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# IRA Distribution Kit

*To authorize distributions from your Vanguard IRA®*

If you meet the eligibility requirements, you can begin withdrawing funds from your Vanguard IRA without incurring a premature distribution penalty. **Note:** If taking required minimum distributions, use our Required Minimum Distribution Service Form instead.

## Eligibility

**Normal distribution.** You may begin making withdrawals at age 59½ even if you continue working. Contributions and investment earnings are subject to ordinary income tax in the year of the withdrawal.

**Early (premature) distribution.** If you're under age 59½, your distributions are subject to ordinary income tax and may also be subject to a 10% federal penalty tax unless you meet an IRS exception. To claim an exception from the premature distribution penalty, you must complete IRS Form 5329.

**Rollover to an employer plan (for traditional IRAs only).** Before using the enclosed form, check with your employer to determine whether your plan has its own requirements for accepting IRA assets.

**Inherited IRA distribution.** If the original IRA owner has died and you're the beneficiary.

For details about your eligibility for IRA distributions, consult your tax advisor. You may also refer to IRS Publications 575 and 590, which are available online at [irs.gov](https://www.irs.gov).

# Important information about charitable distributions

You're eligible to transfer distributions from your IRA to an eligible charitable organization—without having to count the distributions as taxable income—only if all of the following are true:

- You're age 70½ or older.
- The distribution is from a traditional or Roth IRA. (The distribution cannot be made from a SEP-IRA maintained under an employer plan and to which you contributed during the year of the distribution.)
- The distribution is for an amount that would otherwise be taxable (i.e., pre-tax contributions and earnings).
- The distribution is being made directly from your Vanguard account to the charity. (This includes checks payable to the charity and sent to your address of record.)
- The charity is a qualified charity, as defined in section 170(b)(1)(A) of the Internal Revenue Code. Certain charities—such as donor-advised funds, charitable remainder trusts, and private foundations—are excluded.
- The amount of your charitable distribution when added to the total amount of your charitable IRA rollover distributions made this calendar year, doesn't exceed \$100,000 (indexed for inflation).

## Important reminders

- Amounts withheld for taxes are not sent to the charity and would not qualify as a charitable distribution.
- The amount of your charitable distribution taken to fund a Charitable Remainder Unitrust, Charitable Remainder Annuity Trust, or Charitable Gift Annuity is up to a maximum one-time amount of \$50,000 (indexed for inflation).

For more information on the rules of charitable distributions from an IRA, consult your tax advisor.

# Special notes about determining taxability of distributions

The information below and on the next page pertains to the taxability of IRA withdrawals.

## Roth IRA conversions

If you converted a traditional IRA to a Roth IRA, you paid tax on those assets in the year you converted them. Therefore, you won't owe tax when you withdraw them. But if you withdraw converted assets less than five years after the conversion and you're under age 59½, you may owe a 10% federal penalty tax on the withdrawal.\*

## Nondeductible IRA contributions

If you made nondeductible contributions to your traditional IRA or rolled over after-tax money from an employer's retirement plan, part of your IRA distributions will be exempt from additional federal income tax. To calculate the taxable portion of your distribution, complete IRS Form 8606 (available online at or by phone at 800-TAX-FORM). See Section VII of The Vanguard Traditional IRA, SEP-IRA, and Roth IRA Disclosure Statement for an example of this calculation.

If you're withdrawing assets from a Roth IRA, use IRS Form 8606 to calculate the taxable amount of any earnings you've withdrawn.

## Inherited IRAs (traditional and Roth)

- **You may have to take required minimum distributions (RMDs).** If you inherit an IRA from a decedent who passed away after December 31, 2019, the IRS generally requires that all distributions must be made by the end of the tenth year following the year of the original IRA owner's death (except for distributions made to spouses and certain other eligible designated beneficiaries). For more information about RMDs and inherited IRAs, visit [investor.vanguard.com/inherit/ira-rmd](https://investor.vanguard.com/inherit/ira-rmd).
- **Some traditional IRA withdrawals may be tax-free.** If an inherited traditional IRA includes nondeductible contributions or after-tax money rolled over from an employer's retirement plan, part of your withdrawals may be tax-exempt. To determine the taxable amount of your withdrawals, refer to the original owner's IRS Form 8606 or Form 8606 worksheets, or consult a tax advisor.
- **Some Roth IRA withdrawals may be taxable.** If you inherited a Roth IRA from someone who established a Roth IRA less than five years ago, you may owe tax on part of your withdrawals. For details, see Section VII of The Vanguard Traditional IRA, SEP-IRA, and Roth IRA Disclosure Statement.
- **There's no penalty for early withdrawal.** You can withdraw money at any age from your inherited IRA—either traditional or Roth—without incurring a federal penalty tax.

