



## RECEIVING CASH WITHDRAWALS FROM YOUR TIAA TRADITIONAL ANNUITY

NEED HELP? 800-842-2252

Weekdays

8 a.m. – 10 p.m. (ET)

Saturday

9 a.m. – 6 p.m. (ET)

Or visit [TIAA.org](http://TIAA.org).

Have your ID and password ready.

### WHEN DO I USE THIS FORM?

You currently have a TIAA Traditional Annuity and you want to change where the transfers are sent. Complete this form to transfer your TIAA Traditional Annuity account balance as a rollover or as a cash withdrawal.

**NOTE:** If you have a Retirement Choice certificate, your institution has the right to change funding vehicles for your accumulations. If your institution exercises this right, accumulations from which you may be receiving payments may be moved to another carrier.

### KEY INFORMATION TO CONSIDER

- You may be subject to a 10% federal tax penalty for early withdrawal if you were under age 55 when your employment ended, or if you're under age 59½ when you take this withdrawal.
- A withdrawal is taxable if it is not rolled over to another tax-deferred account. For withdrawals (not rollovers) we are required to withhold 20% for federal taxes. To withhold more than 20% federal taxes, you can download Tax Form W4-P from our website.
- State income tax withholding may be required from your distribution. If state withholding is mandatory, we will withhold at the rate required by your state. Please note, the state may allow you to elect not to have withholding applied, to choose additional withholding, or to specify the rate of withholding. For more information on state tax withholding go to [TIAA.org/public/tax-withholding](http://TIAA.org/public/tax-withholding). Call TIAA if you have any questions at 800-842-2252.

### ABOUT DIRECT ROLLOVERS

Your systematic withdrawals are subject to mandatory 20% federal income tax withholding unless they are directly rolled over to an IRA or to another plan. When you request a direct rollover, the money is sent directly to the IRA or other plan, not to you. **NOTE:** Electronic funds transfer is not available for rollovers.

### DIRECT ROLLOVERS TO IRAS

You can always do direct rollovers to IRAs. TIAA offers both Traditional IRAs and Roth IRAs. Regulations require that conversions to Roth IRAs be made first as a rollover to an IRA like our Traditional IRA, and then converted to a Roth IRA. A rollover to a Traditional IRA is not taxable. A conversion to a Roth IRA is fully taxable since Roth IRAs can only accept after-tax dollars.

You can directly roll over your eligible payment(s) to an existing TIAA Traditional IRA by providing us with your IRA contract numbers. If you want to open a new TIAA IRA, just check the appropriate box as instructed in the Direct Rollover section. You may enroll online at [TIAA.org/iras](http://TIAA.org/iras) 24 hours a day, seven days a week. Or, if you prefer, you may request a new IRA enrollment form, either by visiting our Web Center at [TIAA.org](http://TIAA.org) or by calling us. Be sure to return your completed IRA enrollment form along with your Request.

### DIRECT ROLLOVERS TO PLANS

You may be able to directly roll over your eligible payment(s) to another employer's plan. When deciding whether to roll over your payment(s), you should consider the choice of investment, features of the plan, and plan rules (since your accumulation will generally become subject to these rules). Be sure to discuss state tax implications, if any, with your tax advisor. Please note that if you are making a direct rollover from a plan established under another IRS code section to a governmental 457(b) plan, and you are under age 59½ when you make the direct rollover, the 10% early withdrawal penalty will continue to apply to the accumulation you are rolling over until you attain age 59½. If the other employer's plan is with TIAA, we can determine if the plan can accept the direct rollover. If the other employer's plan is with another financial company, the plan administrator or trustee of the plan receiving your direct rollover must complete a portion of the direct rollover section on the enclosed Request. We must have this information to determine if Internal Revenue Service rules allow your direct rollover(s) to the plan.





### **AFTER-TAX CONTRIBUTIONS**

The rules for rolling over after-tax contributions are complex. Under current Internal Revenue Code (IRC) regulations, all after-tax contributions will be rolled over to the same destination that you requested for your before-tax accumulation. We will pay after-tax contributions that cannot be rolled over to you (for example, if you requested a direct rollover to another employer's plan that is under a different IRC section) and send that amount to your address of record. Keep in mind that you can:

- Roll over after-tax contributions made through your employer's plan to an IRA,
- Roll over after-tax contributions to another plan under the same IRS code section, or
- Roll over after-tax contributions from a qualified plan to another qualified plan. The IRS identifies qualified plans as 401(a) plans, Keogh plans, 403(a) plans, and 401(k) plans.

