# Excess Removal Worksheet

**Important information about excess removals**

If your contributions exceed the annual IRS limit for Roth IRAs, the excess must be removed in order to avoid IRS excess contribution penalties. This form will document the excess, help you determine what amount to withdraw, and allow you to request the removal of the excess contribution. You may also request a withdrawal of an excess by phone.

**Contact us:**
7 am to 7 pm Pacific Standard Time, M-F

**Employee assistance:**
1-844-661-6777

**Completed forms should be mailed to:**
OregonSaves
P.O. Box 534423
Pittsburgh, PA 15253- 4423

**Overnight address:**
OregonSaves
Attention: 534423
500 Ross Street, 154-0520
Pittsburgh, PA 15262

**Fax:**
1-844-745-9611

**www.OregonSaves.com**

## 1 Roth IRA owner information (All fields required)

___ ___ ___ ___ ___ ___ ___ ___ ___ ___
**Account number**

___ ___ ___ – ___ ___ – ___ ___ ___ ___
**Social Security or taxpayer identification number**

______________________________ ____
**IRA owner legal name** (First) (M.I.)

______________________________
**IRA owner legal name** (Last)

___ ___ ___ – ___ ___ ___ – ___ ___ ___ ___
**Telephone number** (In case we have a question about your account)

## 2 Excess contribution information (choose one)

- ◯ **Excess contribution amount** $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___
- ◯ **Contribution date** (Date of first contribution that resulted in the excess.)

  ___ ___ – ___ ___ – ___ ___ ___ ___

- ◯ **Contribution for tax year** ___ ___ ___ ___
- ◯ **Excess contribution reason** (Select one)
  - ◯ **True excess** (Roth IRA owner's contribution exceeded the annual limit or earned income, or Roth IRA owner exceeded modified adjusted gross income limits.)
  - ◯ **Deemed excess** (Roth IRA owner was eligible to make the contribution but is removing the contribution as an excess before the deadline.)

## 3 Correction procedures

The correction procedure used depends on the timing of the removal. The deadline to remove an excess and avoid the excess contribution penalty tax is the Roth IRA owner's federal income tax filing deadline, including extensions (generally no later than October 15) of the year following the year for which the contribution was made.

**Excess removed before deadline** (Both true and deemed excess contributions may be removed as an excess before the deadline.)

*Refer to Determining Net Income Attributable later in this document for information on how to calculate the net income attributable.*

1. **Calculate the net income attributable (NIA) to the excess**

2. **Remove the excess contribution amount and NIA** (Total withdrawal amount from page 5)

   $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___

3. **This excess was removed before the deadline** (select one)

   ◯ **The excess was contributed and removed in the same year**

   ◯ **The excess was contributed in one year and removed in the following year**

**Excess removed after deadline**

*Only true excess contributions may be removed as an excess after the deadline.*

Remove only the excess contribution amount (Do not calculate or remove the net income attributable)

## 4 Distribution amount (choose one)

Indicate the amount of the distribution you are requesting. Funds must be held in your IRA for 7 business days before they may be distributed.

◯ **Full balance.** The entire amount in the Account is an excess contribution. Liquidate and distribute the entire amount held in all of the Investment Options in my Account.

◯ **Partial amount.** $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___

Liquidate and distribute the amount proportionately from my current Investment Options. If the amount indicated exceeds the amount available, the entire balance will be liquidated.

◯ **Partial amount as follows.**

Liquidate and distribute amounts from my current Investment Options as indicated below. Important: If the dollar amount indicated for a particular Investment Option exceeds the amount available, the entire balance of that Investment Option will be liquidated.