**Before completing the enclosed form for an inherited IRA, call us for instructions at 800-662-2739.**

\* IRA distributions received before you're age 59½ may not be subject to the 10% federal penalty tax if the distributions are due to your disability; to a decedent's beneficiary; you're a reservist who was ordered or called to active duty after September 11, 2001, for more than 179 days; or the distributions are for a first-time home purchase (lifetime maximum: \$10,000), postsecondary education expenses, substantially equal periodic payments taken under IRS guidelines, certain unreimbursed medical expenses, an IRS levy on the IRA, a qualified birth or adoption (up to \$5,000 per birth or adoption), health insurance premiums (after you've received at least 12 consecutive weeks of unemployment compensation), a terminal illness, certain emergency expenses (for distributions after December 31, 2023, up to \$1,000), domestic abuse (for distributions after December 31, 2023, not to exceed the lesser of \$10,000 (indexed) or 50% of the individual's account balance), qualified disaster recovery distribution (up to \$22,000 per disaster), or earnings attributable to a timely correction of an excess/unwanted IRA contribution. For more details, consult a professional tax or financial advisor. See IRS Form 5329 for instructions on tax filing for any penalty tax on withdrawals.

## How IRA distributions are taxed

	If you're under age 59½	If you're age 59½ or older
<b>Traditional IRA</b>	Your distributions are generally subject to ordinary income tax and may also be subject to a 10% federal penalty tax.*	Your distributions are generally subject to ordinary income tax but are penalty-free.
<b>Roth IRA</b> <i>accounts held less than five years**</i>	<ul style="list-style-type: none"> <li>• Distributions of contributed assets are tax-free and penalty-free.</li> <li>• Distributions of converted assets are subject to a 10% federal penalty tax unless an exception applies.*</li> <li>• Distributions of earnings are subject to ordinary income tax. Earnings are also subject to a 10% federal penalty tax unless an exception applies.*</li> </ul>	<ul style="list-style-type: none"> <li>• Distributions of contributed and converted assets are tax-free and penalty-free.</li> <li>• Distributions of earnings are subject to ordinary income tax, but not the 10% federal penalty tax.</li> </ul>
<b>Roth IRA</b> <i>accounts held five years or more**</i>	<ul style="list-style-type: none"> <li>• Distributions of contributed and converted assets are tax-free.</li> <li>• Distributions of earnings are subject to ordinary income tax. Earnings are also subject to a 10% federal penalty tax unless an exception applies.*</li> </ul>	All distributions are tax-free and penalty-free.

\*IRA distributions received before you're age 59½ may not be subject to the 10% federal penalty tax if the distributions are due to your disability; to a decedent's beneficiary; you're a reservist who was ordered or called to active duty after September 11, 2001, for more than 179 days; or the distributions are for a first-time home purchase (lifetime maximum: \$10,000), postsecondary education expenses, substantially equal periodic payments taken under IRS guidelines, certain unreimbursed medical expenses, an IRS levy on the IRA, a qualified birth or adoption (up to \$5,000 per birth or adoption), health insurance premiums (after you've received at least 12 consecutive weeks of unemployment compensation), a terminal illness, certain emergency expenses (for distributions after December 31, 2023, up to \$1,000), domestic abuse (for distributions after December 31, 2023, not to exceed the lesser of \$10,000 (indexed) or 50% of the individual's account balance), qualified disaster recovery distribution (up to \$22,000 per disaster), or earnings attributable to a timely correction of an excess/unwanted IRA contribution. For more details, consult a professional tax or financial advisor. See IRS Form 5329 for instructions on tax filing for any penalty tax on withdrawals.

\*\*The five-year holding period begins on January 1 of the first year for which you made a Roth contribution or January 1 of the first year in which you converted assets—whichever comes first. For conversions, the five-year holding period begins on January 1 of the year in which the conversion was made and is determined separately for each conversion.



## Vanguard Brokerage Account

# IRA Distribution Form

Effective September 2025

**Use this form** to request a onetime distribution from your settlement fund in your Vanguard Brokerage Account traditional IRA, SEP-IRA, Roth IRA, or inherited IRA. Use a separate form for each IRA.

**Don't use this form** to convert a traditional or SEP-IRA to a Roth IRA, to remove an excess IRA contribution, or to distribute assets in kind. Contact us for instructions.

Print in capital letters and use black ink.

