

Distribution Form (Non-IRA)

Instructions:

Complete this form for all distributions from **Non-IRA Accounts** at SEI Private Trust Company. Please refer to the Guide to Asset Management for processing guidelines.

Note: Not to be used for Individual Retirement Accounts (IRA).

- For distributions by check, complete Sections 1-3, 5, 8 (if applicable) and 9.
- For distributions by wire or ACH, complete Sections 1-3, 6, 8 (if applicable) and 9.
- For liquidation and transfer to another SEI account, complete Sections 1-3, 7 and 9.

Note: Distributions must be received by SEI Private Trust Company **no later than 2:30 PM EST**. Requests received after 2:30 PM will be placed the following business day. Please refer to the Enhanced Advisory Services Operations Guide for Non-SEI processing guidelines.

Forward completed form to:
SEI Private Trust Company
Attention: Advisor Network (Service Team)
P.O. Box 1098
Oaks, PA 19456-9907
OR Fax: 610-676-1021 (See Sections 5 and 6)

- New distribution
- Change to an existing distribution

1 Advisor Information

Advisor's Name

Advisor's Phone Number

2 Investor Information

Investor's Name

Investor's Taxpayer Identification Number

3 Payment Information

I direct SEI Private Trust Company to Distribute from the above account. Please see Section 4 for distributions due to divorce.

A. Amount to withdraw from the Account:

\$ _____

B. Frequency: (Select one)

Note: If Frequency section is left blank, a one time distribution will be processed.

- One Time Monthly Quarterly Semi-Annually
- Annual Account Closing

Charge Prorated Final Advisory Fee:

- Yes **OR** No

Start Date: _____ / _____ / _____ (Month / Day / Year)

Note: If no start date is indicated, the initial distribution will occur on the second business day following the date of receipt, per our standard procedures; subsequent distributions will recur on that day of the month. If account is not funded as of the start date of a recurring distribution the initial distribution will default to the next scheduled date.

C. Remove the above distribution amount from:

Note: If instructions are not provided in this section, SEI will sell proportionally across all mutual funds.

- Current Allocation, **OR**
- DCA/Holding Money Market (excluding CAA-SEI Money Market Assets)

Please select one of the following to establish the continuation of the Dollar Cost Averaging ("DCA"). **Adjust the DCA by:**

- End Date **OR** Dollar Amount

Pro-Rata Across SEI Funds (For Non-Asset Allocation Portfolio Accounts Only)

Pro-Rata Across All Mutual Funds (For Non-Asset Allocation Portfolio Accounts Only)

Fund Redemption (For Non-Asset Allocation Portfolio Accounts Only)

Please provide Fund Number and Name of mutual fund to sell to cover the distribution. If there is a sufficient balance in money market to cover the redemption, no fund need be provided.

Redeem Fund # / CUSIP #

Fund Name

- D. Indicate here if you wish to pay out **all** cash dividends/ income on a recurring basis only. (One Time not available. Dollar amount will vary depending upon dividends/ interest paid). **Note:** Capital gains cannot be automatically paid out. **Asset Allocation Accounts:** Capital gains will rebalance from your Asset Allocation portfolio money market during the next automatic rebalancing. **Funds Only Accounts:** Capital gains will be invested into your money market.
- E. Indicate here if you wish to transfer cash dividends/ income to the DCA/Holding Money Market. (One Time not available. Dollar amount will vary depending upon dividends/ interest paid). **Note:** Capital gains cannot be automatically paid out. **Asset Allocation Accounts:** Capital gains will rebalance from your Asset Allocation portfolio money market during the next automatic rebalancing. **Funds Only Accounts:** Capital gains will be invested into your money market.
- F. Transfer the above dollar amount to my CAA-SEI Money Market Assets. (Available for One-Time Distributions only.) Note: Supply account number if different from above.

