Reset Form

Partial Withdrawal or Full Surrender Form

Form Submission Instructions
Email: Forms@GCUusa.com
Fax: (724) 495-3421
Address: 5400 Tuscarawas Rd
Beaver, PA 15009

GCU does not provide tax, legal, or investment advice. Please consult with and rely on your own tax, legal, or investment professional(s) for guidance.

Please note that any altered documents, including but not limited those with correction fluid or photocopied/reused signatures, will NOT be accepted. Once a request has been processed, the transaction is final and cannot be reversed or returned. If your request is related to a taxable distribution, it will be reported as income in the year it was issued.

Member Information:		
Policy/Certificate No.:		
Owners Name:		
SSN/TIN:	Email:	Phone No.:
Address:		
(Is this a new address? Yes ☐ No☐		
Joint Owners Name *-if applicable:*		
SSN:	Email:	Phone No.:

If there is a good order issue, how would you like us to contact you?
Phone: ☐ Email: ☐ Mail: ☐ Contact my Agent: ☐

Distribution Information (Select One):		
Partial Withdrawal:	Fixed Amount [1] : $	Gross: ☐ or Net[2]: ☐
	Maximum Available Surrender Charge-Free: ☐	All Accumulated Interest: ☐
Systematic Withdrawal:	Gross Fixed Amount [1] : $	Interest Only [3]: ☐
	Frequency: ☐Monthly | ☐ Quarterly |☐Semi Annual | ☐Annual	Start Date[3]:
Full Surrender:	☐ I/We request immediate closure of this policy and full payment of its surrender value, if any. This payment settles all claims. No bankruptcy or liens exist against this policy. If the certificate is not enclosed, it has been lost, destroyed, or misplaced.	

Withdrawals from policies with benefit riders may reduce rider benefits. Taking more than the penalty-free amount may lower the proceeds available upon full surrender, death, or annuitization. Surrender charges or other fees may apply. Refer to your policy certificate for details.

[1] If your policy number starts with 000, the minimum withdrawal is $25 (account must remain over $300). If it starts with 5, the minimum is $500 (account must remain over $2,000).

[2] Net amount after applicable charges and/or taxes. If no box is checked, a gross withdrawal will be processed by default.

[3] For fixed dollar systematic disbursements, select a day between the 1st and 28th. If no date is provided, the date is greater than the 28th day of the month, or the request is for interest only, the earlier of your policy anniversary date or the last date of that month will be used. Disbursements scheduled on non-business days will process the next business day.

Disbursement Type (Select One): *For further guidance, please consult a qualified tax professional.*
☐ Normal: I am age 59½ or older.
☐ Early: I am under age 59½ and understand a 10% IRS penalty may apply unless an exception exists or the funds are rolled over within 60 days.
☐ Inherited IRA: I am the beneficiary of this inherited IRA.
☐ Disability*: Please provide the date the disability began:

*To qualify for a disability exemption, your condition must meet the IRS definition under IRC §72(m)(7). A physician's statement confirming this is required.

Election to Withhold Federal Taxes:
(For non-periodic payments, the default withholding rate is 10%, or 20% for eligible rollovers. See Pages 3-4)

☐I elect the default withholding rate.
☐I elect to withhold at a different rate:________________(0%-100% or whole dollars only).

Election to Withhold State Taxes:
(If you make no selection, we'll assume no state tax withholding unless your your state has a mandated withholding rate)

☐I decline to withhold taxes
☐I elect to withhold at the following rate:_________________(1%-100% or whole dollars only)

Method of Distribution:

☐Check mail to the address of record *(Systematic withdrawals are not eligible-they must be sent via direct deposit)*

☐Place into existing GCU Account No.:

☐Direct Deposit Into My Bank Account	Bank Account Type: ☐Checking ☐ Savings
Name(s) on account (First, Middle initial, Last)	
Name Of Bank	Bank Phone Number
Bank Routing Number (ABA No.)	Bank Account Number

To ensure the accuracy of your account information for Automated Clearing House (ACH) deposits, we encourage you to provide either a preprinted voided check or a letter from your financial institution on their official letterhead.
By submitting this information, I authorize GCU to initiate deposits to the account listed above. In the event that an incorrect deposit is made, I also authorize my financial institution to make a corresponding debit entry to correct the error and return the appropriate amount to GCU.

