



# Removal of Excess Contribution Form

Use this form to request the removal of an excess contribution and any attributable earnings from your Invesco IRA. There may be more than one way to correct an excess contribution. Before completing this form, please consult with your tax advisor to determine which method you should use and if any penalties will apply.

- Complete the applicable section (4-7) 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.
- Do not use this form to request a recharacterization of your traditional/Roth IRA contribution. Please submit the Traditional or Roth IRA Recharacterization Form.

\*Required

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\*

Date of Birth (mm/dd/yyyy)

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

## 3 | Contact Preference

Please provide your preferred method of contact (Select one.)

- Please contact my financial professional on record.
- Please contact me at  -  - .

## 4 | Traditional/Roth IRA Instructions (Complete A, B, and C if applicable.)

Invesco Investment Services, Inc. (IIS) will select one of the two methods of removal of excess based on the tax year for which the contribution was made and when the request is received by IIS in good order.

- Timely Removal - Excess being removed **before** tax filing deadline of the year for which the contribution was made, including extension (generally October 15th).
- Untimely Removal - Excess being removed **after** tax filing deadline of the year for which the contribution was made, including extension (generally October 15th). I understand that I can only remove the amount of the excess contribution as a normal or premature distribution.

A. Amount of excess contribution \$  ,  .

B. Tax year **for which** the contribution was made

C. Earnings must be distributed with the excess contribution. (Applicable for timely removal only.)

The amount removed will be adjusted for earnings/losses. IIS will calculate the amount of earnings/losses unless you provide an amount below. (Select one as applicable.)

I have calculated the earnings as \$  ,  .

I have calculated the losses as \$  ,  .



**5 | SEP IRA Instructions (Complete A,B,C, and D, if applicable.)**

- If you are removing an excess traditional IRA contribution made into your SEP IRA, please complete section 4, Traditional/Roth IRA Instructions.
- If you are correcting an excess contribution under the IRS Employee Plans Compliance Resolution System (EPCRS), the account owner’s and employer’s signatures are required in sections 11 and 12, respectively.

A. Method for removal of excess (Select one.)

- Treating employer contribution excess as a traditional IRA contribution. The excess amount will be treated as a traditional IRA contribution for the tax year in which the original employer contribution was deposited. No distribution will be made from the account. (Section 5D below is not applicable.)
- Important:** If this transaction will create a traditional IRA excess, please complete section 4 in addition to this section.
- Employer contribution excess being removed under EPCRS and returned to the employer.

B. Amount of excess contribution \$  ,  .

C. Year the contribution was deposited

D. Earnings must be distributed with the excess contribution. (Applicable for removal under EPCRS only.)  
The amount removed will be adjusted for earnings/losses. Invesco Investment Services, Inc. (IIS) will calculate the amount of earnings/losses unless you provide an amount below. (Select one as applicable.)

- I have calculated the earnings as \$  ,  .
- I have calculated the losses as \$  ,  .

**6 | SIMPLE IRA Instructions (Complete A,B,C, and D, if applicable.)**

If you are correcting an excess contribution under the IRS Employee Plans Compliance Resolution System (EPCRS), the account owner’s and employer’s signatures are required in sections 11 and 12, respectively.

A. Method for removal of excess (Select one.)

- Timely Removal - Salary deferral excess being removed **by** April 15th of the year after the contribution was made (no extension).
- Untimely Removal - Salary deferral excess being removed **after** April 15th of the year after the contribution was made (no extension). I understand that I can only remove the amount of excess contribution as normal or premature distribution.
- EPCRS Removal - Excess contribution being removed under EPCRS.
- Note:** Corrections made under EPCRS will be returned to the employer only. The account owner’s and employer’s signatures are required in sections 11 and 12, respectively.
- Employer contribution excess.
- Salary deferral excess due to employer’s error, such as contribution to incorrect employee’s account or terminated employee’s account.

B. Amount of excess contribution

Salary deferral excess amount \$  ,  .

Employer contribution excess amount \$  ,  .

C. Year the contribution was deposited

D. Earnings must be distributed with the excess contribution. (Applicable for timely removal or under EPCRS only.)  
The amount removed will be adjusted for earnings/losses. Invesco Investment Services, Inc. (IIS) will calculate the amount of earnings/losses unless you provide an amount below. (Select one as applicable.)