SEI Account Number

4 Divorce Decree

If this distribution is due to a divorce proceeding, please do not submit court paperwork. Instead provide the following information:

- 1. Amount of Distribution _____ dollar OR _____%
- 2. Effective Date: _____ / _____ / _____ (Month / Day / Year)

Note: If an effective date is provided for a dollar amount market fluctuation will be taken into account. A calculation will be made to determine any earnings or losses attributable to the dollar amount that will be distributed. Also, if an effective date is provided for a percentage of the account, the percentage will be based on the market value as of the effective date. For one-time distributions only.

5 Distribution via Check

Note: If a check is to be made payable to the registered account owner, the Advisor's signature will suffice. Fax form and retain original for your files. If neither box is selected, a check will be sent to the address of record. **If the check is to be made payable to anyone other than the registered account owner, the signature of the Investor is required.**

Address of Record (Sent via first class mail)

OR

Third Party Payee Information (See above notes) (If the check is payable to a financial institution for the benefit of a third party, provide the third party's address in section 8 as required by the Travel Rule, a Bank Secrecy Act requirement.)

Payable to Mailing Address:

Payee _____

Address _____

City _____ State _____ Zip Code _____

Special Instructions:

Overnight Delivery (Check here)
A \$10 fee will be deducted in addition to amount requested in Section 3A. Overnight carrier requires a signature upon delivery, and cannot deliver to a Post Office Box.

6 Distribution via Wire or ACH

Note: If a wire is to be sent to a bank account titled the same as the SEI Private Trust Company account, the Advisor's signature will suffice. Fax form and retain original for your files. **If a wire is to be sent to anyone other than the registered account owner, the signature of the Investor is required.**

ACH Note: Please attach an unsigned voided Check for ACH distributions to checking accounts, or bank provided routing instructions for ACH distributions to savings accounts; failure to provide may result in processing delays.

For Further Credit destinations are **not accepted** on ACH transfers. ACH can only be sent to the registered account owner's bank account: checking or savings. **Funds will be directly deposited to the account specified two business days after the expected start date (Section 3B).**

A. Type of Distribution: (Select one) **Note:** If type of distribution is not selected, a wire will be sent and the account will be charged a \$10 wire fee.

Wire **OR** ACH

B. Type of Account: (Select one)

Checking **OR** Savings

Account Information:

ACH or Wire can not be completed unless **all** information is provided.

Bank Name _____

Bank City _____ State _____

ABA Routing Number _____

Account Name (If wire distribution, provide third party recipient address in Section 8 as required by the Travel Rule, a Bank Secrecy Act requirement)

Account Number _____

For Further Credit Account Name (Wire only, not available for ACH) (Provide third party recipient address in Section 8 as required by the Travel Rule, a Bank Secrecy Act requirement)

For Further Credit Account Number (Wire only, not available for ACH)

Wire Fee: A \$10 fee will be deducted in addition to amount requested in Section 3A.

ACH Withdrawals: SEI Private Trust Company will not charge a fee.

SEI Account Number: _____

7 Liquidation/Distribution to Another SEI Account

Liquidate and Transfer to :

SEI Account Number

Note: For Internal In-Kind Transfers, fill out the SEI Internal Asset Transfer Form.

8 Third Party Recipient Address Information

For third party wires, or checks payable to a financial institution for the benefit of a third party, provide recipient's street address, city, state, and zip code. If recipient's information is not provided, wire or check may be rejected by receiving institution.

Street Address

City State Zip Code

9 Signatures

I certify that the information I have provided is accurate and hereby authorize SEI Private Trust Company, upon receipt of this request, to initiate a distribution from my account as instructed on this form. I further agree that SEI Private Trust Company, its parent and affiliates, **will not** be liable for any loss, liability, cost, or expense for acting as directed in this request.

Note: See instructions in Sections 5 or 6 for signature requirements.

Investor's Signature Date

Signature of Joint Owner (If applicable) Date

Acknowledged By:

Advisor's Signature Date