



Matthews Asia

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Individual Retirement Account (IRA) Distribution Request Form

This form is not intended for required minimum distributions, trustee to trustee transfers, recharacterizations, or conversion requests.

1 Participant Information (Please print)

Name _____ Daytime Phone _____

Address _____

City _____ State _____ ZIP Code _____

Social Security Number _____ Date of Birth _____

Account Number _____

Complete the following if you are a beneficiary requesting a full liquidation of the inherited proceeds.

Beneficiary Name _____ Daytime Phone _____

Social Security Number _____ Date of Birth _____

2 Type of Account

☐ Traditional IRA/Rollover IRA ☐ SEP-IRA ☐ Roth IRA (Proceed to Section 3- B or C)

Note: For trustee to trustee transfers, please complete the appropriate receiving custodian's trustee to trustee transfer form. This form is not intended to facilitate a beneficiary/inherited IRA transfer due to death. For revocations, refer to the Traditional and Roth Individual Retirement Account (IRA) Combined Disclosure Statement for instructions and information regarding your revocation rights. All required documentation must be received in good order before the distribution request can be honored. All legal documents must be certified and a Medallion Signature Guarantee may be required. Please see the Participant Authorization Section for an explanation of the Medallion Signature Guarantee.

3 Reason for Distribution

A. FROM A TRADITIONAL, ROLLOVER OR SEP IRA

The distribution is being made for the following reason (check one):

- ☐ 1. Normal distribution—You are age 59½ or older.
- ☐ 2. Early (premature) distribution—You are under age 59½, including distributions due to medical expenses, health insurance premiums, higher education expenses, first time homebuyer expenses, or other reasons.
- ☐ 3. Substantially equal periodic payments within the meaning of section 72(t) of the Internal Revenue Code. **Complete Section 5-B and review B part II.**
- ☐ 4. Death/Beneficiary liquidation—If you are a beneficiary, contact Shareholder Services regarding additional document requirements.
- ☐ 5. Permanent disability—You certify that you are disabled within the meaning of section 72(m)(7) of the Internal Revenue Code.*
- ☐ 6. Transfer incident due to divorce or legal separation. Contact Shareholder Services regarding additional document requirements.
- ☐ 7. Removal of excess—You must complete **Section 4 (Excess Contribution Election)** in its entirety.
- ☐ 8. Direct rollover to a qualified plan 401(k), TSP or 403(b)—You are certifying that the receiving custodian will accept the IRA assets issued.
- ☐ 9. Qualified Reservist Distribution

B. QUALIFIED DISTRIBUTION FROM A ROTH IRA

This Roth IRA distribution satisfies the 5-year holding period requirement: ☐ Yes (If "No", proceed to Section C)

The distribution is being made for the following reason (check one):

- ☐ 1. You are age 59½ or older.
- ☐ 2. Death/Beneficiary liquidation—If you are a beneficiary, contact Shareholder Services regarding additional document requirements.
- ☐ 3. Permanent disability—You certify that you are disabled within the meaning of section 72(m)(7) of the Internal Revenue Code.*

Note: Distributions not meeting the 5-year required period and for all other reasons not listed above are considered non-qualified.

*For purposes of section 72(m)(7), an individual shall be considered to be disabled if he is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or to be of long-continued and indefinite duration.

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C. NON-QUALIFIED DISTRIBUTION FROM A ROTH IRA

The distribution is being made for the following reason (check one):

- ☐ 1. Normal distribution (prior to the 5-year holding requirement)—You are age 59½ or older.
- ☐ 2. Early (premature) distribution—You are under age 59½, including distributions due to medical expenses, health insurance premiums, higher education expenses, first time homebuyer expenses, or other reasons.
- ☐ 3. Substantially equal periodic payments within the meaning of section 72(t) of the Internal Revenue Code. **Complete Section 5-B and review B part II.**
- ☐ 4. Death/Beneficiary liquidation—If you are a beneficiary, contact Shareholder Services regarding additional document requirements.
- ☐ 5. Permanent disability—You certify that you are disabled within the meaning of section 72(m)(7) of the Internal Revenue Code.*
- ☐ 6. Transfer incident due to divorce or legal separation. Contact Shareholder Services regarding additional document requirements.
- ☐ 7. Removal of excess—You must complete **Section 4 (Excess Contribution Election)** in its entirety.
- ☐ 8. Qualified Reservist Distribution

*For purposes of section 72(m)(7), an individual shall be considered to be disabled if he is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or to be of long-continued and indefinite duration.