Signature:
Residents (Excluding California): By signing this form, I/we acknowledge and understand the following:

- Each Owner has read, understands and agrees to the information provided throughout this form.
- This form must be fully completed, and failure to complete any portion may result in delays in processing the request

California Residents: For your protection, California law requires the following statement: Any person who knowingly presents false or fraudulent information to obtain or amend insurance or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and imprisonment in state prison.

Certification and Agreement: By completing and submitting this form, I certify under penalties of perjury that

1. The number shown on this form is my correct Taxpayer Identification Number (TIN) (or I am waiting for a number to be issued to me).
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. citizen or other U.S. person (defined in IRS Form W-9 instructions).
4. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Owner/Assignee Signature	Signature Date
Joint Owner/Assignee Signature *(if applicable)*	Signature Date
Spousal Signature *(if applicable)**	Signature Date

*If this transaction is subject to community property interests, we strongly recommend that you obtain your spouse's signature in the acknowledgment section of the form to document their consent to this transaction. Community property states include Alaska, Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, and Wisconsin.

By not obtaining your spouse's signature, you acknowledge and agree that GCU may assume no community property interest exists. Additionally, GCU has no obligation to investigate further into any potential community property interests. You agree to indemnify and hold GCU harmless from any consequences arising from community property interests related to this transaction.

Note: The term "spouse" includes domestic partners or other partners as permitted by civil union, domestic partnership, or similar law.

General Instructions and Marginal Rate Tables for withholding for non-periodic payments and eligible rollover distributions.

*Use the information provided on pages **3-4** to guide you in completing withholding section in the 1st page.*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments - For the latest information about any future developments related to Form W-4R, such as legislation enacted after it was published, go to *www.irs.gov/FormW4R*.

Purpose of form - Complete the withholding section on the 1st page to have payers withhold the correct amount of federal income tax from your non-periodic payment or eligible rollover distribution from an employer retirement plan, annuity (including a commercial annuity), or individual retirement arrangement (IRA).See pages 3-4 for the rules and options that are available for each type of payment.

Caution - If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. Your withholding choice (or an election not to have withholding on a non-periodic payment) will generally apply to any future payment from the same plan or IRA. Submit a new Form W-4R if you want to change your election.

2026 Marginal Rate Tables

You may use these tables to help you select the appropriate withholding rate for this payment or distribution. Add your income from all sources and use the column that matches your filing status to find the corresponding rate of withholding. See the following page for more information on how to use this table.

Single or married filing separately		**Married filing jointly or Qualifying surviving spouse**		**Head of household**	
Total income over—	**Tax rate for every dollar more**	Total income over—	**Tax rate for every dollar more**	Total income over—	**Tax rate for every dollar more**
$0	**0%**	$0	**0%**	$0	**0%**
16,100	**10%**	32,200	**10%**	24,150	**10%**
28,500	**12%**	57,000	**12%**	41,850	**12%**
66,500	**22%**	133,000	**22%**	91,600	**22%**
121,800	**24%**	243,600	**24%**	129,850	**24%**
217,875	**32%**	435,750	**32%**	225,900	**32%**
272,325	**35%**	544,650	**35%**	280,350	**35%**
656,700*	**37%**	800,900	**37%**	664,750	**37%**

** If married filing separately, use $400,450 instead for this 37% rate.*

For Privacy Act and Paperwork Reduction Act Notice, see page 4.

Non-periodic payments—10% withholding - Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments **unless** you enter a different rate in section 3, page 1. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Note that the default rate of withholding may not be appropriate for your tax situation. You may choose have no federal income tax withheld by entering “-0-”. See the specific instructions below for more information. Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including “-0-”) on any payments to be delivered outside the United States and its territories.

Note: If you don’t give Form W-4R to your payer, you don’t provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can’t honor requests to have a lower (or no) amount withheld. Generally, for payments that began before 2026, your current withholding election (or your default rate) remains in effect unless you submit a Form W-4R.

