

Use this form to request a Withdrawal from your BlackRock CollegeAdvantage account. Your Withdrawal may have tax consequences depending on how the distribution is used. You should consult your tax advisor prior to making a Withdrawal. Review our "Tips for Withdrawals" for more helpful information.

Send your completed and signed application, along with any other required documents, to:

**Regular mail**

BlackRock CollegeAdvantage 529  
P.O. Box 9783  
Providence, RI 02940

**Overnight mail**

BlackRock CollegeAdvantage 529  
4400 Computer Dr.  
Westborough, MA 01581

### Section 1: Account Information (Required)

\_\_\_\_\_  
First Name of Account Owner, Custodian, Guardian or Trustee

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name of Beneficiary

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Last Name of Beneficiary

\_\_\_\_\_  
Account Owner's Social Security Number

\_\_\_\_\_  
BlackRock CollegeAdvantage Account Number

\_\_\_\_\_  
Contact Telephone Number

### Section 2: Withdrawal Information

#### Reason for Withdrawal (check only one):

- Qualified withdrawal to the Account Owner.** My withdrawal will be used to pay for, or reimburse myself for, the designated beneficiary's qualified expenses.
- Qualified withdrawal to the Beneficiary.** My withdrawal will be used to pay for the designated beneficiary's qualified expenses.
- Qualified withdrawal to an eligible college or university.** My withdrawal will be sent directly to the school.
- Rollover withdrawal directly to another 529 qualified tuition program.** My withdrawal will be sent to another qualified 529 plan.
- Non-qualified withdrawal to the Account Owner.\*** My withdrawal will NOT be used to pay for the designated beneficiary's qualified expenses.
- Non-qualified withdrawal to the Beneficiary.\*** My withdrawal will NOT be used to pay for the designated beneficiary's qualified expenses.

Additional documentation required for the following types of withdrawals: (these are considered non-qualified withdrawals):

- Permanent disability of the Beneficiary.\*** Include a doctor's letter or similar documentation stating that the Beneficiary is unable to attend any eligible educational institution due to injury or illness.
- Death of the Beneficiary.\*** Include a copy of the Beneficiary's death certificate.

\*The IRS may require you to prove that your withdrawal is qualified. For non-qualified withdrawals, the earnings portion is subject to federal and state income tax, and may be subject to a 10% federal penalty. Consult your tax advisor with any questions about how to report your withdrawal.

#### Questions?

Call 866-529-8582 | Visit [www.blackrock.com/collegeadvantage](http://www.blackrock.com/collegeadvantage)

## Amount Requested

Please tell us how much you wish to withdraw from each **Investment Option** (you should verify the balance prior to requesting your distribution). The funds must be available for distribution (deposit must have been made 15 days prior) If the dollar amount requested is greater than the available balance, we will disburse only the amount available.

**Full Distribution (close my account)**

Check here if you wish to stop the AIP on any Investment Option you close out (otherwise, it will continue)

**One-time Withdrawal**

The withdrawal amount should be  **Gross** (before any fees, CDSC, etc.) or  **Net** (after any fees, CDSC, etc.)

Investment Option	Amount to Withdraw
_____	\$ _____ or <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %
_____	\$ _____ or <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %
_____	\$ _____ or <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %
_____	\$ _____ or <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %
_____	\$ _____ or <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> %
	<b>Total \$</b> _____ <b>= 100%</b>

**Systematic Withdrawal Plan:**

I would like to begin in \_\_\_\_\_ with a draft date of the \_\_\_\_\_ of the month, with a frequency of (check one):  
(Month) (Day)

Monthly  Quarterly (Mar, Jun, Sep, Dec)  Semi-Annually ( \_\_\_\_ / \_\_\_\_ )  Annually in ( \_\_\_\_ )  
(Month & Month) (Month)

## Section 3: Distribution Information

Please tell us where you would like to send the distribution, and how you wish the distribution to be sent.

### A. Send the distribution directly to the educational institution for the Beneficiary.

The Beneficiary must be enrolled at the institution before funds can be disbursed. Use the address of the Bursar's Office or the address written on the invoice from the school. The end of year 1099-Q will be sent to the Beneficiary.

_____	_____	
Name of Educational Institution	Student ID (if applicable)	
_____	_____	_____
Street Number	Street Name	Dept (Bursar, Student Accounts, etc.)
_____	_____	_____
City	State	ZIP Code
_____	_____	_____
Academic Year (e.g., 2017-2018)	Term (check one)	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer

Please send the proceeds via **overnight delivery** (I am aware that a \$15 fee will apply)

**B. Send the distribution to another Section 529 Qualified Tuition Program. (Medallion Signature Guarantee or similar stamp may be required)**

This distribution will be sent via check. The end of year 1099-Q will be sent to the Account Owner.

