



**Connecticut Higher Education Trust
Withdrawal Request Form**
Use this form to withdraw funds from the Program
Questions? Call toll-free 1-888-799-CHET (1-888-799-2438)
P.O. Box 150499, Hartford, CT 06115-0499
Visit www.aboutCHET.com

- For faster processing, you can request a withdrawal online at www.aboutCHET.com.
- Complete this form to request a qualified or nonqualified withdrawal from your account for each designated payee and/or for each Beneficiary. Note: The earnings portion of a nonqualified withdrawal is subject to federal income tax and a 10% federal penalty tax, as well as state and local income taxes. State tax treatment of K-12 withdrawals is determined by the state(s) where the taxpayer files state income tax. Please see the Disclosure Booklet for more information.
- Print in capital letters with blue or black ink, sign and date the form, then mail it to the Program at the above address.

1 Account Information

Account Number (Refer to your statement.)	Contact Telephone Number
Account Owner, Custodian Name or Entity Name	
Account Owner Email Address	
Beneficiary Name	

2 Select a Payee

- Account Owner** (This will be the tax-responsible party who will receive the 1099Q form).
- Beneficiary** (This will be the tax-responsible party who will receive the 1099Q form).
- School – Colleges and Universities only** (The beneficiary will be the tax-responsible party who will receive the 1099Q form). You will need your beneficiary’s student ID to complete this withdrawal.

PLEASE NOTE: It generally takes 7-10 business days for the school to receive the check and additional time for processing. If you need it sooner, please contact our telephone representatives at the telephone number above.

3 Withdrawal Information

Tell us how much to withdraw from this Account. Write a specific amount or “ALL” next to each Investment Option.

Investment Option Name <i>(write in the option name(s) from the list)</i>	Indicate a specific amount or write “ALL”
	\$, .
	\$, .
	\$, .
	\$, .
	\$, .
Total Withdrawal Amount	\$, .

Note: Funds cannot be withdrawn until 10 days after the receipt of each contribution. If applicable, a separate payment will be made to the payee designated in Section 5 once the units are available for withdrawal.

- This withdrawal is not being used for qualified education expenses. This information is being collected on behalf of the Program and will not affect how your withdrawal will be reported to the Internal Revenue Service. For more information about withdrawals, please refer to the Program Disclosure Booklet. You should consult with a qualified advisor regarding how tax laws may apply to your particular circumstances.

Investment Option Names

Moderate Managed Allocation Option (Age based)	High Equity Balanced Option (1955)	Active Fixed Income Option (2253)
Aggressive Managed Allocation Option (Age based)	U.S. Equity Index Option (2304)	Index Fixed Income Option (2281)
Conservative Managed Allocation Option (Age based)	Global Equity Index Option (2251)	Principal Plus Interest Option (1956)
Active Global Equity Option (2282)	Social Choice Equity Option (2260)	Money Market Option (2261)
	International Equity Index Option (2305)	Global Tactical Asset Allocation Option (2306)

4 Select a Delivery Method

Check this box for expedited delivery of check payment (Optional; \$15 will be deducted from your Account.)

Pay by Check (A check will be mailed to your or your beneficiary's address of record.)

Pay by Electronic Funds Transfer (EFT) (Funds will be received by your or your beneficiary's bank in a few days.)

You may select this option only if your banking information has been on file for at least 30 days and it has been verified by your bank. Before selecting this option, you may call to confirm your bank account information.

- Your bank account will be credited separately for the amount of contributions and earnings, if any, withdrawn from **each** Investment Option. Depending upon the number of Investment Options you own, you could receive multiple deposits into your bank account.
- If you select this method but you do not have a bank account on file or if your banking information has been added or changed within 30 days, a check will be mailed to your address of record.

Pay to Eligible Educational Institution (Colleges or Universities Only) (A check will be mailed to the institution designated below.)

Please confirm the mailing instructions with your school before submitting this form for payment and provide a student ID, if required by the school. **Note:** Payments for qualified expenses for a foreign Eligible Educational Institution will be paid directly to the Account Owner.

Eligible Educational Institution Name (School)

Student Name, ID or other Identifying Information (This information will appear only on the check.)

School Mailing Address (Line 1)

School Mailing Address (Line 2)

School City, State, Zip

5 Signature and Certification (This section must be signed or the withdrawal cannot be processed.)

By signing below, I certify that the information contained in this Form, and in any required documentation, is true, complete and correct. I authorize a withdrawal from my Account based on this information. I understand and agree to all terms of the withdrawal as presented on this Form and in the *Withdrawal Guidelines* that accompany this Form.

If this withdrawal is for Qualified Higher Education Expenses, I further certify that the requested withdrawal represents qualified higher education expenses for the enrollment or attendance of my Beneficiary at an Eligible Educational Institution. To the best of my knowledge, no other request has been previously submitted to this Plan, or to any other Qualified Tuition Program, for reimbursement or payment of this/these expenses by me or my Beneficiary. To the best of my knowledge, withdrawals for room and board expenses of the Beneficiary for the applicable academic year have not exceeded the limitations described in the *Disclosure Booklet*.

If I am participating in the Automatic Contribution Plan (ACP), I understand that my participation in ACP will be cancelled if I have requested a withdrawal of my entire Account balance (in all Investment Options), but it will continue if I have only requested a partial withdrawal from my Account unless an *Electronic Banking Information Form* accompanies this form.

If I am making contributions by payroll deduction, I understand that my payroll contributions will continue into this Account, regardless of the amount withdrawn, unless an updated *Payroll Deduction Form* (or *State of Connecticut Employee Payroll Deduction Form*) accompanies this form to reallocate payroll contributions among my Account(s). I also understand that I must notify my employer (or the Program Manager if I am a State of Connecticut employee) if I want to stop or change the amount of my payroll deduction.

Reimbursement for elementary or secondary tuition payments may be sent to the Account Owner or Designated Account Beneficiary only.

I certify that I am the Account Owner, or I have the authority to act as the Account Owner. A medallion signature guarantee may be required. Please see Important Information below.

If I am withdrawing my entire account balance, I request the cancellation of my *Participation Agreement* and the closure of my Account.

Signature of Account Owner, Custodian or Authorized Representative of an Individual or Entity Account Owner

Date

Important Information

A Medallion Signature Guarantee is required: (i) for all entity Accounts except Accounts owned by a trust so long as the Program has trust documents on file which include the current names of all trustees, or Accounts for which the individual completing this form is acting in a legal capacity as a representative of the individual Account Owner; or (ii) if the address on the account has been changed within the past 30 days, if the Account was transferred to a new Account Owner in the past 30 days or if the bank account has been changed in the past 30 days and the redemption is being sent to the bank of record. A Medallion Signature Guarantee is required for all withdrawal requests of \$100,000 or more. You may be required to provide proof of your authority to act on behalf of this Account to your bank or broker before a Medallion Signature Guarantee will be provided.

Note: A Medallion Signature Guarantee is not required if a *Plan Power of Attorney Form* is on file for an Individual Account or if a *Program Power of Attorney Form* accompanies this form, **unless** the withdrawal request is \$100,000 or more.

GUARANTOR TO AFFIX STAMP HERE



Mail this form to:

Regular Mail

Connecticut Higher Education Trust
P.O. Box 150499
Hartford, CT 06115-0499

Overnight Mail

Connecticut Higher Education Trust
430 W 7th Street Suite 150499
Kansas City, MO 64105-1407