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| Name of investment option | Dollar amount (For partial amounts) | OR | Total balance (Check if applicable) |
|---|---|---|---|
| ______________________ | $ __ , __ __ __ , __ __ __ . __ __ | | ○ |
| ______________________ | $ __ , __ __ __ , __ __ __ . __ __ | | ○ |
| ______________________ | $ __ , __ __ __ , __ __ __ . __ __ | | ○ |
| ______________________ | $ __ , __ __ __ , __ __ __ . __ __ | | ○ |
| ______________________ | $ __ , __ __ __ , __ __ __ . __ __ | | ○ |
| ______________________ | $ __ , __ __ __ , __ __ __ . __ __ | | ○ |
| ______________________ | $ __ , __ __ __ , __ __ __ . __ __ | | ○ |
| ______________________ | $ __ , __ __ __ , __ __ __ . __ __ | | ○ |
| ______________________ | $ __ , __ __ __ , __ __ __ . __ __ | | ○ |
| ______________________ | $ __ , __ __ __ , __ __ __ . __ __ | | ○ |
| ______________________ | $ __ , __ __ __ , __ __ __ . __ __ | | ○ |
| ______________________ | $ __ , __ __ __ , __ __ __ . __ __ | | ○ |

## 5 **Withholding election** (Form W-4P/OMB No. 1545-0074)

**Federal withholding**
(Federal income tax will not be withheld from this distribution unless you elect below to have federal tax withheld.* )

**Note:** If elected, tax will be withheld on the gross amount of the payment even though you may be receiving amounts that are excluded from gross income. This withholding procedure may result in excess withholding on the payment. If your distribution includes amounts that are includable in gross income and you do not have federal income tax withheld from your distribution, or if you do not have enough federal income tax withheld from your distribution, you may be responsible for estimated tax payments. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient.

◯ **I elect federal income tax withholding of** ___ ___ ___ %
(Must be a whole percent, you may elect any rate from 0% to 100%.* )

See the attached Form W-4P Withholding Certificate for Nonperiodic Payments which has the Marginal Rate Tables and "Suggestion for determining withholding" instructions. You may use these tables and instructions to help you select the appropriate withholding rate.

*Generally, you can't elect less than 10% federal income tax withholding for payments to be delivered outside the United States and its possessions.

**State withholding**
(Your state of residence will determine your state income tax withholding requirements, if any. Those states with mandatory withholding may require state income tax to be withheld from payments if federal income taxes are withheld or may mandate a fixed amount regardless of your federal tax election. Voluntary states let individuals determine whether they want state taxes withheld. Some states have no income tax on retirement payments. Please consult with a tax advisor or your state's tax authority for additional information on your state requirements.)

Name of withhholding state ___ ___

◯ **I elect NOT TO have state income tax withheld from my retirement account distributions**
(only for residents of states that do not require mandatory state tax withholding)

◯ **I elect TO have the following percentage withheld from my retirement account distribution for state income taxes**
(for residents of states that allow voluntary state tax withholding)

**Withhold** ___ ___ %

## 6 Delivery method (Select one)

**Note:** If the address to which you've requested the withdrawal be sent has changed or if you have changed your financial information in the last 15 days, your withdrawal will be held until this waiting period has been satisfied.

◯ **First-class mail.** Check will be mailed to your address on file via the US Postal Service. Allow up to 10 business days for delivery. Please note if this is your first withdrawal for the calendar year, you will not be charged for the check. For any subsequent withdrawals for the year, there may be a charge to receive your withdrawal via check, which will be taken from the amount liquidated. Refer to the Program Description Booklet for more details.

◯ **Automated Clearing House (ACH).** You agree and confirm that your ACH transaction will not involve a financial organization or other financial services company, including any branch or office thereof, located outside the territorial jurisdiction of the United States.

______________________________

**Name**

___ ___ ___ ___ ___ ___ ___ ___ ___
**Financial organization routing number**

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
**Financial organization account number**

**Account type** (Select one)

◯ Checking ◯ Savings

**Note:** The routing number is usually located on the bottom left corner of your checks. You can also ask your financial organization for the routing number.

## 7 Signature

I certify that I am authorized to receive payments from this Roth IRA and that all information provided by me is true and accurate. I have received a copy of the Withholding Notice Information. No tax advice has been given to me by the custodian or program administrator. All decisions regarding this distribution are my own, and I expressly assume responsibility for any consequences that may arise from this distribution. I agree that OregonSaves, the custodian, or the program administrator are not responsible for any consequences that may arise from processing this distribution authorization.

______________________________
**Signature of Roth IRA owner**

___ ___ – ___ ___ – ___ ___ ___ ___
**Date** (mm/dd/yyyy)

## **Withholding Notice Information** (Form W-4P/OMB No. 1545-0074)

**Basic information about withholding from pensions and annuities.** Generally, federal income tax withholding applies to the taxable part of payments made from IRAs.

