

# Withdrawal Request Form



Please complete this form to request a withdrawal from your Texas College Savings Plan® account. A separate form must be completed for each Account from which you would like to make a withdrawal.

Print clearly, in CAPITAL LETTERS, and use black ink.  
When requested, please color in circles completely.  
For example: ● not ⊗ not ✓

If you have questions or would like help completing this form, please call us at **800-445-GRAD (4723), option #3**, Monday through Friday from 8am to 6pm Central Time. Return this form and any required documents to:

The Texas College Savings Plan  
P.O. Box 540010  
Omaha, NE 68154  
Fax: **402-431-4452**

## 1 | Account Information

The following information is needed for any type of withdrawal being requested.

Account Owner's or Custodian's name (First, M.I., Last or Full Entity Name)

Account number

Social Security/Taxpayer ID number

If Trust, Trustee name (First, M.I., Last)

Date of Trust (mm/dd/yyyy)

Street address

( )

Daytime phone number

City

State

Zip

( )

Evening phone number

Designated Beneficiary's name (First, M.I., Last)

Social Security/Taxpayer ID number

Street address

City

State

Zip

If you want your distribution check sent to an address that is not already on your account, you will need your signature guaranteed in Section 5.

## 2 | Withdrawal Information

Please complete this section if you are requesting a withdrawal from your Texas College Savings Plan.

### Type of Withdrawal

☐ Qualified Withdrawal ☐ Nonqualified Withdrawal

### Amount of Withdrawal

- ☐ **Full Withdrawal**— This distribution will liquidate all units of all portfolio(s) in my account but keep my account open
- ☐ **Full Withdrawal**—This distribution will liquidate all units of all portfolio(s) in my account and close it
- ☐ **Partial Withdrawal**—\$\_\_\_\_\_ This distribution amount will be liquidated proportionately from among all portfolios in my account
- ☐ **Partial Withdrawal**—As listed below:

Name of Portfolio Option

Dollar Amount

or Total Balance (fill in if applicable)

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

☐  
☐  
☐  
☐

**Part A - Distribution to Account Owner**

Indicate if the distribution should go to the Account Owner or the Designated Beneficiary and the method of payment.

(Choose only one.)

- ☐ **Check Payable to the Account Owner and mailed to the address on record.**
- ☐ **Alternate Payee/Address –**  
A guaranteed signature is required in Section 5 if an alternate payee or address is selected.

Individual's or Entity's full name

Address, City, State and Zip code

- ☐ **ACH to Account Owner – To a bank account on file.**

Bank Name

Account Number

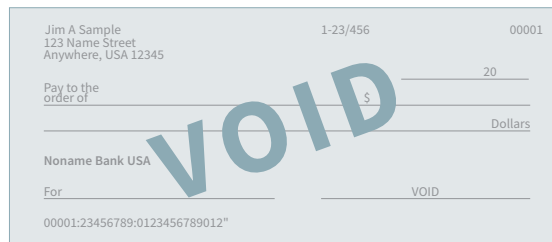
- ☐ **ACH to Account Owner – New bank account –** Include a voided check and a signature guarantee in Section 5. Your bank account will be credited within three to five business days from the date this form is received in good order.

We cannot establish options to transfer money electronically between your bank and your plan accounts without pertinent bank information.

If I change banks, I agree to notify the Texas College Savings Plan promptly in writing. I agree to give adequate notice (normally 15 days) to terminate this service. I understand that if a transaction cannot be made because the account has been closed, this service will be canceled by the Texas College Savings Plan and I agree to return promptly any amount overpaid to me from a redemption of units. I understand that any of the features and privileges described herein may be modified, suspended or canceled by the Texas College Savings Plan or the applicable portfolio at any time without notice and that all services described herein are subject to the terms of the Texas College Savings Plan Description and Savings Trust Agreement, as amended from time to time, which I acknowledge I have received and read. I further agree that neither the Texas College Savings Plan, Orion Advisor Solutions, Inc., nor any of its subsidiaries or affiliates, will be liable for any loss, liability, cost or expenses for acting upon my written instructions, except to the extent permitted by applicable law.

