

**Florida College Investment Plan
Withdrawal Form**



To process a full or partial withdrawal of funds from a Florida College Investment Plan, the Florida Prepaid College Board requires the account owner's notarized signature and, for investment accounts established on or after February 1, 2009, the survivor's notarized signature. A check will be issued within 45 days of receiving a complete request. If the request was incomplete, it will be returned.

To close or rollover your Florida College Investment Plan, please use the Cancellation-Rollover Form.

A **qualified withdrawal** is used to pay qualified higher education expenses of the beneficiary (student) and is not subject to federal income tax or an additional tax of 10 percent. Qualified higher education expenses generally include tuition, fees, room and board, books, supplies and equipment required for enrollment at an eligible education institution. If the withdrawal is not a qualified withdrawal, the withdrawal may be subject to federal income tax and an additional tax of ten percent. Please refer to the Florida College Investment Plan *Disclosure Statement* for further definitions and consult your tax advisor for more information.

To make the withdrawal payable to an eligible educational institution, you must provide the institution's Federal School Code. This information may be obtained through the school or at www.fafsa.ed.gov. The account owner is responsible for all reporting to the IRS and should retain all necessary receipts, invoices or other documentation.

Please remember:

- All signatures must be original and notarized for a full withdrawal of funds.
- The notary must properly sign the form.
- The notary must date the form.
- The notary must print the names of the account owner and survivor (if applicable) in the appropriate section.
- A separate notary stamp is required for each signature even if the same individual notarizes both signatures.
- All signatures must be individually acknowledged by a notary.

Please complete only the applicable section and return the completed form to:

**Florida Prepaid College Board
P.O. Box 6567
Tallahassee, FL 32314-6567**

We hope to have the opportunity to serve you and your family again in the future. If you have any questions about the account, please call 1-800-552-GRAD (4723) and *press prompt 3*.

Sincerely,

Florida College Investment Plan
Customer Service

