



Managed by
Northern Trust

IRA DISTRIBUTION REQUEST FORM GUIDE

FOR ALL IRA TYPES INCLUDING TRADITIONAL, ROTH, AND SEP IRAS AND
EDUCATION SAVINGS ACCOUNTS

Please consult a qualified tax advisor before making a distribution from your IRA. If you have questions about completing this form, please contact the Northern Funds Center at **800-595-9111**.

Please print all information.

1 INVESTOR INFORMATION

Fill this section out completely.

2 REASON FOR DISTRIBUTION

Check the type of IRA account that you own and the reason why you are requesting a distribution. If you are under age 59½, consult your tax advisor for exceptions to the premature distribution penalty tax.

TRADITIONAL IRA

You may withdraw money from your IRA at any time. If you withdraw money from your Traditional IRA before age 59½, you may have to pay an IRS penalty. You must begin taking distributions from your Traditional IRA by April 1 following the year in which you reach 70½. If you fail to withdraw a required minimum distribution, you may be subject to a 50 percent IRS penalty.

The Internal Revenue Service provides two methods to estimate your life expectancy and determine your required minimum distribution: one for people whose sole beneficiary is a spouse more than 10 years younger, and one for everyone else called the Uniform Table (see IRA Distribution Calculation Worksheet).

- The money you withdraw from a Traditional IRA is taxed as ordinary income in the year distributed. The Internal Revenue Service generally considers that you have taken a premature distribution if you receive any portion of your Traditional IRA before you attain age 59½. The proceeds of a premature distribution, in addition to being included in your taxable income, may be subject to a 10 percent penalty tax.
- The portion of a distribution that represents nondeductible contributions, if any, can be withdrawn tax-free. However, earnings on those contributions are subject to taxes when distributed and may also be subject to penalties.

You may withdraw money from a Traditional IRA before age 59½ without penalty for:

- Withdrawals that cover certain higher education expenses for yourself or your spouse, child or grandchild.
- Withdrawals used to pay eligible first-time homebuyer expenses for you, your spouse or a child, grandchild, parent or grandparent of you or your spouse.
- Withdrawals that are part of a scheduled series of substantially equal periodic payments for your life or life expectancy (or the joint lives or life expectancies of you and your beneficiary).
- Withdrawals that cover deductible medical expenses for the year. (Medical expenses paid during a year are generally deductible if they are greater than 7.5 percent of your adjusted gross income for the year.)
- Withdrawals to purchase health insurance for yourself or your dependents if you are unemployed.
- Withdrawals because of disability.
- Withdrawals by reservists while on active duty for 180 days or more.

ROTH IRA

You may withdraw money from your Roth IRA at any time. Withdrawals are free of income tax if:

- You have held the Roth IRA for at least five years, AND
- You withdraw the money after age 59½, or for disability, death or eligible first-time homebuyer expenses.

The five-year holding period for qualified distributions begins with the first tax year to which your Roth IRA contribution relates. For example, if you opened a Roth IRA in December 2006, your five-year holding period will be satisfied after December 31, 2010. Funds that have been converted from a Traditional IRA have a separate five-year holding period that begins in the tax year of the conversion.

Even if a withdrawal is not a qualified distribution, the withdrawal might not be taxable. For tax purposes, withdrawals are first taken from nondeductible contributions, which are tax-free. All of your Roth IRA accounts are aggregated for this purpose. No portion of your withdrawal is considered to be taken from earnings, or includable as taxable income, until you have withdrawn all of your nontaxable contributions. Penalties may apply, however, for distributions from converted Traditional IRA amounts within the five-year holding period.

If you withdraw money from your Roth IRA before age 59½ and if the withdrawal is taxable, you may have to pay an IRS penalty. The exceptions to the penalty that apply to a Traditional IRA also apply to a Roth IRA. There is no income tax on qualified withdrawals from a Roth IRA. And there's no requirement that you begin making minimum withdrawals at any specified age.

2 REASON FOR DISTRIBUTION (CONTINUED)

COVERDELL EDUCATION SAVINGS ACCOUNT

- Distributions from an Education Savings Account may be tax-free as long as they are used for qualified education expenses paid that year for the account's beneficiary.
- Distributions not used for qualified education purposes are taxable under normal IRA rules, including a 10 percent premature penalty.
- The balance in an Education Savings Account must be distributed or transferred to an eligible member of the beneficiary's family before the account beneficiary reaches age 30. This rule does not apply to designated individuals with "special needs."

3 YOUR DISTRIBUTION OPTION

ONE-TIME DISTRIBUTION

Indicate if you are making a one-time withdrawal from your account.

PERIODIC DISTRIBUTION

If you are establishing an automatic distribution plan, indicate how often you would like to receive your distributions.

DIVIDENDS/CAPITAL GAINS DISTRIBUTION

If you have chosen to take dividends and capital gains in cash on your account, it is considered a distribution. Indicate whether you are withdrawing your dividend, short-term or long-term capital gain payment.

EXCESS CONTRIBUTION

If you have contributed more to your account than the contribution limits allow, you must withdraw that amount as an Excess Contribution Distribution.

4 METHOD OF PAYMENT

Your distributions can be made by check, by bank transfer, or transfer to another Northern Funds account.

5 TAX WITHHOLDING

You must complete this section, **even if you intend to roll over your distribution**. Your distributions will have income tax withheld at a flat 10 percent rate unless you elect to have an additional amount withheld on an attached W-4P form (available from the IRS at www.irs.gov) or elect to have no income tax withheld. Your election remains effective until you revoke it. To revoke your election, file a new IRA Distribution Request form with the Northern Trust Company. There are penalties for not paying enough tax during the year either through withholding or estimated tax payments.

The Northern Trust Company will send any amount withheld to the IRS as a pre-payment of your tax liability. You are responsible for paying any additional taxes or penalties.

6 SIGNATURE

Be sure to sign and date this section.

7 MEDALLION SIGNATURE GUARANTEE

You must obtain a signature guarantee if you:

- are requesting a distribution of \$50,000 or more; or
- are requesting that Northern make your check payable to someone other than yourself; or
- are requesting that Northern send your distribution to somewhere other than the address of record; or
- are requesting Northern to transfer your distribution to a Northern Funds account for which you are not an owner or a new account registered to someone other than yourself.

You can obtain a Medallion signature guarantee from a commercial bank or trust company, a member firm of a national stock exchange, or from an eligible guarantor institution as defined by the Securities and Exchange Commission.

RETURN FORM

Mail your completed IRA Distribution Request Form to:

Northern Funds Center
P.O. Box 75986
Chicago, IL 60675-5986