**X**  
Signature(s) of Bank Account Owner(s)

**X**

**Part B: Distribution to the Designated Beneficiary**

- ☐ **Check Payable to the Designated Beneficiary and mailed to the address on record.**
- ☐ **Check Payable to an Eligible Institution of Higher Education**

Name of eligible post-secondary institution

Student ID #

Address, City, State and Zip code

**Part C: To Request Overnight Delivery**

- ☐ **Additional cost which would be added to the amount specified in Section 2.**

## 4 | Signature Authorization

I certify that the information I have provided with respect to my Texas College Savings Plan account is true, complete and correct. I authorize Orion Advisor Solutions, Inc., including its subsidiaries and affiliates (Orion), to process the disbursement from the Texas College Savings Plan account indicated in this instruction. I agree that the Texas College Savings Plan, the applicable portfolio, Orion, and any officers, managers, directors, employees, or agents of Orion, will not be liable for any loss, cost, or expense for acting upon my instructions, if it follows reasonable procedures designed to prevent unauthorized transactions.

I understand that Orion and the Texas College Savings Plan do not determine whether a withdrawal is qualified or not. Receipts and other forms of substantiation do not need to be submitted to the program. I acknowledge that I am responsible for reporting this distribution in accordance with the current IRS rules, including applicable penalties, and further acknowledge that, even though this withdrawal was processed, it may not be considered qualified by the IRS.

You must sign and date below to complete this application.

X

Signature of Account Owner, Custodian or Trustee

Date

## 5 | Signature Guarantee

A signature guarantee is a warranty by a participant in a Securities Transfer Association Signature Guarantee Program that the signature is genuine and that the person signing is competent and authorized to sign. Many domestic banks or trust companies, credit unions, brokers, dealers, national securities exchanges, registered securities associations, clearing agencies or savings associations participate in such programs.

**A signature guarantee is required if you:**

- Withdraw money and the check is payable to a third party other than an Eligible Institution of Higher Education or your Designated Beneficiary, provided he/she resides at the address of record
  - Withdraw more than \$100,000
  - Are requesting a withdrawal and your or your beneficiary's address of record has changed within 30 days of the date of withdrawal
  - Are requesting a withdrawal with payment to a bank whose information is not currently established on this account
- Your signature(s) must correspond in every particular, without alteration, with your name(s) as printed on the current account registration.

**Acknowledgment of signature by a notary public is NOT acceptable. Please affix signature guarantee ink stamp below with appropriate signature, title of officer and date.**

Affix medallion stamp here.

X

Signature guarantee (if required)

**Before you mail, have you:**

- ☐ Entered all Account Owner and Designated Beneficiary information in Section 1
- ☐ Included a voided check or preprinted savings account deposit slip (if applicable)
- ☐ Signed your Withdrawal Request
- ☐ Obtained a signature guarantee (if applicable)

The Texas College Savings Plan® (“Plan”) is administered by the Texas Prepaid Higher Education Tuition Board (“Board”). Orion Advisor Solutions, Inc. is the plan manager. The Plan and the Board do not provide legal, financial, or tax advice and participants in the Plan should consult a legal, financial, or tax advisor before investing. Fees and charges for the most recent quarter are available on our website at: [www.texascollegesavings.com/expenses](http://www.texascollegesavings.com/expenses).

Non-residents of Texas should consider whether their home state, or the beneficiary’s home state, offers its residents any tax or other state benefits, such as financial aid, scholarship funds, and protection from creditors, that are only available for participants in that state’s plan.

An account could lose money including the principal invested. No part of an account is a deposit or obligation of, or is guaranteed or insured by, the Board, the state of Texas, or any agency or agent thereof. Interests in the Plan have not been registered with or approved by the SEC or any state. Investors should carefully consider the investment objectives, risks, fees, charges, and expenses associated with municipal fund securities. The Board may suspend, modify, or terminate the Plan or change investment approaches, offerings, and/or underlying investment funds at any time and without the consent of account owners or beneficiaries. The Plan Description and Savings Trust Agreement contain this and other important information about the Plan and may be obtained by visiting [www.texascollegesavings.com](http://www.texascollegesavings.com) or calling 800-445-GRAD (4723), option #3. Investors should read all Plan documents carefully before investing.

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