



# Removal of Excess Contribution Form

Use this form to request the removal of an excess contribution and any attributable earnings from your Invesco IRA. We recommend that you speak with a tax or financial advisor regarding the consequences of this transaction.

- Review sections 3-6 and complete the applicable section based on your IRA type.
- Please use a separate form for each tax year.
- See the Additional Information section at the end of this form.

PLEASE USE BLUE OR BLACK INK

PLEASE PRINT CLEARLY IN BLOCK CAPITAL LETTERS

## 1 | IRA Information

IRA Type (Select one.)

- Traditional       Roth       SEP       SARSEP       SIMPLE

Invesco Account Number or Plan ID

## 2 | Account Owner Information

Social Security Number (Required)

Date of Birth (mm/dd/yyyy)

Account Registration (Please print name as it appears on account.)

Primary Phone Number

Email Address

## 3 | Traditional/Roth IRA Instructions (Select one.)

**Before tax filing deadline, including extensions (generally Oct. 15th).** I have not yet filed my taxes for the calendar year for which the contribution was deposited or I will be filing an extension by the tax filing deadline. I understand that I must remove both the excess amount as well as the earnings, if any.

1. Amount of excess contribution \$  ,  .  which was deposited for calendar year .

2. Earnings amount

If I do not select how the earnings should be calculated, I am directing Invesco Investment Services, Inc. (IIS) to calculate the earnings on the excess contribution indicated above.

Select one.

I would like IIS to calculate the earnings portion and distribute this amount.

I have calculated the earnings \$  ,  . .

**After tax filing deadline, including extensions (generally Oct. 15th).** I have already filed my taxes for the calendar year for which the contribution was deposited. I understand that I can only remove the amount of the excess contribution.

Amount of excess contribution \$  ,  .  which was deposited for calendar year .



**4 | SIMPLE IRA Instructions (Select one.)**

**Salary deferral, before tax filing deadline (generally April 15th) – no extensions.** I have not yet filed my taxes for the year of the contribution. In order to correct an excess contribution before the tax filing deadline for the year for which the excess contribution was made, I understand that I must remove both the excess contribution amount(s) as well as the earnings, if any.

1. Amount of excess contribution \$ , .  which was deposited in year .

2. Earnings amount

If I do not select how the earnings should be calculated, I am directing IIS to calculate the earnings on the excess contribution indicated above.

Select one.

I would like IIS to calculate the earnings portion and distribute this amount.

I have calculated the earnings \$ , . .

**Salary deferral, after tax filing deadline (generally April 15th) – no extensions.** I have already filed my taxes for the year of the contribution. I understand that I can only remove the amount of the excess contribution.

Amount of excess contribution \$ , .  which was deposited in year .

**Employer Contribution.** In order to correct an excess employer contribution before/after the tax filing deadline for the year in which the excess contribution was made, I understand that I must remove both the excess contribution amount(s) as well as the earnings, if any.

**Note:** The employer’s signature is required in section 9. Excess employer contributions must be returned to the employer.

1. Amount of excess contribution \$ , .  which was deposited in year .

2. Earnings amount

If I do not select how the earnings should be calculated, I am directing IIS to calculate the earnings on the excess contribution indicated above.

Select one.

I would like IIS to calculate the earnings portion and distribute this amount.

I have calculated the earnings \$ , . .

**5 | SEP IRA Instructions (Select one.)**

**Removal of a Traditional IRA excess contribution from a SEP IRA.** Please complete section 3, Traditional/Roth IRA Instructions and Information.

**Employer contribution, recode employer contributions as a Traditional IRA contribution.** Employer contributed more than the allowable deductible limit.

Amount of excess contribution \$ , .  for year  which was deposited in year  to be recoded as a Traditional IRA contribution.

**Employer contribution, remove employer contributions before tax filing deadline, including extensions (generally Oct. 15<sup>th</sup>). Excess amounts sent to employee.** I have not yet filed my taxes for the year of the contribution. I understand that I must remove both the excess contribution amount(s) as well as the earnings, if any.

1. Amount of excess contribution \$ , .  for year  which was deposited in year .

2. Earnings amount

If I do not select how the earnings should be calculated, I am directing IIS to calculate the earnings on the excess contribution indicated above.