4. Excess Contribution Election

Amount of excess: \$_____ Tax year for which excess contribution was made: _____ Date deposited: _____

Earnings will be removed with the excess contribution if corrected before your federal income tax-return due date (including extensions), pursuant to Internal Revenue Code Section 408(d)(4) and Internal Revenue Service ("IRS") Publication 590. You may be subject to an IRS penalty of 6% for each year the excess remains in the account. In addition, the IRS may impose a 10% early distribution penalty on the earnings, if you are under age 59½. You will receive IRS Form 1099-R for the year in which the excess distribution takes place (not for the year in which the excess contribution was made). Consult IRS Publication 590 for more information pertaining to excess contributions. If you are subject to a federal penalty tax due to an excess contribution, you must file IRS Form 5329.

For the purpose of the excess contribution, we will calculate the net income attributable ("NIA") to the contribution using the method provided in the IRS Final Regulations for Earnings Calculation for Returned or Recharacterized Contributions. This method calculates the NIA based on the actual earnings and losses of the IRA during the time it held the excess contribution. Please note that a negative NIA is permitted and, if applicable, will be deducted from the amount of the excess contribution.

A. The excess is being corrected before my federal income tax filing deadline (including extensions):

- ☐ Remove excess plus/minus net income attributable. Distribute according to my instructions in **Section 6 (Mailing Instructions)**.
- ☐ Remove excess plus/minus net income attributable. Re-deposit as a **current year** contribution (not to exceed annual IRA contribution limit).

B. The excess is being corrected after my federal income tax filing deadline (including extensions). Earnings on the excess contribution will remain in the account.

- ☐ Remove excess and distribute according to my instructions in **Section 6 (Mailing Instructions)**.
- ☐ Remove excess and re-deposit as a **current year** contribution (not to exceed annual IRA contribution limit).

C. Redesignating an excess contribution to a later tax year.

Please consult a tax advisor to review your specific situation and to determine your best course of action. If you should decide to carry over the excess contribution to a later year, DO NOT RETURN THIS FORM.

5. Distribution Amount (Complete Section A or B)

A. ☐ Liquidate Entire Account or ☐ One-Time Partial Distribution of \$_____

OR

B. ☐ Systematic Distributions: Amount of each distribution \$_____¹

Beginning Date MM/DD/YYYY ____/____/____ Frequency: ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

If no beginning date is selected distributions will be scheduled for the 20th, If this form is received after the beginning date selected the first distribution will occur immediately upon receipt and future payments scheduled on the date selected.

If a frequency is not selected, your SWP will be distributed monthly.

B Part II - Substantially Equal Periodic Payments ("SEPP" under Section 72(t) of the Internal Revenue Code)

If you are requesting BNYM I S Trust recalculate the amount of your SEPP annually using an RMD method leave "Amount of each distribution" in B. Systematic Distributions blank and select the calculation method to use:

Calculate under the RMD method using ☐ Uniform Lifetime Table ☐ Single Life Table ☐ Joint and Last Survivor Table*

*Beneficiary's Name: _____ Date of Birth: _____

I acknowledge I have consulted with a qualified tax professional and IRS Publication 590-B; Distributions from Individual Retirement Arrangements (IRAs). I understand I am solely responsible for determining the amount to distribute and for monitoring if a modification of the SEPP under Section 72(t) has occurred. Neither the custodian nor the plan sponsor will monitor the SEPP. I understand the custodian does not report SEPP distributions on IRS Form 1099-R as exempt from the early distribution penalty and that I am expected to file IRS Form 5329 along with my income tax return to the IRS to claim a penalty tax exception for this reason.

¹Distributions will be taken proportionately across all funds unless specific funds and amounts are indicated below:

Fund: _____ Amount: \$_____ or Percentage: _____%

Fund: _____ Amount: \$_____ or Percentage: _____%

Fund: _____ Amount: \$_____ or Percentage: _____%

Total Amount: \$_____ Total 100%

IMPORTANT CHANGES TO THE RULES GOVERNING INDIRECT (60-DAY) ROLLOVERS BETWEEN IRA ACCOUNTS

Effective January 1, 2015, there is a new restriction on indirect (60-day) IRA-to-IRA rollovers. An IRA participant is allowed only one rollover across all IRAs (Traditional, Rollover, Roth, SEP, SARSEP and SIMPLE IRAs) in aggregate that a taxpayer owns in any 12-month or 365-day period. As an alternative, a participant can make an unlimited number of trustee-to-trustee transfers where the proceeds are delivered directly to the receiving financial institution, successor custodian or trustee. For more information please visit the Internal Revenue Service's web site www.irs.gov using the search term "IRA One-Rollover-Per-Year Rule". You must contact the receiving institution to initiate a trustee-to-trustee transfer. For more information, see IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs) – "Application of one-rollover-per-year limitation."