**NOTE:** The plan receiving the rollover of your after-tax contributions must agree to separately account for them. If you would like more information on rolling over after-tax contributions, please call us.

### **YOUR FEDERAL TAXPAYER IDENTIFICATION NUMBER**

For most participants, their Social Security number is their Taxpayer Identification number. If you do not have a Taxpayer Identification number and are not a U.S. citizen or resident alien, we have included Form W-7, which you must complete and forward to the Internal Revenue Service, to apply for an Individual Taxpayer Identification number.

### **TO NON-U.S. CITIZENS**

Income is generally subject to tax withholding at a statutory rate of 30% nonresident alien tax.

- If you reside in the U.S., we have included Form W-4P for you to make a required federal income tax withholding election.
- If you reside outside the U.S., we have included Form W-8BEN that you must complete to certify your foreign status. If you reside in a country that maintains a reciprocal tax treaty with the U.S., you may be exempt from or eligible for a reduced rate of withholding. To claim the benefit of the exemption or a reduced rate, you must provide us with a valid Individual Taxpayer Identification number (ITIN) or Social Security number (SSN). If you do not have a valid ITIN or SSN and a Form W-8BEN on file, the statutory rate of 30% nonresident alien tax will be withheld from all distributions.





# RECEIVING CASH WITHDRAWALS FROM YOUR TIAA TRADITIONAL ANNUITY

Please print using black or dark blue ink.

**IMPORTANT:** A full Social Security Number/Taxpayer Identification Number is required to process your request.

If you claim residence AND citizenship outside the U.S., you must complete Form W-8BEN in addition to this form to certify your foreign tax status. To print the W-8BEN form, go to [TIAA.org/forms](http://TIAA.org/forms), and scroll to Find tax forms.

## 1. PROVIDE YOUR INFORMATION

First Name	<input type="text"/>	Middle Initial	<input type="text"/>
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Last Name	<input type="text"/>	Suffix	<input type="text"/>
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Social Security Number/ Taxpayer Identification Number	Contact Telephone Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

State of Legal Residence (if outside the U.S., write in Country of Residence)	Citizenship (if not U.S.)
<input type="text"/>	<input type="text"/>

If you don't have the contract numbers, please reference your quarterly statement.

## 2. PROVIDE YOUR ANNUITY INFORMATION

Use the TIAA Traditional accumulation from the contract listed below.

TIAA Traditional Number	Plan Name
<input type="text"/>	<input type="text"/>



If you select direct deposit, you will usually receive funds within two (2) business days once we have all the required approvals and documentation.

You may fax copies of forms and documents if you request that we send the payment via direct deposit using banking information we already have on file. Otherwise, you must upload or mail original documents (not faxed copies) with this form.

If you choose to receive a check, we send it by standard U.S. Mail and it may take up to 8-10 business days for you to receive it.

### 3. PROVIDE PAYMENT INSTRUCTIONS

NOTE: If TIAA is unable to validate your bank account information for any reason, or you do not make a selection below, we will automatically mail a check to your current address on file.

Please indicate where you would like us to send the money:

Direct Deposit to my bank account already on file:  
Bank Name:

Account Number ending in:

Direct Deposit to my new Checking or Savings Account:

Checking Account OR  Savings Account

Provide documentation described in item A, B or C below.

A. Upload a photo of a voided check through our TIAA mobile app or log in to **TIAA.org**. You can also mail an original voided check to TIAA with this form. Starter checks, deposit slips, third-party checks and photocopies of checks are not acceptable.

OR

B. Mail an original notarized letter from your bank (including all the information below) to TIAA with this form. Photocopies of checks are not acceptable.

- On bank letterhead, which includes address of bank
- Name on your account
- Address on your account
- Bank/ABA routing number
- Account number
- Account type (personal checking account or personal savings account)
- Signature of the financial institution's representative. This signature must either be notarized by the financial institution's notary or it must be a signature guarantee, including the stamp or seal from the financial institution's authorized representative.
- If any of the bullet points above are missing, we will send your payment to the current address on file.

OR

C. Upload a photo of a Bank Generated Setup Form (including all the information below) through our TIAA mobile app or log in to **TIAA.org**. You can also mail an original to TIAA with this form. Photocopies of checks are not acceptable.