## Do this online

Go to [vanguard.com](https://vanguard.com).

Questions? Call 800-662-2739.

## 1. Account owner information

Provide your name  
as it appears on  
your account. >

Vanguard Brokerage Account number *Enter all eight digits.*

Name *first, middle initial, last*

Last four digits of Social Security number

Zip code

## 2. Reason for distribution *For details about your eligibility for IRA distributions, consult your tax advisor.*

Check only one option under **Traditional or SEP-IRA** or **Roth IRA**, depending on which type of IRA you own. This information enables us to properly code your IRS Form 1099-R. If you don't check a box, your distribution won't be processed.

### Traditional IRA or SEP IRA

#### Distribution

- **I'm age 59½ or older.**

- **Normal distribution** (IRS distribution code 07).
  - Normal distributions are subject to ordinary income tax.
  - You're eligible to begin taking distributions at age 59½ even if you continue working.
  - If you're over age 70½ and making a charitable distribution, select Option E in Section 4. **A Medallion signature guarantee is required for this request.**

- **I'm under age 59½.**

- **Early (premature) distribution** (IRS distribution code 01).
  - Distributions before age 59½ may be subject to ordinary income tax and may also be subject to a 10% federal penalty tax unless you meet an IRS exception.
  - To claim an exception from the penalty tax, you must complete IRS Form 5329.

- **Inherited traditional IRA distribution** (IRS distribution code 04).

- The original IRA owner has died and I'm the beneficiary.

**Traditional IRA or SEP IRA** *continued***Rollover to an employer plan** (IRS distribution code G).

- I want to roll over my IRA directly to an employer plan (a 401(k), for example).
- You can't roll over after-tax amounts from your IRA. Vanguard can't certify to your employer whether your IRA contributions were pre-tax or after-tax.
- When completing Section 4, **you must select option D.**

**Roth IRA****Distribution**

- **I'm age 59½ or older.**
  - **Normal distribution** (IRS distribution code T).\*
    - You're eligible to begin taking distributions at age 59½ even if you continue working.
- **I'm under age 59½.**
  - **Early (premature) distribution** (IRS distribution code J).
    - Nonqualified distributions of earnings before age 59½ may be subject to ordinary income tax and a 10% federal penalty tax unless you meet an IRS exception.
    - To claim an exception from the penalty tax, you must complete IRS Form 5329.
- **Inherited Roth IRA distribution** (IRS distribution code T).\*
  - The original IRA owner has died and I'm the beneficiary.

**3. Amount you want to distribute****Important:**

- If you're distributing the proceeds to a charitable organization (see Option E in Section 4), please make sure the amount you provide here matches the amount you provide in Option E. If the amounts don't match, we'll process this distribution form using the amount you provide in Option E.
- **Make sure you have sufficient funds available in your settlement fund to cover the amount of the distribution.**
- Money recently added to your account by check or electronic bank transfer may not be immediately available to distribute from your account.

**Redeem this amount from my settlement fund** *Check one.*

**Total amount.** Sell all shares in the settlement fund and distribute the proceeds.

**Partial amount.** Sell only the amount below and distribute the proceeds.

Dollar amount

\$

\*If our records indicate that five or more full tax years have passed since your first contribution or conversion to your Roth IRA at Vanguard (including contributions made by April 15 for the prior year), we'll automatically use IRS distribution code Q—not T—when submitting your IRS Form 1099-R for the distribution.

**Return ALL pages of this form, even if some sections are left blank.**

#### 4. How you want to distribute the proceeds Check and complete Option A, B, C, D, or E.

If you check this box and don't enclose our Electronic Bank Transfer Form (available online), we won't be able to process your distribution until we obtain the bank information. >

##### Option A. Send the proceeds directly to my bank account.

Electronic bank transfers can take two to three business days to arrive at your bank once Vanguard processes your request. *Check one.*

**I want to use the existing bank information I already have on file with Vanguard to process this distribution request.** In most cases, you can process this type of distribution online at [vanguard.com](https://vanguard.com) or by phone without having to submit this form.