*A Medallion Signature Guarantee ("MSG") Stamp is required if the banking instructions are not already on file. An MSG may be obtained at your local bank or trust company, securities broker/dealer, clearing agency or savings association. The bank account must include your name in the account registration.

6. Mailing Instructions

☐ **Mail to my address of record**—(if you elected a Direct Rollover to a qualified plan or 403(b) you must complete the receiving custodian below*)

☐ ***Qualified Plan, 401(k), TSP or 403(b) Direct Rollover Deposit**—Check will be made payable to the receiving custodian.

ONLY COMPLETE THIS OPTION IF YOU ELECTED A DIRECT ROLLOVER TO A QUALIFIED PLAN OR 403(B) IN SECTION 3A. DO NOT USE THIS OPTION FOR ANY OTHER PAYMENT INCLUDING MOVING ASSETS TO AN IRA CUSTODIAN

Type of plan receiving IRA assets: ☐ 401(k) ☐ 403(b) ☐ TSP ☐ 457 plan ☐ other employer sponsored qualified plan

*Receiving Custodian

Account Number

Street

City

State

Zip

☐ ***Transfer funds electronically via ACH** (voided check required, if not on file) (or) ☐ ***Mail check to:**

Name of Institution

Routing and Account Number

Street

City

State

Zip

☐ **Purchase into my non-retirement account:**

☐ Application attached with investment instructions (or)

☐ Existing Account Number: _____ Investment Fund(s): _____

7. Tax Withholding Election

A. Federal Withholding: Federal income tax will be withheld at the rate of 10% from any distribution, subject to the IRS withholding rules, unless you elect a withholding rate of 0% below or have previously elected out of withholding. Tax will be withheld on the gross amount of the payment 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. If you elect to have no federal taxes withheld from your distribution, or if you do not have enough federal income tax withheld from your distribution, you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient. You understand that your below election will remain in effect until such time as you make a different election with the Custodian. Please select one of the following:

☐ I elect federal income tax withholding of 0%, do not withhold federal income tax from my distributions.*

☐ I elect federal income tax withholding of _____% must be a whole percent, you may elect any rate from 1% to 100%.*

See the attached Form W-4R Withholding Certificate for Nonperiodic Payments which has the **Marginal Rate Tables** and "Suggestion for determining withholding" instructions. You may use these tables and instructions to help you select the appropriate withholding rate.

*Generally, you can't elect less than 10% federal income tax withholding for payments to be delivered outside the United States and its possessions.

Mail to the following:

First Class Mail:

Matthews Asia Funds
P.O. Box 534475
Pittsburgh, PA
15253-4475

Overnight Mail:

Matthews Asia Funds
Attention: 534475
500 Ross Street,
154-0520
Pittsburgh, PA 15262
800.789.ASIA (2742)

8. Participant Authorization

I certify that I am the individual authorized to make these elections and that all information provided is true and accurate. I further certify that the Custodian, Matthews Asia Funds, or any agent of either of them has given no tax or legal advice to me, and that all decisions regarding the elections made on this form are my own. The Custodian is hereby authorized and directed to distribute funds from my account in the manner requested. The Custodian may conclusively rely on this certification and authorization without further investigation or inquiry. I expressly assume responsibility for any adverse consequences which may arise from the election(s) and agree that the Custodian, Matthews Asia Funds, and their agents shall in no way be responsible, and shall be indemnified and held harmless, for any tax, legal or other consequences of the election(s) made on this form.

X

Participant's Signature:

Date

*Beneficiary's Signature for inheritance liquidations.

Please review the Matthews Asia Funds prospectus for Medallion Signature Guarantee stamp requirements.

Medallion Signature Guarantee Stamp and Signature: An eligible guarantor is a domestic bank or trust company, securities broker/dealer, clearing agency or savings association that participates in a medallion program recognized by the Securities Transfer Agents Association. The three recognized medallion programs are the Securities Transfer Agents Medallion Program (known as STAMP), Stock Exchanges Medallion Program (SEMP), and the Medallion Signature Program (MSP). A notarization from a notary public is NOT an acceptable substitute for a signature guarantee.

Medallion Signature Guarantee—Medallion Stamp*

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Where instructed to provide your withholding election on “line 2” use the space provided on the attached form under “Federal Income Withholding Election.”

2025 Marginal Rate Tables

You may use these tables to help you select the appropriate withholding rate for this payment or distribution. Add your income from all sources and use the column that matches your filing status to find the corresponding rate of withholding. See below for more information on how to use this table.

