

**COVERDELL EDUCATION SAVINGS ACCOUNT  
(COVERDELL ESA)  
WITHDRAWAL AUTHORIZATION FORM**



1-800-332-5580  
P.O. Box 9763, Providence, RI 02940-9763  
Overnight Mail: 4400 Computer Drive  
Westborough, MA 01581

**Note:** For trustee to trustee transfers, please complete the appropriate receiving custodian's trustee to trustee transfer form. All required documentation must be received in good order before the withdrawal request can be honored. All legal documents must be certified and a Medallion Signature Guarantee may be required. Please see the Signature section for an explanation of the Medallion Signature Guarantee.

**RESPONSIBLE INDIVIDUAL** (Generally, the parent or legal guardian of the Designated Beneficiary unless the Designated Beneficiary is of legal age for their state of residence.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**DESIGNATED BENEFICIARY**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Account Number: \_\_\_\_\_

**DISTRIBUTION REASON**

**Qualified Distribution - Is Being Used for Qualified Education Expenses:**

The distribution from this account is being used for qualified education expenses of the Designated Beneficiary.

**Non-Qualified Distribution - Is Not Being Used for Education Expenses:**

1. This distribution is not being used for qualified education expenses and none of the other reasons listed below apply.

2. Permanent disability of the Designated Beneficiary (within the meaning of section 72(m)(7) of the Internal Revenue Code).

3. Removal of excess contribution plus earnings before the tax-filing deadline. In which tax year was the contribution made? \_\_\_\_\_  
Is the contribution plus earnings being removed in the same year?  Yes  No

4. Liquidation of the account for the Designated Beneficiary has attained age 30.

5. Transfer incident to divorce or legal separation - attach a Medallion Signature Guarantee letter of instruction indicating how the proceeds are to be distributed.

6. The Coverdell ESA is being rolled over to a Coverdell ESA for another eligible family member. Attached is either 1)  a Medallion Signature Guarantee letter of instruction indicating how the proceeds are to be delivered, or 2)  a new Sit Mutual Funds Coverdell ESA account application.

7. Death - the Responsible Individual or representative of the Designated Beneficiary's estate must furnish a certified copy of the death certificate and select from the following options (**A, B, or C**) below.

A. Distribute assets payable to the estate of the Designated Beneficiary following the mailing instructions on page 2.

Estate's Tax Identification Number: \_\_\_\_\_

B. Distribute assets in cash payable to the named Designated Death Beneficiary following the mailing instructions on page 2.

Beneficiary's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Continued on next page.

- C. The Coverdell ESA is being rolled over to a Coverdell ESA for an eligible family member who is under the age of 30.

Coverdell ESA Recipient's Name: \_\_\_\_\_

Attached is a new Sit Mutual Funds Coverdell ESA account application indicating a rollover contribution investment.

Deposit as a rollover into an existing Coverdell ESA at Sit Mutual Funds. Account Number: \_\_\_\_\_.

Issue proceeds to a Coverdell ESA in the recipient's name at another institution following the mailing instructions on page 2.

#### DISTRIBUTION METHOD (Complete A, B and C)

A. Choose one:  Total Liquidation (or)  Partial Distribution - Amount: \$ \_\_\_\_\_ (or) \_\_\_\_\_ Shares

#### B. Distribute from:

Fund: \_\_\_\_\_ Dollar Amount \$ \_\_\_\_\_ or %

Fund: \_\_\_\_\_ Dollar Amount \$ \_\_\_\_\_ or %

#### C. Mailing Instructions

**Mail to the Designated Beneficiary's address of record** – Check will be made payable to the Designated Beneficiary (or to their estate in case of death distribution).

**Mail to the following address** - (Medallion Signature Guarantee required if address is not already on file.)

Attention: \_\_\_\_\_ For the Benefit of: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Transfer funds electronically via ACH\* (voided check required) (or)**  **Mail check to\*:**

Name of Institution: \_\_\_\_\_

For the Benefit of: \_\_\_\_\_

Address: \_\_\_\_\_

Routing and Account Number: \_\_\_\_\_

\*Medallion Signature Guarantee is required and may be obtained at your local bank or trust company, securities broker/dealer, clearing agency or savings association.

\*The receiving bank account must include your or the Designated Beneficiary's name in the account registration.

#### SIGNATURE

I certify that I am authorized to make these elections and that all information provided is true and accurate. I further certify that the Custodian, Sit Mutual 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 the 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, Sit Mutual 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.

**Signature of Responsible Individual\*:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*Designated Beneficiary (if legal adult)

Medallion Signature Guarantee Stamp and Signature (If required by your current custodian or transfer agent): 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.

Custodian: BNY Mellon Investment Servicing Trust Company 4400 Computer Drive, Westborough, MA 01581.

#### Mail to the following:

##### First Class Mail:

Sit Mutual Funds  
P.O. Box 9763  
Providence, RI 02940-9763

##### Overnight Mail:

Sit Mutual Funds  
4400 Computer Drive  
Westborough, MA 01581

Questions? Call us at 1-800-332-5580