Select one.

I would like IIS to calculate the earnings portion and distribute this amount.

I have calculated the earnings \$ , . .

- Employer contribution, remove employer contributions after tax filing deadline , including extensions (generally Oct. 15th). Excess amounts sent to employee.** I have already filed my taxes for the year of the contribution. I understand that I can only remove the amount of the excess contribution.

Amount of excess contribution \$  ,  .  for year  which was deposited in year .

**6 | SARSEP IRA Instructions (Select one.)**

- Salary deferral, before tax filing deadline (generally April 15th) – no extensions.** I have not yet filed my taxes for the year of the contribution. In order to correct an excess contribution before the tax filing deadline for the year for which the excess contribution was made, I understand that I must remove both the excess contribution amount(s) as well as the earnings, if any.

1. Amount of excess contribution \$  ,  .  which was deposited in year .

2. Earnings amount

If I do not select how the earnings should be calculated, I am directing IIS to calculate the earnings on the excess contribution indicated above.

Select one.

I would like IIS to calculate the earnings portion and distribute this amount.

I have calculated the earnings \$  ,  . .

- Salary deferral, after tax filing deadline (generally April 15th) - no extensions.** I have already filed my taxes for the year of the contribution. I understand that I can only remove the amount of the excess contribution.

Amount of excess contribution \$  ,  .  which was deposited in year .

- Employer contribution, before tax filing deadline (generally April 15th) - no extensions.** I understand that I must remove both the excess contribution amount(s) as well as the earnings, if any.

**Note:** The employer’s signature is required in section 9 if returning amounts to the employer.

1. Amount of excess contribution \$  ,  .  for year  which was deposited in year .

2. Earnings amount

If I do not select how the earnings should be calculated, I am directing IIS to calculate the earnings on the excess contribution indicated above.

Select one.

I would like IIS to calculate the earnings portion and distribute this amount.

I have calculated the earnings \$  ,  . .

- Employer contribution, after tax filing deadline (generally April 15th).** I understand that I can only remove the amount of the excess contribution.

Amount of excess contribution \$  ,  .  for year  which was deposited in year .

**Note:** The employer’s signature is required in section 9 if returning amounts to the employer.

**7 | Allocation of Distribution (Select one.)**

**Important:**

- IIS may delay the payment of redemption proceeds with respect to fund shares purchased via check or Automated Clearing House (ACH) for a period of up to ten (10) days in order to enable IIS to confirm that the check or draft has cleared.
- If redeeming from multiple funds, then multiple checks, wires or ACHs will be sent.
- If I do not select an allocation of distribution method, I am directing IIS to distribute using the proportionate method.
- Proportionate** – Shares will be redeemed from each fund proportionate to that fund’s value with respect to the total value of your account on the day IIS receives your request in good order.

**Distribution from Specific Fund(s)** – Please indicate the fund(s) and redemption amount(s) below.

**Note:** When indicating a specific fund(s), use percentages when removing monies prior to tax filing deadline. If the distribution is after your tax filing deadline, you can indicate either a percentage or a specific dollar amount to distribute from the fund(s).

Fund Number	Fund Name	Percentage	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	or \$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	or \$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	or \$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	or \$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	or \$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>

**8 | Payment Options** (Refer to section 9 to determine if a signature guarantee is required.)

**Note:** Your distribution will be mailed to the address of record unless specified below. Checks will not be forwarded. Select only one payment option (A, B, or C)

**A. By Check:**

- Mail check to the account owner’s address of record.
- Mail check to third party address (Signature guarantee required.)

Make check payable to:

Mailing Address (Including apartment or P.O. Box number)

City

State

ZIP

**B. To Bank:** (If banking information is provided below and a single delivery option is not selected, proceeds will be sent via Automated Clearing House (ACH).)

- Wire proceeds to my bank account.
- ACH transfer to my bank account. (Allow 2-3 business days to receive your proceeds.)

