



ScholarShare College Savings Plan Withdrawal Request Form

Questions? Call toll-free 1.800.544.5248
Or write to the Plan at P.O. Box 55205 Boston, MA 02205-5205
Visit www.ScholarShare.com

Instructions

- Complete this form to request a withdrawal from your Account. Complete a separate form for each type of withdrawal you are requesting. Please note that the earnings portion of withdrawal proceeds not used for the qualified higher education expenses of the beneficiary may be subject to federal income tax and a 10% federal penalty tax.
- Print in capital letters using blue or black ink.
- A Medallion Signature Guarantee is required in Section 6: (i) for withdrawal requests of \$100,000 or more; (ii) for withdrawal to the address of record of the participant or beneficiary, if the address has been changed within 30 days; (iii) for withdrawal to the bank of record of the participant or beneficiary, if the bank information has been changed within 30 days; (iv) for withdrawal request to a third party of \$10,000 or more (excluding eligible education institutions and tuition payment plans/services). These requirements apply to all account types, including Entity Trusts.
- Mail this form to: ScholarShare College Savings Plan, P.O. Box 55205 Boston, MA 02205-5205.

1 Account Information

<i>Account Number (Refer to your statement.)</i>	<i>Contact Telephone Number</i>
<i>Account Owner, Custodian Name, or Entity Name</i>	
<i>Beneficiary Name</i>	

2 Select a Payee

- Account Owner** (This will be the tax responsible party who will receive the 1099Q form).
- Beneficiary** (This will be the tax responsible party who will receive the 1099Q form).
- School** (The beneficiary will be the tax responsible party who will receive the 1099Q form).
You will need your beneficiary's student ID to complete this withdrawal.
- Tuition Payment Payment Plan/Service or Other Third Party** (A check will be mailed to the address provided in section 5).

PLEASE NOTE: It generally takes 7-10 business days for the school to receive the check and additional time for processing. If you need it sooner, please contact our telephone representatives at the telephone number above.

3 Withdrawal From

Tell us how much to withdraw from this Account. Write a specific amount or "ALL" next to each Investment Portfolio.

Investment Portfolio	Indicate a specific amount or write "ALL" for each Investment Portfolio listed.					
	\$,			.
	\$,			.
	\$,			.
	\$,			.
	\$,			.
	\$,			.
Total Withdrawal Amount	\$,			.

Note: Funds cannot be withdrawn until 10 days after the receipt of each contribution. If applicable, a separate payment will be made to the payee designated in Section 5 once the units are available for withdrawal.

- This withdrawal is not being used for qualified higher education expenses. This information is being collected on behalf of the Plan and will not affect how your withdrawal will be reported to the Internal Revenue Service. For more information about withdrawals, please refer to the Plan Disclosure Booklet. You should consult with a qualified advisor regarding how tax laws may apply to your particular circumstances.

Investment Portfolio Names (Portfolio Number)		
Active Age-Based Portfolio	Active Diversified Fixed Income (2935)	Social Choice Portfolio (2933)
Passive Age-Based Portfolio	Passive Diversified Equity Portfolio (2945)	Index Bond Portfolio (2950)
Active Diversified Equity Portfolio (2929)	Passive Growth Portfolio (2946)	Index U.S. Large Cap Equity Portfolio (2952)
Active Growth Portfolio (2930)	Passive Moderate Growth Portfolio (2947)	Index U.S. Equity Portfolio (2953)
Active Moderate Growth Portfolio (2931)	Passive Conservative Portfolio (2948)	Principal Plus Interest Portfolio (2954)
Active Conservative Portfolio (2932)	Passive Diversified Fixed Income Portfolio (2949)	
Active International Equity Portfolio (2934)	Index International Equity Portfolio (2951)	

4 Systematic Withdrawal Information (Optional)

By completing this section, you authorize the Plan to systematically withdraw funds from your Account and to pay such amounts to the payee indicated in Section 2. These systematic withdrawals will continue until the Investment Portfolio from which the systematic withdrawal is made has insufficient funds to continue making payments or you advise the Plan in writing to stop making such payments.