Caution: There may be penalties for not paying enough tax during the year, through either withholding or estimated tax payments. New retirees should see Publication 505, *Tax Withholding and Estimated Tax*. It explains the estimated tax requirements and penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your IRA using form W-4P.

**Purpose of form W-4P.** Unless you elect otherwise, 10 percent federal income tax will be withheld from payments from individual retirement accounts (IRAs). You can use Form W-4P (or a substitute form, such as this form), provided by the custodian, to instruct your custodian to withhold no tax from your IRA payments or to withhold more than 10 percent.

**Nonperiodic payments.** Payments made from IRAs that are payable upon demand are treated as nonperiodic payments for federal income tax purposes. Generally, nonperiodic payments must have at least 10 percent income tax withheld.

Your election will remain in effect for any subsequent withdrawal unless you change or revoke it.

**Payments delivered outside of the U.S.** A U.S. citizen or resident alien may not waive withholding on any withdrawal delivered outside of the U.S. or its possessions. Withdrawals by a nonresident alien generally are subject to a tax withholding rate of 30 percent. A reduced withholding rate may apply if there is a tax treaty between the nonresident alien's country of residence and the United States and if the nonresident alien submits Form W-8BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*, or satisfies the documentation requirements as provided under federal regulations. The Form W-8BEN must contain the foreign person's taxpayer identification number.

For more information, Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*, and Publication 519, *U.S. Tax Guide for Aliens*, are available on the IRS website at www.irs.gov or by calling 1-800-TAX-FORM.

**Revoking the exemption from withholding.** If you want to revoke your previously filed exemption from withholding, file another Form W-4P with the custodian and check the appropriate box on that form.

**Statement of income tax withheld from your IRA.** By January 31 of next year, the IRA custodian will provide a statement to you and to the IRS showing the total amount of your IRA distributions and the total federal income tax withheld during the year. Copies of Form W-4P will not be sent to the IRS by the custodian.

## Determining Net Income Attributable

When removing an excess contribution before the deadline, the net income attributable to the excess contribution must also be removed. To determine this amount, fill out the form below, using the example on the next page for reference, or contact OregonSaves at the number specified on page 1 of this form.

$$\textbf{Net income Attributable} = \frac{\textbf{Contribution x Total Earnings}}{\textbf{Adjusted Opening Balance}}$$

**Contribution**

The amount of the excess contribution to be removed $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___

**Total Earnings**

The total earnings on the Roth IRA are determined in the following manner.

1. Determine the Roth IRA balance as of the date of withdrawal $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___
2. Add the amount of any withdrawals taken after the excess contribution was made and before the excess removal $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___
3. Subtract the balance of the Roth IRA immediately before the excess contribution was made $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___
4. Subtract the excess contribution and all subsequent contributions made before the excess removal $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___
5. Subtract any time deposit (or other investment) penalties that will be applied due to the excess removal $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___

**Total Earnings** $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___

**Adjusted Opening Balance**

The adjusted opening balance is the balance of the Roth IRA immediately before the excess contribution was made, plus the excess contribution and all subsequent contributions made before the excess removal.

$ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___

**Net Income Attributable**

$ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___ **(Contribution)**

**X** $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___ **(Total Earnings)**

= $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___

$ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___ **(Adjusted Opening Balance)**

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**Total Withdrawal Amount** $ ___ , ___ ___ ___ , ___ ___ ___ . ___ ___

The total amount to be removed equals the contribution amount to be removed plus the net income attributable. **Note:** *If the net income attributable is negative, reduce the amount of the excess contribution by the net income attributable.*

**IRA Excess Contribution Example**

- Kathy, age 40, is single. Her earned income is $4,000. She made a $7,000 Roth IRA contribution on May 12, 2025. She has now realized her mistake and wants to correct her excess of $3,000.
- On August 11, 2025, Kathy is going to withdraw her $3,000 excess contribution.
- Kathy will also need to remove the net income attributable since the excess is being corrected before the due date (the 2025 tax filing deadline, including extensions)
- Her IRA activity appears below

| **Roth IRA** | **Balance** |
|---|---|
| 5/12/2025 beginning balance | $41,758.21 |
| 5/12/2025 $7,000 contribution | $48,758.21 |
| 6/30/2017 dividend posting | $48,837.75 |
| 8/11/2017 balance | $48,937.72 |

