Disbursement Instruction Form

IMPORTANT INFORMATION

This form is for use in requesting a disbursement from your Non-Qualified (Taxable) Account or Custody Only Account.

DO NOT USE THIS FORM FOR ANY OF THE FOLLOWING:

- Payment of asset expenses; use the Expense Payment Form.
- Distributions from your IRA or Roth IRA; use the IRA Distribution Request form.
- Transfers to another custodian; submit your receiving custodian's transfer form to the receiving firm.
- Solo(k) account distributions; contact your third-party administrator to obtain participant distribution paperwork.

Complete, sign, and date this form using blue or black ink and return it to Columbia Private Trust.

* Indicates required information

1. ACCOUNT OWNER

ACCOUNT OWNER NAME (FIRST, MI, LAST)*	SOCIAL SECURITY NO.*	
COLUMBIA PRIVATE TRUST ACCOUNT NO.*	DATE OF BIRTH*	
EMAIL ADDRESS*	DAYTIME PHONE*	
STREET ADDRESS*		
CITY*	STATE/PROVINCE*	POSTAL CODE*

☐ The address listed above is my new mailing address. I authorize Columbia Private Trust to update the address on my account.

2. DISBURSEMENT TYPE

Indicate the type of payment you are requesting. Skip this section if you are using this form only to add or update your bank instructions on file.

☐ Partial Cash Request – Send $________________________

☐ Partial Cash Request – Send available cash; my account remains open.

☐ Scheduled Cash Payments – Send periodic payments using the following instructions:

☐ This a change to an existing payment schedule on my account.

1. Please send regular payments in the amount of $________________ OR ☐ Send all available cash.
2. Specify a payment frequency.

   ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

3. Specify a beginning date. If no beginning date is entered, the payment schedule will begin immediately.

   Payments should begin on: ______ / ______ / ________ (mm/dd/yyyy).

☐ Partial Asset Request – Send the assets noted below in Section 5.

☐ Full Request – Send all cash and/or assets and close my account.

3. CASH DELIVERY METHOD

Please select a delivery method to let us know how to send your disbursement. For checks, indicate whether overnight delivery is preferred. If overnight delivery is selected, the mailing address must be a street address; overnight delivery is not available to PO boxes. See your Columbia Private Trust account fee schedule for overnight delivery, check service, and wire transfer fees. If no option is selected, a check will be sent by regular mail to your address of record.

☐ Check by Regular Mail

☐ Check by Overnight Delivery

☐ Send the funds using bank or credit union ACH/Wire instructions already in place on the account.

Provide bank information ONLY if there are multiple ACH/Wire instructions on the account.

☐ ACH (Direct Deposit) ☐ Wire

BANK ACCOUNT NO.	☐ Savings ☐ Checking

☐ Send the funds using new bank instructions or add the following bank instructions to my account.

☐ Update my existing payment schedule with new banking instructions.

☐ Establish Wire ☐ Replace Wire On File ☐ Establish ACH ☐ Replace ACH On File ☐ Terminate Existing Instructions

If you select wire, be sure the ABA number listed is eligible for wires.

FINANCIAL INSTITUTION NAME*	ABA NO.*
RECEIVING ACCOUNT OWNER NAME*	ACCOUNT NO.*
SUB ACCOUNT OWNER NAME (WIRES ONLY)	SUB ACCOUNT NO. (WIRES ONLY)

ACCOUNT TYPE*	PHONE NO.*
☐ Savings ☐ Checking	

PLEASE ATTACH A PRE-PRINTED VOIDED CHECK OR DEPOSIT SLIP BELOW.

Failure to attach the requested document will result in Columbia Private Trust mailing a check to the address listed in Section 1.

Alternative acceptable documentation:

- An account statement from a bank or broker-dealer reflecting the account registration and number.
- A preprinted form (direct deposit form) from the Other Financial Institution that includes the account title, account number, account type, and ABA Transit Routing Number.
- A letter from the Other Financial Institution, on its letterhead and signed by an officer, that includes the account title, account number, account type.

Receiving account number and owner name must be preprinted and unaltered.

[ATTACH VOIDED CHECK HERE]

4. PARTICIPANT DISBURSEMENT CHECK DELIVERY INSTRUCTIONS

Complete this section if disbursement is issued to a plan participant or third party.

RECIPIENT NAME*

STREET ADDRESS*

CITY*	STATE/PROVINCE*	POSTAL CODE*

5. ASSET DISBURSEMENT INSTRUCTIONS

☐ A liquidation is in process and funds will be available in the account within 10 days of receipt. I understand that if the requested amount is not available within 10 days, then my request may be cancelled.

☐ I authorize Columbia Private Trust to liquidate the following asset(s) and have specified below whether liquidation is based on number of shares or dollar amount. **Note:** Columbia Private Trust can only liquidate certificates of deposit and annuities using this form. For requests to liquidate other market traded securities, please submit your trade request on ColumbiaPrivateTrust.com or contact the Equity Trading Line at 855.453.4961. You will need to contact your financial representative or the asset sponsor for instructions to liquidate all other types of assets.

☐ Re-register the asset(s) listed below to me personally. Additional paperwork with original signatures and Medallion Signature Guarantee may be required from the asset sponsor when taking a distribution of an asset in-kind. The asset sponsor may require additional fees.