- Name on your account
- Address on your account
- Bank/ABA routing number
- Account number
- Account type (personal checking account or personal savings account)

Mail a check to my current address on file.  
**Note:** To ensure your account is secure, we can't send a check to a mailing address that has changed in the last 14 days. So, if you're requesting that we send the payment to your mailing address and you've recently changed it, we may not be able to process your current request. Call us so we can discuss some of your options for completing your request.





\* If you're rolling over your funds to a TIAA account, please provide your account number at the right. We'll invest your funds using the allocation instructions on file.

\*\* The Plan and Sub Plan Numbers should have been provided when you requested the form. If you don't have them, please reference your quarterly statement.

If you need to open a new TIAA IRA, please call us.

#### 4. ROLL OVER MY WITHDRAWAL TO ANOTHER TIAA ACCOUNT

Tell us how to apply your after-tax monies:

- Include in my rollover
- Do not include in my rollover. TIAA will send you a check.

What type of account are you rolling over to? (Choose only one and provide account number.)

- My TIAA account\*

TIAA Number

CREF Number

Plan Name (Contributing Employer's Plan)

Plan Number\*\*

Sub Plan Number\*\*

- New TIAA IRA (My IRA enrollment form is attached.)

- IRA or Roth IRA

Please select one of the following for the allocation of funds:

- Like to Like** - Roll over to the same investment(s) as your entitlement funds. If they are not available in the receiving account, the funds will be applied to the money market fund.

- Allocation on File** - The current allocation in the contract to which the rollover is being applied.

**NOTE:** If you do not choose an election, we will default to the Allocation on File.





5. ROLL OVER MY WITHDRAWAL TO ANOTHER INVESTMENT COMPANY

Tell us how to apply your after-tax monies:

- Include in my rollover
Do not include in my rollover. TIAA will send you a check.

What type of account are you rolling over to? (Choose only one)

- Traditional IRA (complete the Investment Company Information)
Roth IRA (complete the Investment Company Information)

Do you want federal taxes withheld from the pretax amount you're converting to a Roth IRA? If you don't check a box, we'll withhold 20% for federal taxes.

- No, do not withhold federal taxes.
Yes, withhold %

Other Plan (complete the Investment Company Information and the Acceptance By Investment Company)

INVESTMENT COMPANY NAME

Investment Company Name [text box]

Address [text box]

City [text box] State [dropdown] Zip Code [text box]

Contact Telephone Number [text box] Account Number [text box]

ACCEPTANCE BY INVESTMENT COMPANY

We certify that the Internal Revenue Code of the plan receiving the direct rollover is (choose one)

- 401(a) 403(a) 457(b) Public 401(k) 403(b)
Other (provide IRC Code) [text box]

We agree to accept the direct rollover (select only one)

- and will account for both pretax and after-tax amounts.
of only the pretax amounts.

Investment Company Representative's Signature [text box] Today's Date (mm/dd/yyyy) [text box]

Title [text box] Telephone Number [text box]

The investment company receiving your rollover must complete the Investment Company Information. If the rollover is not going to an IRA account, then the investment company must also complete the Acceptance By Investment Company.

A representative of the investment company receiving the direct rollover must complete and sign this section.

If you have after-tax contributions and the plan receiving your direct rollover can't accept them, we'll send you a check for that amount to your mailing address on file.

Please sign in black or dark blue ink. Digital signatures, such as signing with Adobe Acrobat, are not accepted.





If you answer **Yes** and provide a separation date, you are certifying that you have or will have separated from service by that date.

If you answer **No** or don't enter a separation date, you are certifying that you understand the repercussions of authorizing this withdrawal while still employed.

**6. EMPLOYMENT STATUS**

Before you start your withdrawals, will you have separated from all employers that contributed to the plans from which you're withdrawing funds?

Separation Date (mm/dd/yyyy)

**Yes**, I certify that I have or will have separated from service on:   /   /

**No**, I will not have separated from service.

Please contact your employer's benefit office to discuss any consequences if you're authorizing withdrawals from the account balance from your current employer's plan.

The employer that contributed to your plan must complete this section.

This section must be completed in order to make a withdrawal.

Please sign using black or dark blue ink. Digital signatures are not accepted.