Refer to the example below on how page 6 of the Excess Removal Worksheet would be completed.

$$\textbf{Net income Attributable} = \frac{\textbf{Contribution x Total Earnings}}{\textbf{Adjusted Opening Balance}}$$

**Contribution**

The amount of the excess contribution to be removed **$3,000**

**Total Earnings**

The total earnings on the Roth IRA are determined in the following manner.

| | |
|---|---|
| 1. Determine the Roth IRA balance as of the date of withdrawal | **$48,937.72** |
| 2. Add the amount of any withdrawals taken after the excess contribution was made and before the excess removal | **+ $0** |
| 3. Subtract the balance of the Roth IRA immediately before the excess contribution was made | **- $41,758.21** |
| 4. Subtract the excess contribution and all subsequent contributions made before the excess removal | **- $7,000** |
| 5. Subtract any time deposit (or other investment) penalties that will be applied due to the excess removal | **- $0** |
| **Total Earnings** | **$179.51** |

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**Adjusted Opening Balance**

The adjusted opening balance is the balance of the Roth IRA immediately before the excess contribution was made, plus the excess contribution and all subsequent contributions made before the excess removal.

**$41,758.21 + $7,000 = $48,758.21**

**Net Income Attributable**

$$\frac{\textbf{\$3,000}\ \text{(Contribution)}\ \textbf{X \$179.51}\ \text{(Total Earnings)}}{\textbf{\$48,758.21}\ \text{(Adjusted Opening Balance)}} = \textbf{\$11.04}\ \text{(Net Income Attributable)}$$

**Total Withdrawal Amount**

The total amount to be removed equals the contribution amount to be removed plus the net income attributable.

**$3,000 + $11.04 = $3,011.04**

***Note:*** *If the net income attributable is negative, reduce the amount of the excess contribution by the net income attributable.*

**2025 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 below 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%** |
| 15,000 | **10%** | 30,000 | **10%** | 22,500 | **10%** |
| 26,925 | **12%** | 53,850 | **12%** | 39,500 | **12%** |
| 63,475 | **22%** | 126,950 | **22%** | 87,350 | **22%** |
| 118,350 | **24%** | 236,700 | **24%** | 125,850 | **24%** |
| 212,300 | **32%** | 424,600 | **32%** | 219,800 | **32%** |
| 265,525 | **35%** | 531,050 | **35%** | 273,000 | **35%** |
| 641,350* | **37%** | 781,600 | **37%** | 648,850 | **37%** |
| *If married filing separately, use $390,800 instead for this 37% rate. | | | | | |

**Suggestion for determining withholding.** Consider using the Marginal Rate Tables above 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 on line 2. (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 on line 2. (See Example 2 below.)

If you prefer a simpler approach (but one that may lead to overwithholding), find the rate that corresponds to your total income including the payment and enter that rate on line 2.

**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 $65,000 without the payment. Step 1: Because your total income without the payment, $65,000, is greater than $63,475 but less than $118,350, the corresponding rate is 22%. Step 2: Because your total income with the payment, $85,000, is greater than $63,475 but less than $118,350, the corresponding rate is 22%. Because these two rates are the same, enter “22” on line 2.

**Example 2**. You expect your total income to be $61,000 without the payment. Step 1: Because your total income without the payment, $61,000, is greater than $26,925 but less than $63,475, the corresponding rate is 12%. Step 2: Because your total income with the payment, $81,000 is greater than $63,475 but less than $118,350, the corresponding rate is 22%. The two rates differ. $2,475 of the $20,000 payment is in the lower bracket ($63,475 less your total income of $61,000 without the payment), and $17,525 is in the higher bracket ($20,000 less the $2,475 that is in the lower bracket). Multiply $2,475 by 12% to get $297. Multiply $17,525 by 22% to get $3,856. The sum of these two amounts is $4,153. This is the estimated tax on your payment. This amount corresponds to 21% of the $20,000 payment ($4,153 divided by $20,000). Enter “21” on line 2.