Please provide bank instructions below. In doing so, shareholders with eligible accounts are allowed to make investments into their fund by calling an Invesco Client Services representative. Upon request, IIS can arrange for a specified dollar amount you select to be deducted from your bank account via ACH and used to purchase shares of a specified fund. These bank instructions will also be used for systematic purchase and may receive redemption proceeds as requested.

**Note:**

- Unless instructed otherwise, IIS will replace your current systematic bank information with the new bank information provided below.
- Signature of bank account owner(s) is required in this section if different from account registration.
- Temporary or starter checks are not acceptable.
- If a voided company or corporate check is provided and the name on the bank account is different than the plan name, then a letter from that financial institution verifying the authorized signers must be included.

**Signature of Bank Account Owner(s) if different from Invesco Account Registration**

(Required only if adding bank instructions for future ACH transactions.)

By signing this form and providing banking instructions, I understand and acknowledge that:

- IIS may accept telephone or written instructions to remit redemption proceeds, and IIS may pay and charge my account for ACH drafts paid to the Invesco account.
- This authorization will remain in full force and effect, and IIS may continue to honor instructions to draft this bank account until written notice is provided revoking this authority.

PLEASE USE BLUE OR BLACK INK

PLEASE PRINT CLEARLY IN BLOCK CAPITAL LETTERS

Signature of Bank Account Owner

Date (mm/dd/yyyy)

X

Signature of Bank Account Owner

Date (mm/dd/yyyy)

X

Account Type:  Checking  Savings

Name(s) on Bank Account

\_\_\_\_\_

\_\_\_\_\_

Pay to the order of \_\_\_\_\_ \$

\_\_\_\_\_

**Please tape your voided check here.**

Routing Number  Account Number

**C. Deposit into a New or Existing Account:**

**Note:** For the first two options below, any amounts over the contribution limit will be returned by check to the account owner's address of record.

- Redeposit in my Traditional or Roth IRA as a current year contribution. *(Not available for SIMPLE and SARSEP IRAs.)*
- Redeposit in my SEP IRA as a current year Traditional IRA contribution. *(Only available if correcting contributions made within a SEP IRA.)*
- Deposit the distribution proceeds into a new account in kind. *(Please complete and attach the appropriate Invesco application. Your fund selections will remain the same.)*
- Deposit the proceeds into my existing account in kind. *(Fund selections will remain the same.)*

Account Number:

- Deposit the proceeds into my existing account in the following funds. *(Purchases must be for the same share class.)*

Fund Number	Account Number	Percentage	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> % or \$	<input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> % or \$	<input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> % or \$	<input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> % or \$	<input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>

**9 | Authorization and Signature(s)** *(Please sign and date below.)*

**Signature of Account Owner**

By signing this form, (i) I authorize and direct IIS to take actions as specified above, and (ii) **I agree to indemnify and hold harmless IIS, its affiliates, each of their respective employees, officers, trustees, or directors, and each of the Invesco Funds from and against any and all claims, losses, liabilities, damages and expenses that may be incurred by reason of your actions taken in accordance with the instructions set forth herein.**

Signature *(Required)*

Date (mm/dd/yyyy)

X

**A signature guarantee is required under the following circumstances:**

- Redemption proceeds will exceed \$250,000 per fund.
- Redemption proceeds to be paid to someone other than the account owner.
- Redemption proceeds to be sent somewhere other than the address of record or bank of record on the account.
- Proceeds of an unscheduled redemption will be sent to an address or bank account that has been on your Invesco account for less than 15 days.

<p><b>Signature Guarantee:</b> <i>(Please place signature guarantee stamp below.)</i></p>	<p>Each signature must be guaranteed by a bank, broker-dealer, savings and loan association, credit union, national securities exchange or any other "eligible guarantor institution" as defined in rules adopted by the Securities and Exchange Commission. Signatures may also be guaranteed with a medallion stamp of the STAMP program or the NYSE Medallion Signature Program, provided that the amount of the transaction does not exceed the relevant surety coverage of the medallion. <b>A signature guarantee may NOT be obtained through a notary public.</b></p>
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**Note:** Endorsement guarantee is not acceptable.

