature of Authorized Officer

Date

### *Send Completed Application and Check to*

**By regular mail:**

Longleaf Partners Funds  
c/o BNY Mellon  
P.O. Box 9694  
Providence, RI 02940-9694

**By express mail or  
overnight courier:**

Longleaf Partners Funds  
c/o BNY Mellon  
4400 Computer Drive  
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.