Bank name	Bank name Savings      Checking	Last four digits of bank account number
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**I want to add new bank information. I've also enclosed the Electronic Bank Transfer Form, which contains the bank information to be used for this distribution.**

##### Option B. Make a check payable to me and send it to the mailing address you have on file.

If you check this box, a Medallion signature guarantee is required in Section 6. >

**Option C. Make a check payable to someone else and mail it to the following address. If you're making a charitable distribution, please proceed to Option E.**  
*If you'd like the check sent to the mailing address we have on file, leave these address fields blank.*

Name of payee *not to exceed 30 characters*

FBO *if applicable*

Account number *if applicable*

Street or P.O. box

City, state, zip

**Option D. Make a check payable to the institution that services my employer plan.** The check will be made payable to *[Name of institution] [FBO Name of the Vanguard Brokerage Account owner]* and sent to your address we have on file at Vanguard. (FBO means "for benefit of")

Check this box if the assets are going to a Vanguard sponsored plan. If you make this selection, **you must include an account number below.**

Name of plan/institution <i>not to exceed 30 characters</i>	Account number
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If you check this box, a Medallion signature guarantee is required in Section 6. >

**Option E. I want to make a qualified charitable distribution.** The organization(s) you list below must be designated as qualified by the IRS.\* If you'd like the check sent to the mailing address we have on file, leave the address fields blank.

Name of payee <i>not to exceed 30 characters</i>
Street
City, state, zip
Amount \$

Name of payee <i>not to exceed 30 characters</i>
Street
City, state, zip
Amount \$

Name of payee <i>not to exceed 30 characters</i>
Street
City, state, zip
Amount \$

Name of payee <i>not to exceed 30 characters</i>
Street
City, state, zip
Amount \$

If you need more space to list additional charitable organizations and amounts, provide the information on an additional copy of this page. >

Name of payee <i>not to exceed 30 characters</i>
Street
City, state, zip
Amount \$

\*Charitable distributions can't be made from a SEP-IRA maintained under an employer plan and to which you contributed during the year of the distribution.



## 5. Income tax withholding elections

- Regardless of your withholding election, you're responsible for paying any tax due on the taxable portion of your distribution.
- If taxes are withheld on the distribution, the amount you requested in Section 3 will decrease by the amount withheld.
- You may be subject to penalty taxes if federal and state taxes are due and either your estimated tax payments or the amount of tax you have withheld is insufficient under IRS rules or your state's rules.
- Your withholding for federal and state taxes, when combined, can't exceed 99% of your distribution.

### Federal income tax withholding

- Distributions from a Roth IRA and qualified charitable distributions aren't subject to federal withholding, but you can request withholding.
- Distributions from a Traditional or SEP IRA are subject to a default 10% federal withholding unless you provide a different rate on the attached IRS W-4R form. We will apply the tax withholding rate specified on the form to this distribution and future distributions on this account.
- Vanguard will not withhold federal taxes if you selected rollover.

### Special rules for addresses outside the U.S.

If your account is registered to an address outside the U.S. or your payment is being directed outside the U.S., we're required to presume your tax status to be foreign and withhold 30% federal income tax from your distribution unless one of the following applies:

- **You're a U.S. person (including a resident alien), and we have a valid IRS Form W-9 on file at the time of your distribution.** We're required to withhold 10% federal income tax from your distribution. *You can't elect out of federal income tax withholding for distributions delivered outside the U.S.*
- **You're not a U.S. person, and we have on file a valid IRS Form W-8BEN on which you've claimed tax treaty benefits.** If you're eligible for a reduced withholding rate based on a tax treaty your country has with the U.S., you may claim the reduced rate by completing Form W-8BEN, including the section titled "Claim of Tax Treaty Benefits," and providing either your U.S. taxpayer identification number (TIN) or your foreign TIN. If your claim is valid, the reduced rate will be applied.

If you have an address outside the U.S. and aren't sure whether we have a Form W-9 or W-8BEN on file for your account, please call us. We'll provide you with further instructions for completing either a paper Form W-9 or an electronic Form W-8.

**State income tax withholding**

**To determine the tax withholding requirements for your state, go to [vanguard.com/pdf/sawhtc.pdf](https://vanguard.com/pdf/sawhtc.pdf).** If your state is not listed, you may skip to Section 6.

- Vanguard will apply withholding for your state as you instruct below. If your election doesn't meet your state's requirements, we'll withhold your state's minimum.
- We'll use your street (not mailing, if different) address of record to determine state withholding requirements. If the state listed on your account isn't your legal state of residence, you'll need to update that information online or by phone prior to submitting this form.
- If you have questions regarding state withholding, contact your tax advisor or your state's taxing authority.

*Check one.*

Don't withhold state income tax from my distribution.		
Withhold my state's minimum requirement.		
Withhold this amount: We'll withhold at least your state's minimum requirement.	%	\$

**You must sign on page 7.**

## 6. Authorization of account owner *Read carefully before signing.*

### Important:

- If you selected Option A in Section 4 and want to send this distribution to a bank that isn't already on file with Vanguard, you must complete our Electronic Bank Transfer Form and mail it with this form. If you don't include that form, there will be a delay in processing your request.
- If you selected Option C or E in Section 4, you must obtain a Medallion signature guarantee when signing.