**Signature of Employer** *(For SIMPLE IRA and SARSEP IRA only.)*

**Note:** IIS requires the employer's signature for removal of excess of employer contributions.

By signing this form, (i) I certify that I am duly authorized to execute this form on behalf of the employer, and (ii) the information provided in connection with this request is true and accurate.

**In consideration of IIS acting on instructions and processing transactions as described above, I agree to indemnify and hold harmless IIS, its affiliates, each of their respective employees, officers, trustees, or directors, and each of the Invesco Funds from and against any and all claims, losses, liabilities, damages and expenses that may be incurred by reason of your actions taken in accordance with the instructions set forth herein.**

Employer's Signature

Date (mm/dd/yyyy)

X

Print Name and Title of Authorized Signer

**10 | Mailing Instructions**

Please send completed and signed form to:

***(Direct Mail)***

Invesco Investment Services, Inc.  
P.O. Box 219078  
Kansas City, MO 64121-9078

***(Overnight Mail)***

Invesco Investment Services, Inc.  
c/o DST Systems, Inc.  
430 W. 7th Street  
Kansas City, MO 64105-1407

**For additional assistance please contact an Invesco Client Services representative at 800 959 4246, weekdays, 7 a.m. to 6 p.m. Central Time.**

**Visit our website at [invesco.com/us](http://invesco.com/us) to:**

- Check your account balance
- Confirm transaction history
- View account statements and tax forms
- Sign up for eDelivery of statements, daily transaction statements, tax forms, prospectuses, and reports
- Check the current fund price, yield and total return on any fund
- Process transactions
- Retrieve account forms and investor education materials

**Call the 24-Hour Automated Investor Line 800 246 5463 to:**

- Obtain fund prices
- Confirm your last three transactions
- Order a recent account statement(s)
- Check your account balance
- Process transactions

To use the system, please have your account numbers and Social Security number available.

**Additional Information****Traditional/Roth IRA Removal of Excess**

- The account owner may be subject to a 6% excise tax penalty, imposed by the IRS, on the amount of the excess each year, until the excess is corrected.
- For timely removals, earnings are included in gross income and if you are under the age 59½ you may be subject to additional tax penalties on the earnings portion.
- For untimely removals, the distribution will be coded according to age on Form 1099-R and you may be subject to the 10% penalty tax if under age 59½.
- Carryover Method: The IRS allows an additional correction method, the carry over method, that allows a taxpayer to treat a prior year excess as a regular contribution in a subsequent year, subject to eligibility requirements in the year in which the contribution is carried over. A distribution will not occur under this method. Contact your tax or financial advisor to determine how to elect a carry over method.

**SIMPLE IRA Removal of Excess**

- Salary Deferrals - Excess salary deferrals are includible in your gross income in the calendar year of deferral. Income on the excess salary deferrals is includible in your income in the year of withdrawal from the SIMPLE IRA. If you fail to withdraw excess salary deferrals, and any attributable earnings, by the following April 15th (generally), the excess salary deferrals will be taxed the year of deferral and taxed again when distributed. Untimely removal of salary deferrals will be coded on Form 1099-R according to age and you may be subject to the 10% penalty tax (or 25% if distributed within the first 2 years of initial contribution) if under age 59½.

**SEP IRA Removal of Excess**

- Excess amounts in a SEP IRA may occur if the employer contributes more than the allowable deductible limit or if you make Traditional IRA contributions into your SEP IRA over the allowable limit.
- After tax filing deadline: This distribution will be coded on Form 1099-R according to age and you may be subject to the 10% penalty tax if under age 59½.

**SARSEP Removal of Excess**

- Excess salary deferrals are includible in your gross income in the calendar year of deferral. Income on the excess salary deferrals is includible in your income in the year of withdrawal from the SARSEP IRA. If you fail to withdraw excess salary deferrals, and any attributable earnings, by the following April 15th (generally), the excess salary deferrals will be taxed the year of deferral and taxed again when distributed. Salary deferrals not removed by the tax filing deadline are considered Traditional IRA contributions and are subject to those limits. Such excess may be subject to the 6% excise tax penalty until removed.
- Salary Deferral after tax filing deadline - This distribution will be coded on Form 1099-R according to age and you may be subject to the 10% penalty tax if under age 59½.