\_\_\_\_\_  
Name of Section 529 Qualified Tuition Program Account Number

\_\_\_\_\_  
Street Number/PO Box Street Name

\_\_\_\_\_  
City State ZIP Code

Please send the proceeds via **overnight delivery** (I am aware that a \$15 fee will apply)

**C. Send the distribution to the Account Owner or Beneficiary's bank account.**

The end of year 1099-Q will be sent to the recipient of the funds. Your distribution can be sent electronically to your bank account on file via the Automated Clearing House (ACH), which typically takes up to 48 hours to be received in your checking or savings account.

Account Owner's Bank Account  Checking  Savings

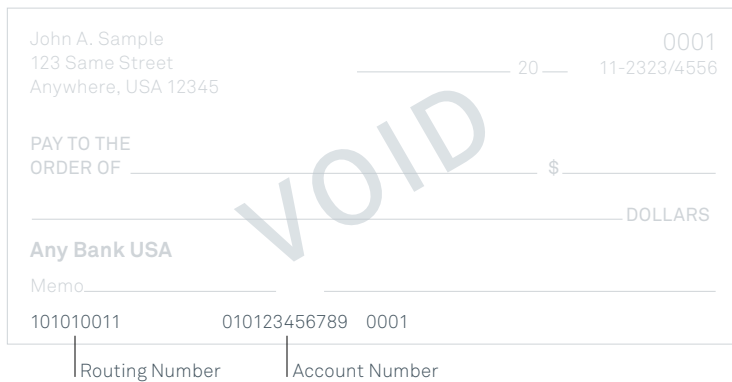
**OR**

Beneficiary's Bank Account  Checking  Savings

**D. Send the distribution to new bank information (medallion signature guarantee or similar stamp may be required).**

Please attach a voided check or deposit slip copy here: (Required)

If you do not have a voided check or deposit slip, please include a bank statement showing the names(s) on the account, address and account number.



Routing Number (9 digits)

\_\_\_\_\_  
Account Number

**E. Send the distribution by check:**

Check made payable to the Account Owner  Check made payable to the Beneficiary  
 Mail the check to the address of record  Mail the check to the Beneficiary's address of record

Please send the proceeds via **overnight delivery** (I am aware that a \$15 fee will apply)

If you would like the check mailed to a different address, please complete it below. (Medallion Signature Guarantee or similar stamp may be required)

\_\_\_\_\_  
Street Number Street Name

\_\_\_\_\_  
City State ZIP Code

## Section 4: Signature and Authorization

- ▶ I request the distribution indicated herein. BlackRock CollegeAdvantage and the Ohio Tuition Trust Authority are entitled to rely on this request and is released from any and all claims I may have or hereafter have with respect to the distribution. I understand the amount withdrawn should be reported to my financial aid office.
- ▶ I certify the information provided herein is true and accurate, and complies with the terms and conditions of the BlackRock CollegeAdvantage Program Description and Participation Agreement.
- ▶ I further certify that the Social Security number of the Account Owner set forth in Section 1 is true, correct, and complete.

\_\_\_\_\_  
Please Print the First Name of Account Owner, Guardian, Trustee

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Last Name

Signature of Account Owner, Guardian, Trustee

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date (month/day/year)

Medallion Guarantee:

(Please place medallion  
guarantee stamp here)

A medallion guarantee may NOT be obtained through a notary public.

A medallion signature guarantee is a stamp affixed by an authorized financial institution next to the signature. The stamp verifies the authenticity of the signature and guarantees that the person signing the request is the actual person (or a legally authorized representative) with the legal authority and capacity to do so. The financial institution not only verifies the signature, but also assumes the financial risk associated with providing the medallion guarantee, in case of fraud. The medallion guarantee program benefits share-owners because it adds a layer of protection to help prevent an unauthorized party from accessing their account. Medallion signature guarantees may be obtained from banks, broker-dealers, national securities exchanges, and savings associations.

**FOR MORE INFORMATION: Call 866-529-8582 or visit [www.blackrock.com/collegeadvantage](http://www.blackrock.com/collegeadvantage)**

©2017 BlackRock, Inc. All Rights Reserved. **BLACKROCK** is a registered trademark of BlackRock, Inc. All other trademarks are those of their respective owners.

The cost of a higher education is one of the biggest financial obligations an individual may face. There are several options available for paying college expenses, one of which is taking a withdrawal from your 529 Plan account. Please use this guide to help you with the withdrawal process.

## Requesting a Withdrawal

Only the Account Owner may direct distributions (also called “withdrawals”) from your account. Withdrawals can be payable to the Account Owner, the Beneficiary, or directly to the Eligible Educational Institution (college, university, etc.)

Withdrawals may be “qualified” (see below) or “nonqualified” for tax purposes; you should consult your tax professional with any questions concerning the tax reporting of your withdrawal.