Eligible rollover distributions—20% withholding - Distributions you receive from qualified retirement plans (for example, 401(k) plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over to an IRA or qualified plan are subject to a 20% default rate of withholding on the taxable amount of the distribution. You can’t choose withholding at a rate of less than 20% (including “-0-”). Note that the default rate of withholding may be too low for your tax situation. You may choose to enter a rate higher than 20% in section 3, page 1. Don’t give Form W-4R to your payer unless you want more than 20% withheld.

Note that the following payments are **not** eligible rollover distributions: (a) qualifying “hardship” distributions, and (b) distributions required by federal law, such as required minimum distributions. See Pub. 505 for details. See also *Non-periodic payments—10% withholding above*.

Payments to nonresident aliens and foreign estates. Do not use Form W-4R. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

Tax relief for victims of terrorist attacks. If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, enter “-0-” in section 3, page 1. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

Specific Instructions
For an estate, enter the estate's employer identification number (EIN) in the area reserved for "Social security number."

More withholding - If you want more than the default rate withheld from your payment, you may enter a higher rate in section 3, page 1.

Less withholding (non-periodic payments only) - If permitted, you may enter a lower rate in section 3, page 1 (including "-0-") if you want less than the 10% default rate withheld from your payment. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter "-0-".

Suggestion for determining withholding - Consider using the Marginal Rate Tables on page 3 to help you select the appropriate withholding rate for this payment or distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on those sources of income has not been paid through other withholding or estimated tax payments, you can pay that tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

The marginal tax rate is the rate of tax on each additional dollar of income you receive above a particular amount of income. You can use the table for your filing status as a guide to find a rate of withholding for amounts above the total income level in the table.

To determine the appropriate rate of withholding from the table, do the following. Step 1: Find the rate that corresponds with your total income not including the payment. Step 2: Add your total income and the taxable amount of the payment and find the corresponding rate.

If these two rates are the same, enter that rate in the withholding section of the 1st page. *(See Example 1 below.)*

If the two rates differ, multiply (a) the amount in the lower rate bracket by the rate for that bracket, and (b) the amount in the higher rate bracket by the rate for that bracket. Add these two numbers; this is the expected tax for this payment. To get the rate to have withheld, divide this amount by the taxable amount of the payment. Round up to the next whole number and enter that rate in the withholding section of the 1st page. *(See Example 2 below.)*

If you prefer a simpler approach (but one that may lead to over withholding), find the rate that corresponds to your total income including the payment and enter that rate in the withholding section of the 1st page.

Examples - Assume the following facts for Examples 1 and 2. Your filing status is single. You expect the taxable amount of your payment to be $20,000. Appropriate amounts have been withheld for all other sources of income and any deductions or credits.

Example 1 - You expect your total income to be $70,000 without the payment. Step 1: Because your total income without the payment, $70,000, is greater than $66,500 but less than $121,800, the corresponding rate is 22%. Step 2: Because your total income with the payment, $90,000, is greater than $66,500 but less than $121,800, the corresponding rate is 22%. Because these two rates are the same, enter "22" in section 3, page 1.

Example 2 - You expect your total income to be $60,000 without the payment. Step 1: Because your total income without the payment, $60,000, is greater than $28,500 but less than $66,500, the corresponding rate is 12%. Step 2: Because your total income with the payment, $80,000, is greater than $66,500 but less than $121,800, the corresponding rate is 22%. The two rates differ. $6,500 of the $20,000 payment is in the lower bracket ($66,500 less your total income of $60,000 without the payment), and $13,500 is in the higher bracket ($20,000 less the $6,500 that is in the lower braket. Multiply $13,500 by 22% to get $2,970. The sum of these two amounts is $3,750. This amount corresponds to 19% of the $20,000 payment ($3,750 divided by $20,000). Enter "19 in section 3, page 1

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request additional federal income tax withholding from your non-periodic payment(s) or eligible rollover distribution(s); (b) choose not to have federal income tax withheld from your non-periodic payment(s), when permitted; or (c) change a previous Form W-4R (or a previous Form W-4P that you completed with respect to your non-periodic payments or eligible rollover distributions). To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s). Failure to provide a properly completed form will result in your payment(s) being subject to the default rate; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.