If you are re-registering Real Estate, the following documents are required: two copies of the proposed Deed, or Assignment of Deed of Trust/ Mortgage with you listed as the new owner or lien holder. **NOTE:** Some escrow or title companies will not accept the documents after the Account Owner signs them "Read & Approved"; please submit both a "clean" and a "Read & Approved" copy to expedite the recording process.

☐ No. of Shares, or ☐ Dollar Amount	Asset ID	Asset Description

6. FEES

If your request will result in a full account closure, all applicable fees will be deducted from your account prior to sending payment to you. If there is insufficient cash to cover the fees, a fee invoice will be sent to you.

7. ACCOUNT OWNER/AUTHORIZED SIGNER SIGNATURE

I hereby acknowledge that I have read, understand, and agree to all of the provisions in the instructions for this Disbursement Instruction form and, if applicable, the Terms & Conditions of ACH Authorization. I understand that the requested disbursements will be subject to fees and that all applicable fees will be deducted from available cash prior to sending payment. If cash is insufficient to cover my disbursement and fees, I understand that this request may be delayed or cancelled.

ACCOUNT OWNER/AUTHORIZED SIGNER SIGNATURE*	DATE*

Upload forms to:
ColumbiaPrivateTrust.com/Upload

Fax to: 303.614.7096

Send mail to:
Columbia Private Trust
Processing Center
P.O. Box 981012
Boston, MA 02298

For express deliveries:
FIS-Remittance Processing
Loading Dock #2
Attn: Columbia Private Trust
10 Dan Road
Canton, MA 02021

Questions?
Call 800.962.4238

Instructions, Definitions & General Information

1. Account Information

If information does not match Columbia Private Trust's records or fields are left blank, this payment request may be delayed or cancelled.

2. Disbursement Type

For assets that are disbursed in-kind, we will authorize re-registration of the asset to your personal ownership.

For cash payments, choose a payment method and complete the requested information. If no selection is made, we will send a check to your mailing address via regular U.S. mail.

3. Cash Delivery Method

If you have selected ACH or wire transfer and bank instructions are not already associated with your account, Columbia Private Trust will send you a check to your mailing address of record via regular U.S. mail.

Terms & Conditions of ACH Authorization.

By electing an ACH transfer, your signature will constitute an acknowledgment that you have read and agree to the following:

I hereby authorize Columbia Private Trust to effect payment of my disbursement by initiating credit entries to my account indicated at the financial institution named. I request such financial institution to accept any credit entries initiated by Columbia Private Trust to such account and to credit the same account without responsibility for the correctness thereof. I understand that such amounts will be debited as payments from my account.

I recognize that payments for deposit can take up to three (3) banking days.

I understand that this authorization may be terminated (at no charge from Columbia Private Trust) by me at any time by notification on a verified call to client services or by sending written notification to Columbia Private Trust. I may direct Columbia Private Trust not to credit my financial institution account, provided that such authorization is in writing and is received by Columbia Private Trust not less than ten (10) calendar days prior to the initiation of the credit entry.

I agree to hold Columbia Private Trust harmless from any consequences of acting in accordance with this authorization. I understand that Columbia Private Trust is not liable for the failure of a credit entry to be accepted by my financial institution.

4. Participant Disbursement Check Delivery Instructions

Use this section to provide check delivery instructions to send payments from a pension account to a participant or to roll over funds to a participant's retirement account held at another custodian.

5. Asset Disbursement Instructions

For partial or total payments, liquidations will be initiated immediately only for certificates of deposit and annuities. For all other types of investments, if you do not submit a liquidation request prior to your cash payment request, a delay will be incurred until you arrange liquidation trades and trades are settled. If liquidation trades are not completed in a timely manner, your disbursement request may be cancelled.

Traditional Assets

Trade requests for market traded securities held by Columbia Private Trust can be placed on ColumbiaPrivateTrust.com or on the Equity Trading Line, 855.453.4691. It is your responsibility to contact your Financial Representative to request liquidation of broker-held assets (such as mutual funds, stocks, bonds, etc.).

Alternative Assets

It is your responsibility to arrange the terms of the sale of any assets that are not publicly traded. The sale of alternative assets, such as limited partnerships, private stock, deeds of trust, etc., may require the completion of a Columbia Private Trust Secondary Market Investment Authorization form. Please contact your Financial Representative or Columbia Private Trust's Asset Maintenance Call Center (800.962.4238, option 3) if you have questions about how to sell an asset. Please ensure these assets are liquidated prior to the submission of your payment request.

Asset Re-Registration

If you have elected to reregister assets to your personal account, please include a copy of your personal account statement. Failure to provide the requested information will delay the request.

6. Fees

All applicable fees will be deducted from your account prior to sending payment to you. If there is insufficient cash to cover the fees as well as the requested payment amount, the fees will be deducted from your available cash and/or payment preferences and the difference will be paid to you. It is your responsibility to provide Columbia Private Trust with asset instructions if cash is not sufficient to cover the payment and/ or applicable fees.

Please refer to your Fee Schedule or call our Client Services team for information regarding fees.

7. Signature

Sign and date the form to acknowledge all provisions on the Disbursement Instruction form. If the form is not signed, your distribution request will not be processed. If we determine additional verification is needed, we will attempt to contact you by phone at your phone number on file.

PLEASE SEND THE COMPLETED FORM TO COLUMBIA PRIVATE TRUST FOLLOWING THE DELIVERY INSTRUCTIONS ON PAGE 2. RETAIN A COPY OF THE COMPLETED FORM FOR YOUR RECORDS.