



Vermont Higher Education Investment Plan (VHEIP) Withdrawal Request Form

Use this form to withdraw funds from the Plan
Questions? Call toll-free 1-800-637-5860
 P.O. Box 8101, Boston, MA 02266-8101
 Visit www.vheip.com

Instructions

- Read the *Disclosure Booklet* and the attached *Withdrawal Guidelines* before completing this form. The *Disclosure Booklet* also contains a discussion of the tax implications, if any, of taking a withdrawal. A copy is available online or by calling the Plan.
- Complete a separate form for each type of withdrawal for each designated payee and/or for each Beneficiary. Allow at least 7-10 days for mail and processing time. Additional copies of this form, or any form, are available online or by calling the Plan.
- Print in capital letters with blue or black ink, sign and date the form, then mail it to the Plan at the above address.
- A medallion signature guarantee is required in Section 5 if an Entity Account Owner, or an Authorized Representative of an Individual Account Owner, completes this form, or if the address on the account has been changed in the past 30 days.¹

1 Type of Withdrawal *(Check only one box.)*

Qualified Withdrawal

The withdrawal will be used for the Qualified Higher Education Expenses of the Beneficiary at an Eligible Educational Institution, which is generally an accredited postsecondary educational or vocational school that is eligible to participate in federal financial aid programs under Title IV of the Higher Education Act of 1965.

Non-Qualified Withdrawal

The withdrawal will not be used for the Qualified Higher Education Expenses of the Beneficiary.

Withdrawal due to a qualified scholarship awarded to the Beneficiary

The withdrawal must be equal to or less than the amount of the scholarship.

Withdrawal due to the Beneficiary's attendance at a United States Military Academy

Withdrawal due to the disability of the Beneficiary

Withdrawal due to the death of the Beneficiary

2 Account Information

1 9 7 4 - 0 1 2 3 4 5 6 7 8

Fund and Plan Account Number *(Provide any one from your statement.)*

8 0 2 - 5 5 5 - 5 6 7 8

Day Telephone Number

J O H N A S A M P L E

Account Owner or Custodian Name *(First, MI, Last, Suffix), or Entity Name*

A N N E M S A M P L E

Beneficiary Name *(First, MI, Last, Suffix)*

3 Withdrawal Information

Tell us how much to withdraw from this Account. Write a specific amount or "ALL" next to each Investment Option.²

> **Qualified Withdrawals** may be made payable to the Account Owner or to the Eligible Educational Institution.

> **Non-Qualified Withdrawals** and other types of withdrawals will be made payable to the Account Owner.

Check this box for overnight delivery *(Optional, \$15 will be deducted from your Account.)*

Investment Option Name	Indicate a specific amount or write "ALL"								
Managed Allocation Option	\$	1	,	0	0	0	.	0	0
Diversified Equity Option (1974) ³	\$,	5	0	0	.	0	0
Principal Plus Interest Option (1056) ⁴	\$,	5	0	0	.	0	0
Equity Index Option (2003)	\$,				.		
Balanced Option (2002)	\$,				.		
Fixed Income Option (2004)	\$,				.		
Total Withdrawal Amount	\$	2	,	0	0	0	.	0	0

Note: Funds cannot be withdrawn until 10 days after the receipt of each contribution. If applicable, an additional payment will be made to the payee designated in Section 4 once the units are available for withdrawal.

¹ Certain commercial banks, trust companies, savings associations, credit unions and members of the United States stock exchange participate in the medallion signature guarantee program. Please contact your bank or broker, if needed. A notarized signature is not acceptable.

² Trust units cannot be redeemed until 30 days from the effective date of an address change or change of Account Owner without a medallion signature guarantee on the original form requesting that change. For a recent address change only, a medallion signature guarantee may appear on this form instead.

³ Called the 100% Equity Option until November 30, 2009.

⁴ Called the Interest Income Option until November 30, 2009.



