



Virginia Education Savings Trust Distribution Request

Please Print

VEST Account Number: _____

Please check here if this form accompanies a rollover request.

Account Owner's Name

Beneficiary Name

Student School Identification Number

Account Owner's Daytime Phone Number

Please contact us toll free at 1-888-567-0540 if you have any questions regarding this form or the distribution process.

Directions: Fill out one distribution request form for each individual payee. For example, if you would like us to pay tuition and/or fees directly to the institution and reimburse you directly for textbooks, please submit two separate requests. You will also need to indicate on this form the exact amount of the distribution requested. **(It is your responsibility to maintain adequate documentation that the funds you are requesting were used for qualified higher education expenses for tax purposes.)** Please see the VEST Distribution Guide for more information. VEST is not responsible for payment of any higher education expenses that exceed the current balance of a VEST account at the time a distribution is made.

PLEASE SELECT **ONE** OF THE FOLLOWING OPTIONS:

Check here to request an exact dollar amount and enter amount below:
\$ _____ Dollar Amount

Check here to request all available funds in your VEST account without closing your account.

Check here to request all available funds in your VEST account and close your account.

For Office Use Only

Portfolio _____

Balance _____

Date _____

Total Amount Approved \$ _____

Processing Approval _____

Banner Approval _____

Send Payment To:

Name

Address

City

State

Zip

Mail *or* Fax completed form to: Virginia College Savings Plan, 9001 Arboretum Parkway, Richmond, VA 23236
Toll-free fax number: 1-866-757-1295

Certification: I understand that all distributions from VEST Accounts will be made subject to the Pending Settlement Period as described in the "Glossary of Terms" section of the VEST Program Description. I certify that the information I have provided is true and correct to the best of my knowledge. I understand that non-qualified distributions are subject to federal income tax on the earnings and a 10% of earnings penalty to be reported on my tax return.

Signature (Account Owner)

Date