- ✓ **Select the frequency of your withdrawals.**

<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
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- ✓ **Select the month(s) of your withdrawals.**

<input type="checkbox"/> Every Month (or →)	<input type="checkbox"/> Jan.	<input type="checkbox"/> Feb.	<input type="checkbox"/> Mar.
	<input type="checkbox"/> Apr.	<input type="checkbox"/> May	<input type="checkbox"/> Jun.
	<input type="checkbox"/> Jul.	<input type="checkbox"/> Aug.	<input type="checkbox"/> Sep.
	<input type="checkbox"/> Oct.	<input type="checkbox"/> Nov.	<input type="checkbox"/> Dec.

- ✓ **Select the date(s) of your withdrawals.**

<input type="checkbox"/> 1st	<input type="checkbox"/> 15 th	<input type="checkbox"/> Other _____
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5 Select a Delivery Method

Check this box for expedited delivery (Optional, \$15 will be deducted from your Account.)

- Pay by Check** (A check will be mailed to your or your beneficiary's address of record.)

- Pay by Electronic Funds Transfer (EFT)** (Funds will be received by your or your beneficiary's bank in a few days.)

You may select this option only if your banking information has been on file for at least 30 days and it has been verified by your bank. Before selecting this option, you may call to confirm your bank account information.

- Your bank account will be credited separately for the amount of contributions and earnings, if any, withdrawn from **each** Investment Portfolio. Depending upon the number of Investment Portfolios you own, you could receive multiple deposits into your bank account.
- If you select this method but you do not have a bank account on file or if your banking information has been added or changed within 30 days, a check will be mailed to your address of record.

- Pay to Eligible Educational Institution, Tuition Payment Service/Plan, or Other Third Party** (A check will be mailed as designated below.)

Please confirm the mailing instructions with your school before submitting this form for payment and provide a student ID, if required by the school. **Note:** Payments for qualified expenses for a foreign Eligible Educational Institution will be paid directly to the Account Owner.

Eligible Educational Institution Name (School) Tuition Payment Plan/Service or Other Third Party Payee

Student Name, ID or other Identifying Information (This information will appear only on the check.)

School, Tuition Payment Plan/Service, or Other Third Party Payee Mailing Address (Line 1)

School, Tuition Payment Plan/Service, or Other Third Party Payee Mailing Address (Line 1)

School City, State, Zip

6 Signature and Authorization (YOU MUST SIGN BELOW).

By signing below, I certify that the information contained in this Form, is true, complete and correct. I authorize a withdrawal from my Account based on this information. I understand and agree to all terms of the withdrawal as presented here, and in the Plan Disclosure Booklet and Participation Agreement.

If this withdrawal is for Qualified Higher Education Expenses, I further certify that the requested withdrawal represents qualified higher education expenses for the enrollment or attendance of my Beneficiary at an Eligible Educational Institution. To the best of my knowledge, no other request has been previously submitted to this Plan, or to any other Qualified Tuition Program, for reimbursement or payment of this/these expenses by me or my Beneficiary.

If I am participating in the Automatic Contribution Plan (ACP), my participation in ACP will be cancelled if I have requested a withdrawal of my entire Account balance (in all Investment Portfolios) but it will continue if I have only requested a partial withdrawal from my Account unless an *Electronic Banking Information Form* accompanies this form.

- **If I am making contributions by payroll deduction**, I understand that my payroll contributions will continue into this Account, regardless of the amount withdrawn, unless I notify my employer that I want to stop, or change the amount of my payroll deduction. If I am a State of California or UC employee and would like to stop or modify my payroll deduction, the appropriate *Payroll Deduction Form* has been completed and accompanies this form.

If I am withdrawing the full balance and closing an investment portfolio and do not want future contributions made into that portfolio, I understand I must update my allocation instructions to reflect this change. Allocation instructions may be updated online, by telephone, or by completing an Account Information Change Form.

If I am withdrawing my entire account balance, I request the cancellation of my Participation Agreement and the closure of my Account
I certify that I am the Participant, or I have the authority to act as the Participant

Signature of Participant

Date (month/day/year)

Medallion Signature Guarantee –

Note: A Medallion Signature Guarantee is not required if a *Plan Power of Attorney* Form is on file for an Individual Account, or if a *Plan Power of Attorney* Form accompanies this form.

GUARANTOR TO AFFIX STAMP HERE

Mail this form to:

ScholarShare College Savings Plan
P.O. Box 55205
Boston, MA 02205-5205

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