## Make Your Request by Telephone

You may request up to \$100,000 by phone only if the withdrawal proceeds are:

- ▶ Made payable to the Account Owner or Beneficiary
- ▶ Mailed to the address of record
- ▶ Sent to the bank information already on file on your account
- ▶ Sent directly to the Eligible Educational Institution (see “Tips” in the next column)

## Make Your Request Online

- ▶ Payable to the Owner or Beneficiary
- ▶ Sent to the address of record by check or the bank information already on file on your account
- ▶ Online withdrawals to the school are not currently available

## Make Your Request in Writing

If you prefer, you may also submit your request in writing with either:

- ▶ A clear letter of instruction, or
- ▶ 529 Withdrawal Form (recommended)

## Qualified vs. Non-qualified Expenses

Withdrawals (or portions thereof) that are used to pay for “qualified higher educational expenses”, are exempt from Federal income tax and not subject to penalty. Qualified expenses may include:

- ▶ Tuition and fees
- ▶ Cost of books, supplies and equipment (such as laptop computers) required for enrollment or attendance
- ▶ Some room and board costs (including a program of study abroad approved for credit by the Eligible Educational Institution)
- ▶ Expenses of a special needs beneficiary that are necessary in connection with his or her enrollment or attendance at an Eligible Educational Institution

You must make such determination when filing your tax return in the year following the withdrawal. More information on what may constitute a “qualified expense” can be found in the BlackRock CollegeAdvantage 529 Plan Program Description.

## Tips

- ▶ Sending the distribution directly to the school to pay college expenses can be advantageous, including serving as documentation for a qualified withdrawal.
- ▶ **Check with the school first!** Make sure the address is complete & correct (it may need to say “Bursar’s office”, “Student Accounts”, etc.). The main address may not be appropriate for payments, and may cause delays in applying the payment.
- ▶ Allow enough time for processing & mailing – late payments may cause delays in posting or even class schedule disruptions
- ▶ Add your checking or savings account information to your account for future use – saves times on future payment requests
- ▶ Running low on time? Give us a call at **1-866-529-8582** and we can help you expedite your request.

## Frequently Asked Questions

**Q: What is the easiest way for me to make a withdrawal?**

**A:** The easiest ways to make a withdrawal are online by logging into your account, or by calling our team at **1-866-529-8582**.

**Q: Can I request a withdrawal online?**

**A:** Yes. You can have your withdrawal proceeds payable to either the Account Owner or Beneficiary, and sent either to the address of record by check or to the bank information already on file on your account. Please note: withdrawals to the school are not available at this time.

**Q: Can the Beneficiary make a withdrawal?**

**A:** No. Only the Account Owner may request a withdrawal.

**Q: How much can I withdraw from my account?**

**A:** You can withdraw as much as you need to cover educational expenses\*. Please remember to specify the amount you wish "NET" after any applicable fees, etc.

**Q: Would there be any fees to make a withdrawal?**

**A:** We do not assess a fee for the withdrawal itself, however there would be a \$15 fee for any proceeds sent via overnight mail, a \$7.50 fee for any proceeds sent to your bank by wire (your bank may also assess a fee), and if you are closing your account, the Annual Account Maintenance fee (\$25) may be imposed at the time of the withdrawal. Any applicable sales charges on Class C Units may be assessed.

**Q: I have not yet requested payments be sent directly to the Eligible Educational Intuition. What should I do?**

**A:** You can provide the instructions to us via telephone or in writing, and we will establish this destination on your account for future tuition payments. From there, you can just call us each semester to request another payment.

**Q: What are the time frames to know when making a withdrawal?**

**A:** Typically, a withdrawal is processed within 24-hours of our receipt (provided it is in good order). If you are mailing your request, we suggest submitting it **two weeks prior to any deadline**, to allow for mailing time and unforeseen delays. Once the withdrawal is made from your account, the proceeds are sent the following business day and should be received:

- ▶ **Regular mail by check:** Approximately 3-5 business days
- ▶ **Overnight mail by check:** Typically arrives the business day after it is sent; please note Saturday delivery is not available in many locations
- ▶ **To your bank account via ACH (Automated Clearing House):** typically within 48 hours. There are no fees assessed for this service.
- ▶ **To your bank account via wire:** Typically within 24 hours.

**Q: Where do I send my written withdrawal request?**

**A:** You can mail it to the address listed on the form, either the regular mail or overnight mail address. To expedite your request, you may fax it to our Processing Team at 1-508-599-6054.

## Questions?

We recommend that you speak with your **financial professional**, who is there to assist you with your financial planning.

You may also call the BlackRock CollegeAdvantage® 529 Team at **1-866-529-8582**, Monday through Friday between 8:00AM and 6:00PM ET.

Additional information about this 529 program, forms, applications, tools, and other helpful information can be found on our website at:

[www.blackrock.com/collegeadvantage](http://www.blackrock.com/collegeadvantage)

\*For additional information, please refer to the Program Description, or IRS Publication 970, which may be found at [www.irs.gov](http://www.irs.gov).