Single or Married filing Separately		Married filing jointly or Qualifying surviving spouse		Head of household	
Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more
\$0	0%	\$0	0%	\$0	0%
15,000	10%	30,000	10%	22,500	10%
26,925	12%	53,850	12%	39,500	12%
63,475	22%	126,950	22%	87,350	22%
118,350	24%	236,700	24%	125,850	24%
212,300	32%	424,600	32%	219,800	32%
265,525	35%	531,050	35%	273,000	35%
641,350*	37%	781,600	37%	648,850	37%

*If married filing separately, use \$390,800 instead for this 37% rate.

General Instructions: Section references are to the Internal Revenue Code.

Future developments. For the latest information about any future developments related to Form W-4R, such as legislation enacted after it was published, go to www.irs.gov/FormW4R.

Purpose of form. Complete Form W-4R to have payers withhold the correct amount of federal income tax from your nonperiodic payment from an employer retirement plan, annuity (including a commercial annuity), or individual retirement arrangement (IRA). See below for the rules and options that are available for each type of payment.

Caution: If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. Your withholding choice (or an election not to have withholding on a nonperiodic payment) will generally apply to any future payment from the same plan or IRA. Submit a new Form W-4R if you want to change your election.

Nonperiodic payments—10% withholding. Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments **unless** you enter a different rate on line 2. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Note that the default rate of withholding may not be appropriate for your tax situation. You may choose to have no federal income tax withheld by entering “-0-” on line 2. See the specific instructions below for more information. Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including “-0-”) on any payments to be delivered outside the United States and its territories.

Note: If you don’t give Form W-4R to your payer, you don’t provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can’t honor requests to have a lower (or no) amount withheld. Generally, for payments that began before 2025, your current withholding election (or your default rate) remains in effect unless you submit a Form W-4R.

Payments to nonresident aliens and foreign estates. Do not use Form W-4R. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

Tax relief for victims of terrorist attacks. If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, enter “-0-” on line 2. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

Specific Instructions

Line 2 - More withholding. If you want more than the default rate withheld from your payment, you may enter a higher rate on line 2.

Less withholding (nonperiodic payments only). If permitted, you may enter a lower rate on line 2 (including “-0-”) if you want less than the 10% default rate withheld from your payment. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter “-0-”.

Suggestion for determining withholding. Consider using the Marginal Rate Tables above to help you select the appropriate withholding rate for this payment or distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on those sources of income has not been paid through other withholding or estimated tax payments, you can pay that tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

The marginal tax rate is the rate of tax on each additional dollar of income you receive above a particular amount of income. You can use the table for your filing status as a guide to find a rate of withholding for amounts above the total income level in the table.

To determine the appropriate rate of withholding from the table, do the following. Step 1: Find the rate that corresponds with your total income not including the payment. Step 2: Add your total income and the taxable amount of the payment and find the corresponding rate.

If these two rates are the same, enter that rate on line 2. (See Example 1 below.)

If the two rates differ, multiply (a) the amount in the lower rate bracket by the rate for that bracket, and (b) the amount in the higher rate bracket by the rate for that bracket. Add these two numbers; this is the expected tax for this payment. To get the rate to have withheld, divide this amount by the taxable amount of the payment. Round up to the next whole number and enter that rate on line 2. (See Example 2 below.)

If you prefer a simpler approach (but one that may lead to overwithholding), find the rate that corresponds to your total income including the payment and enter that rate on line 2.

Examples. Assume the following facts for Examples 1 and 2. Your filing status is single. You expect the taxable amount of your payment to be \$20,000. Appropriate amounts have been withheld for all other sources of income and any deductions or credits.

Example 1. You expect your total income to be \$65,000 without the payment. Step 1: Because your total income without the payment, \$65,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$85,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. Because these two rates are the same, enter “22” on line 2.

Example 2. You expect your total income to be \$61,000 without the payment. Step 1: Because your total income without the payment, \$61,000, is greater than \$26,925 but less than \$63,475, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$81,000 is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. The two rates differ. \$2,475 of the \$20,000 payment is in the lower bracket (\$63,475 less your total income of \$61,000 without the payment), and \$17,525 is in the higher bracket (\$20,000 less the \$2,475 that is in the lower bracket). Multiply \$2,475 by 12% to get \$297. Multiply \$17,525 by 22% to get \$3,856. The sum of these two amounts is \$4,153. This is the estimated tax on your payment. This amount corresponds to 21% of the \$20,000 payment (\$4,153 divided by \$20,000). Enter “21” on line 2.