**7. EMPLOYER'S PLAN REPRESENTATIVE**

Separation Date (mm/dd/yyyy)

/   /

**EMPLOYER PLAN REPRESENTATIVE CERTIFICATION**

Employer Plan Representative's Signature

Today's Date (mm/dd/yyyy)

/   / 20

Employer Plan Representative's Name (please print)

Title



**8. YOUR AUTHORIZATION AND SIGNATURE**

By signing below:

- You agree that this request will be effective with the next withdrawal following receipt of this form and will govern all future withdrawals until you tell us otherwise.
- If you have a Retirement Choice certificate, you understand your institution exercises this right, accumulations from which you may be receiving payments may be moved to another carrier;
- Once your systematic withdrawals have started, they cannot be revoked nor can the amount be changed.
- If you requested that your withdrawal be directly deposited, you authorize that the bank charge your account and refund any overpayments to TIAA. You release your bank from any liability to TIAA for overpayment above the amount of the funds available at the time TIAA requests a refund.
- If you make a direct rollover into another employer's plan, you understand your right to receive a distribution of these funds will be determined by the plan that is accepting the rollover and the funds in which your direct rollover are invested. You further understand that if you make a direct rollover to another employer's plan that is subject to the Employee Retirement Income Security Act of 1974 (ERISA), spousal rights will apply to these funds and you may need a signed waiver from your spouse in order to receive a subsequent distribution of these funds.

Under penalties of perjury, I certify that: (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and (3) I am a U.S. citizen or other U.S. person; and (4) The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Please sign your full legal name with suffix, if applicable, using black or dark blue ink, or online using TIAA's digital signing experiences. Non-TIAA digital signatures, such as signing with Adobe Acrobat, are not accepted. ►

Your Signature

Today's Date (mm/dd/yyyy)

 /  / 20





## RECEIVING CASH WITHDRAWALS FROM YOUR TIAA TRADITIONAL ANNUITY

Please return ALL numbered pages including any pages you did not need to complete.

### RETURN COMPLETED FORM(S) TO:

If this is your first (or a new) direct deposit to the bank account you provided, please include some additional documentation. You can upload a photo of a voided check by following the instructions below. If you prefer to mail your documentation, you can send an original voided check, a letter from your bank, or a bank generated deposit setup form by standard or overnight mail.

If you're using a bank we already have on file for direct deposit, you don't need to provide the documentation listed above.

### Upload your documents easily from your mobile device or computer.

Use the TIAA mobile app to quickly upload your completed documents. It's as simple as taking a picture:

- Tap the **Message Center** icon in the upper-right corner of your main screen.
- Select the **Files** header and tap **Upload**. That's it!

Haven't downloaded the TIAA mobile app? Get it today in the **App Store** or **Google Play**.

Don't have a smartphone? It's still easy. From your personal computer, here's what you'll need to do:

- Log in to your **TIAA.org** account and select the **Actions** tab.
- Choose **Upload documents** from the options presented.
- Select **Upload Files** and follow the step-by-step instructions.

Faxing a document or using standard or overnight mail are also available, but can take more time. If you prefer one of these methods, use the information provided below to complete the process.

**FAX:**  
800-914-8922 (within U.S.)  
704-595-5795 (outside U.S.)

**STANDARD MAIL:**  
TIAA  
P.O. Box 1268  
Charlotte, NC 28201-1268

**OVERNIGHT:**  
TIAA  
8500 Andrew Carnegie Blvd.  
Charlotte, NC 28262

### CHECKLIST

Did you remember to:

- Complete all necessary personal information.
- Let us know where to send your withdrawal: direct deposit to your bank account, by check to your address, or direct rollover to TIAA or to another investment company. (Section 3, 4 or 5)
- If you chose direct deposit to a **NEW** checking or savings account, include an original voided check or an original letter from your bank or a bank generated setup form with the completed forms package. **(We cannot accept faxed copies.)** NOTE: You do not have to send this documentation if you chose direct deposit to a bank account we already have on file. (Section 3)
- Remember to sign and date this form in Section 8.
- If applicable, complete all necessary tax withholding election forms.
- The employer who contributed to the plan you're making the withdrawal from must provide the date you terminated employment in Section 7.
- Call TIAA if you have any questions or need assistance at **800-842-2252**.





**FRAUD WARNING**

**FOR YOUR PROTECTION, WE PROVIDE THIS NOTICE/WARNING REQUIRED BY MANY STATES**

This notice/warning does not apply in New York.

*Any person who, knowingly and with intent to defraud any insurance company or other person, files an application for insurance or a statement of claim for insurance benefits containing materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and may be subject to criminal penalties, including confinement in prison, and civil penalties. Such action may entitle the insurance company to deny or void coverage or benefits.*

**Colorado residents, please note:** Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**Virginia and Washington, DC residents, please note:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