- I have calculated the earnings as \$  ,  .
- I have calculated the losses as \$  ,  .

**7 | SARSEP IRA Instructions (Complete A,B,C, and D, if applicable.)**

If you are correcting an excess contribution under the IRS Employee Plans Compliance Resolution System (EPCRS), the account owner's and employer's signatures are required in sections 11 and 12, respectively.

**A. Method for removal of excess (Select one.)**

- Timely Removal - Salary deferral excess being removed **by** April 15th of the year after the contribution was made (no extension).
- Untimely Removal - Salary deferral excess being removed **after** April 15th of the year after the contribution was made (no extension). I understand that I can only remove the amount of excess contribution as normal or premature distribution.
- EPCRS Removal - Excess contribution being removed under EPCRS.  
**Note:** Corrections made under EPCRS will be returned to the employer only. The account owner's and employer's signatures are required in sections 11 and 12, respectively.
  - Employer contribution excess.
  - Salary deferral excess due to employer's error, such as contribution to incorrect employee's account or terminated employee's account.

**B. Amount of excess contribution**

Salary deferral excess amount \$    ,    .

Employer contribution excess amount \$    ,    .

**C. Year the contribution was deposited**

**D. Earnings must be distributed with the excess contribution. (Applicable to timely removal or under EPCRS only.)**

The amount removed will be adjusted for earnings/losses. Invesco Investment Services, Inc. (IIS) will calculate the amount of earnings/losses unless you provide an amount below. (Select one as applicable.)

I have calculated the earnings as \$    ,    .

I have calculated the losses as \$    ,    .

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

- 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.

Fund Number	Fund Name	Percentage
<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"/> <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"/> %

Total percentage must equal    %

**9 | Systematic Purchase Instructions**

IIS will not alter systematic purchase agreements unless specified below.

- Stop the existing systematic purchase agreement on the account I am removing the excess contribution from.

**10 | Payment Options (Refer to section 11 to determine if a signature guarantee is required.)**

- Excess contribution being corrected under EPCRS will be returned to the employer at the employer's address of record.
- If no option is selected below or a signature guarantee is required and not provided in section 11, then IIS will make check payable to the account owner and mail to the account owner's address of record.
- U.S. Postal Service will not forward checks to a forwarding address.

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 employer'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 bank information is provided below and a single delivery option is not selected, proceeds will be sent via ACH*)

- Wire proceeds to my bank account. (*An incoming wire fee may be assessed by your financial institution.*)  
 ACH transfer to my bank account. (*Allow 2-3 business days to receive your proceeds.*)

Please provide bank instructions below. In doing so, account owners 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.
- 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.

*Payment Options section continues on the next page.*

**Signature of Bank Account Owner(s) is required if the Invesco Account Owner is not listed in the Bank Registration**

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

- IIS may debit my bank account for ACH drafts paid to the Invesco account.
- IIS may accept telephone or written instructions to remit redemption proceeds to this bank.
- 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.

Signature of Bank Account Owner

X

Date (mm/dd/yyyy)

/  /

Signature of Bank Account Owner

X

Date (mm/dd/yyyy)

/  /

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 Invesco Account:**

If I select to deposit the proceeds into my traditional or Roth IRA account as current year contribution, I understand that any amounts over the contribution limit will be returned by check to my address of record.

- Deposit proceeds from my traditional or Roth IRA back into the corresponding traditional or Roth IRA as a current year contribution. *(Fund selections will remain the same.)*
- Deposit the proceeds into a non-retirement Invesco account in kind. *(Fund selections will remain the same.)*

Please provide your existing Invesco Account number below. If depositing proceeds into a new Invesco account in kind, please complete and attach the appropriate Invesco account application.

Non-Retirement Account Number:

PLEASE USE BLUE OR BLACK INK

PLEASE PRINT CLEARLY IN BLOCK CAPITAL LETTERS

**11 | Authorization and Signature** *(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.

Additionally, I understand that distributions made from my SIMPLE, SEP or SARSEP IRA returned to the employer may be reported on Form 1099-R as taxable under my social security number.

**Important:** If you are both the account owner and employer then you must sign as both account owner in section 11 and employer in section 12.

Signature\*

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> (Please place signature guarantee stamp below.)</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.