Withdrawal Guidelines

You are not required to provide substantiation before the Plan will process this withdrawal request but it is your responsibility to substantiate withdrawals upon request of the IRS or any state or local taxing authority. You should retain receipts, invoices, relevant documents and any other information deemed adequate to substantiate that a particular expense is a qualified higher education expense or that a particular withdrawal was made on account of the death or disability of, or scholarship award to, the Beneficiary, or was due to the Beneficiary's attendance at a United States Military Academy.

If you intend to rollover funds into another Qualified Tuition Program, you must do so within 60 days of the date funds are redeemed from this Account.

A discussion the tax implications, if any, of taking a withdrawal appears in the *Disclosure Booklet*, which is available by visiting www.vheip.com or calling 1-800-637-5680.

➤ Qualified Withdrawals

Qualified expenses include the costs of tuition, fees, books, supplies and equipment required for enrollment or attendance at an Eligible Educational Institution. Certain room and board expenses of a Beneficiary at an Eligible Educational Institution are also included, as described below.

Non-qualified expenses include commuting/travel expenses, clothing, incidental items, computer equipment and software *unless explicitly required* by the Eligible Educational Institution for the Beneficiary's course of study.⁵

An Eligible Educational Institution is generally an accredited postsecondary educational or vocational school that is eligible to participate in federal financial aid programs under Title IV of the Higher Education Act of 1965. Contact your school to determine if it is an Eligible Educational Institution.

Room and board expenses may be qualified if the Beneficiary is enrolled in a degree or certificate-program at least halftime. *For students living on campus in institutionally owned or operated housing*, the actual amount paid for room and board will be treated as a qualified expense. *For students living at home with parents and students not living in institutionally owned or operated housing*, the Eligible Educational Institution's "Cost of Attendance" allowance for federal financial aid purposes limits the amount of room and board that may be treated as a qualified expense.

Refunds If an Eligible Educational Institution refunds any part of the Qualified Withdrawal to the Account Owner or Beneficiary, the earnings portion of the withdrawal may be considered a Non-Qualified Withdrawal unless:

- the refund is used for other Qualified Higher Education Expenses of the Beneficiary.
- the refund was made due to the death or disability of, or receipt of a scholarship award by, the Beneficiary or was due to the Beneficiary's attendance at a United States Military Academy.
- the refund is deposited as a contribution to a Qualified Tuition Program Account for a "member of the family" of the Beneficiary within 60 days of the withdrawal.
- the refund was paid to the beneficiary of, or the estate of, the Beneficiary on or after the Beneficiary's death.

➤ Non-Qualified Withdrawals

Non-Qualified Withdrawals are withdrawals that are not used to pay Qualified Higher Education Expenses and are not due to the death or disability of, or receipt of a scholarship award by, the Beneficiary nor due to the Beneficiary's attendance at a United States Military Academy; nor paid to the beneficiary of, or the estate of, the Beneficiary on or after the Beneficiary's death. (See the *Disclosure Booklet* about the tax consequences of taking a Non-Qualified Withdrawal.)

A note about Uniform Gifts to Minors or Uniform Transfers to Minors Accounts (UGMA/UTMA): Withdrawals from UGMA/UTMA accounts must be for a purpose permissible under the Uniform Gifts to Minors Act or the Uniform Transfers to Minors Act, respectively.

➤ Other Withdrawals

Please refer to the *Disclosure Booklet* for a discussion of withdrawals due to the death, disability of or scholarship award to the Beneficiary, or due to the Beneficiary's attendance at a United States Military Academy.

Keep all receipts and other documents to substantiate your expenses.

⁵ The American Recovery and Reinvestment Act of 2009 ("ARRA") expanded the definition of Qualified Higher Education Expenses to cover amounts paid in 2009 and 2010 for the purchase of computer equipment or software (other than software designed for sports, games or hobbies, unless such software is primarily educational in nature) or for internet access and related services. The purchased equipment, software or services must be used by the Beneficiary (including the Beneficiary's family) during any of the years that the Beneficiary is enrolled at an Eligible Educational Institution.