

**Please Print or Type**

Forward To: First Trust Retirement, c/o DST Systems, Inc.

**IMPORTANT INFORMATION:**

Each alternative investment has specific rules around income distributions, please review the terms and conditions outlined within the specific product prospectus for details.

**Regular Mail**  
PO Box 219731  
Kansas City, MO 64121-9731  
855-387-3847

**Overnight Delivery**  
Mail Stop: Greenbacker  
Renewable Energy Company,  
LLC  
430 West 7th Street  
Kansas City, MO 64105-1407

**Step 1: IRA OWNER INFORMATION**

_____	_____	_____	_____	
Name	Social Security Number	Date of Birth	Account Number (if applicable)	
_____	_____	_____	_____	_____
Street Address	City	State	Zip	Phone Number

**Step 2: INCOME DISTRIBUTION INSTRUCTIONS**

Product:  Greenbacker Renewable Energy Company, LLC\*

\*Income distributions for Greenbacker Renewable Energy Company, LLC are processed in accordance with their respective distribution programs and are subject to availability. Please review their prospectus for details or call Greenbacker Renewable Energy Company, LLC at 888-292-3178.

**Please pay out my income distributions.** (Select payment method in Step 4)

**To participate in the Distribution Reinvestment Plan (DRP), it must be indicated on the applicable Subscription Agreement or product sponsor update form.**

**Step 3: INCOME DISTRIBUTION REPORTING**

Distribution from a:  **TRADITIONAL**     **ROTH**     **SEP IRA**     **Inherited IRA**

- Premature Distribution (Account holder must be under age 59 1/2 – IRS penalty applies unless rollover occurs within 60 days)
- Premature Exempt Distribution (Including Permanent Disability, SEPP, and other identified 72 (t) qualified exceptions. Documentary evidence is required.)
- Normal Distribution (Account holder age 59 1/2 or over; **includes Required Minimum Distributions**)
- Death (If not already in a Beneficiary IRA: Must provide a certified copy of the account holder's Death Certificate)
- IRA Trustee to Trustee Custodial Transfer (Non-Taxable) **For a Trustee to Trustee transfer, this form must be signed and Signature Guaranteed by accepting custodian OR must include the custodian's signed Letter of Acceptance.**

**Step 4: PAYMENT INSTRUCTIONS**

- Mail check to the address currently on file.
- Electronically deposit by ACH to my bank (Voided check is required.)
- Deposit into my Undirected Cash Account (Not a taxable distribution)
- Mail check to a third party listed below (This will be coded as a taxable distribution)
- Transfer my income distributions to the Custodian listed below as a Trustee to Trustee transfer. (This will be coded as a non-taxable distribution)

**For a Trustee to Trustee transfer, this form must be signed and Signature Guaranteed by accepting custodian OR must include the Custodian's signed Letter of Acceptance. This custodial sign off is only required at time of distribution establishment. Please note that this form cannot be notarized.**

Signature Guarantee

_____	_____
Payee or Account Name	Account Number
_____	
Address	
_____	
Accepting Custodian Sign off	

**Step 5: INCOME TAX WITHHOLDING (THIS SECTION MUST BE COMPLETED\*) (Form W-4P/OMB No .1545-0415)**

\* Except for a distribution from a Roth IRA or for a return of excess contribution.

In compliance with the "Tax Equity and Fiscal Responsibility Act," First Trust Retirement, as custodian, is required to withhold Federal Income Tax from all IRA distributions. You may exercise your right to elect not to have funds withheld. This election will be in effect until you change it. You may change or revoke this election at any time and as often as you wish. You may elect out of this withholding by checking the appropriate box below. **If no election is made, First Trust Retirement is required to withhold 10% Federal Income Tax. State Income Taxes cannot be withheld from your distribution.** Please note that penalties may be incurred under the estimated tax rules if your withholding and/or estimated tax payments are not sufficient. **Please note that withholding cannot be done for Transfers-in-Kind or Transfers to Non-Qualified accounts.**

**Please note that withhold cannot be done for Transfers-in-Kind or Transfers to Non-Qualified accounts.**

- Do not withhold taxes.
- Withhold \_\_\_\_\_% from the amount withdrawn (must be at least 10%).

**Step 6: SIGNATURE**

By signing below, I certify that the information I have provided is true and correct, and I authorize the Custodian to distribute my IRA as instructed above.

\_\_\_\_\_  
IRA Owner's Signature (or other authorized person)

\_\_\_\_\_  
Date