By signing below, you acknowledge that you've read and understand these distribution instructions and further acknowledge that these instructions are binding. If you're distributing the assets listed in Section 3 to a third party, you hereby irrevocably relinquish all rights, title, and interest in those assets.

**If a Medallion signature guarantee is required, DO NOT sign this form until you're in the presence of an authorized officer.**

Signature of account owner <b>X</b>	Date <i>mm dd yyyy</i>
Print name	

### Medallion signature guarantee *if required*

**You can get a Medallion signature guarantee from an authorized officer of a bank, broker, and many other financial institutions.**

A notary public CANNOT provide a signature guarantee.

Authorized officer's title	Signed guarantee stamp <i>must be original and state "Medallion guaranteed"</i>
Name of institution	
Date <i>mm dd yyyy</i>	

## Mailing information

### Make a copy of your completed form for your records.

Mail your completed form along with any other required information to the most appropriate address listed below.

**If you don't have a postage-paid envelope, mail to:**

Vanguard  
P.O. Box 982901  
El Paso, TX 79998-2901

**For overnight delivery, mail to:**

Vanguard  
5951 Lockett Court, Suite A1  
El Paso, TX 79932-1882

**Return ALL pages of this form, even if some sections are left blank.**

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Form <b>W-4R</b>	<b>Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions</b>	OMB No. 1545-0074
Department of the Treasury Internal Revenue Service	<b>Give Form W-4R to the payer of your retirement payments.</b>	<b>2025</b>
<b>1a</b> First name and middle initial	Last name	<b>1b</b> Social security number
Address		
City or town, state, and ZIP code		

Your withholding rate is determined by the type of payment you will receive.

- For nonperiodic payments, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100% on line 2. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its territories.
- For an eligible rollover distribution, the default withholding rate is 20%. You can choose a rate greater than 20% by entering the rate on line 2. You may not choose a rate less than 20%.

See page 2 for more information.

<b>2</b>	Complete this line if you would like a rate of withholding that is different from the default withholding rate. See the instructions on page 2 and the Marginal Rate Tables below for additional information. Enter the rate as a whole number (no decimals)	<b>2</b>	%
<b>Sign Here</b>	<b>Your signature</b> (This form is not valid unless you sign it.)		<b>Date</b>

### 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](http://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 or eligible rollover distribution from an employer retirement plan, annuity (including a commercial annuity), or individual retirement arrangement (IRA). See page 2 for the rules and options that are available for each type of payment. Don't use Form W-4R for periodic payments (payments made in installments at regular

intervals over a period of more than 1 year) from these plans or arrangements. Instead, use Form W-4P, Withholding Certificate for Periodic Pension or Annuity Payments. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

**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.

### 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 page 2 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 (*continued*)

**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.

**Eligible rollover distributions—20% withholding.** Distributions you receive from qualified retirement plans (for example, 401(k) plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over to an IRA or qualified plan are subject to a 20% default rate of withholding on the taxable amount of the distribution. You can’t choose withholding at a rate of less than 20% (including “-0-”). Note that the default rate of withholding may be too low for your tax situation. You may choose to enter a rate higher than 20% on line 2. Don’t give Form W-4R to your payer unless you want more than 20% withheld.

Note that the following payments are **not** eligible rollover distributions for purposes of these withholding rules:

- Qualifying “hardship” distributions;
- Distributions required by federal law, such as required minimum distributions;
- Distributions from a pension-linked emergency savings account;
- Eligible distributions to a domestic abuse victim;
- Qualified disaster recovery distributions;
- Qualified birth or adoption distributions; and
- Emergency personal expense distributions.

See Pub. 505 for details. See also *Nonperiodic payments—10% withholding* above.

**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 1b

For an estate, enter the estate’s employer identification number (EIN) in the area reserved for “Social security number.”

### 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 on page 1 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.

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request additional federal income tax withholding from your nonperiodic payment(s) or eligible rollover distribution(s); (b) choose not to have federal income tax withheld from your nonperiodic payment(s), when permitted; or (c) change a previous Form W-4R (or a previous Form W-4P that you completed with respect to your nonperiodic payments or eligible rollover distributions). To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s).

Failure to provide a properly completed form will result in your payment(s) being subject to the default rate; providing fraudulent information may subject you to penalties.

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The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

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NRSBCV 072024