**12 | Authorization and Signature of Employer** *(Please sign and date below if applicable)*

**Important:** IIS requires the employer's signature for the following circumstances:

- Removal of excess employer contributions.
- Removal of excess contributions under EPCRS and returned to the employer.

**The IRS Employee Plans Compliance Resolution System (EPCRS)**

If you, as an employer, make mistakes in your retirement plan, you may be eligible to use the IRS Employee Plans Compliance Resolution System (EPCRS) to fix your mistakes and avoid the consequences of plan disqualification. The correction for a mistake should be reasonable and appropriate. For more information on EPCRS and to determine if corrections may occur under EPCRS consult with a tax advisor or visit [irs.gov](http://irs.gov).

By signing this form, I certify that (i) I am duly authorized to execute this form on behalf of the employer, (ii) the information provided in connection with this request is true and accurate, and (iii) the request is pursuant to EPCRS correction guidelines. Additionally, I understand return of salary deferral contributions may be taxable to the account owner.

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

/  /

Name *(Please print)*

Title of Authorized Signer

**13 | 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.  
801 Pennsylvania Ave  
Suite 219078  
Kansas City, MO 64105-1307

**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**

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. In addition, the earnings on the excess contribution may be subject to a 10% additional tax if it's not timely corrected and you are under the age of 59½. SECURE 2.0 Act passed in late December 2022 eliminates the additional tax on earnings of timely corrections. This is effective for any determination made on or after the date of enactment (12/29/2022) of this Act even if the correction occurred before date of enactment.

Amounts being removed timely must include earnings for the excess contribution. Invesco will calculate the earnings on the excess contribution using IRS' prescribed method unless an amount is provided on this form. The IRS method requires that the earnings be calculated based on the entire Invesco IRA portfolio and not just the individual fund that received the excess contribution.

**Traditional or Roth IRA**

Excess amounts in a traditional or Roth IRA may occur:

- If the amount contributed for a taxable year exceeds the lesser of; 100% of your earned income for that year, or that year's prescribed contribution limit.
- If the amount contributed to your Roth IRA exceeds the allowable limit based on your Roth modified adjusted gross income.
- If an ineligible rollover contribution is made to your IRA.

**SEP IRA**

Excess amounts in a SEP IRA may occur:

- If the employer contributes more than the allowable deductible limit.
- If the employer's contributions are more than the allowable amount for the year, which is the lesser of 25% of the participant's compensation (20% for the Sole Proprietor) or the prescribed contribution limit.
- If an ineligible rollover contribution is made to your SEP.

**SIMPLE IRA**

Excess amounts in your SIMPLE IRA may occur:

- If the amount of elective deferrals for the individual's taxable year exceeds the annual limit.<sup>1</sup>
- If the employer contribution exceeds the maximum match limit or nonelective limit and becomes a "non-deductible employer contribution."
- If an ineligible rollover contribution is made into your SIMPLE IRA.

**SARSEP IRA**

Excess amounts in your SARSEP IRA may occur:

- If an eligible highly compensated individual (owner) exceeds the ADP 1.25 test.
- If less than 50% of the eligible employees choose to make elective deferrals for the plan year.
- If the amount of elective deferrals for the individual's taxable year exceeds the annual limit.<sup>1</sup>
- If an ineligible rollover contribution is made into your SARSEP IRA.

**Distributions Under Employee Plans Compliance Resolution System (EPCRS)**

Employers may use the Employee Plans Compliance Resolution System to correct SEP IRA, SARSEP IRA and SIMPLE IRA qualification failures without plan disqualification. If a plan is not operated in accordance with its terms, it is subject to disqualification. Disqualification may result in severe tax consequences for the plan sponsor and the participants.

EPCRS permits the employer to correct the qualification failures and continue to provide their employees with retirement benefits on a tax-favored basis. For more information on EPCRS, consult with a tax professional or visit [irs.gov](https://www.irs.gov) and search for "EPCRS" to determine if corrections may occur under EPCRS.

Salary deferral contributions removed under EPCRS are taxable to the employee.

**For additional information please go to [irs.gov](https://www.irs.gov)**

<sup>1</sup> This limitation is based on the aggregate amount that an individual elects to defer under a 401(k), 403(b), SIMPLE IRA and SARSEP IRA.