



Withdrawal Request

To withdraw available funds from your Upromise account, please complete and send it to:

**Upromise, Inc.,
ATTN: Customer Care
PO Box 55555
Boston, MA 02205-5555**

or

**Fax this form to:
617-559-2481**

Please provide the following information and print legibly.

Full Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Upromise Account Number: _____

Signature: _____

Please select one of the following options:

- Withdraw my total available balance (do not close my Upromise account)
- Withdraw a partial amount \$ _____
- Withdraw all available funds from my account and close my Upromise account

If your withdrawal request is for more than \$1,000, we require that your letter either be notarized or contain a Signature Guarantee. A Signature Guarantee is a guarantee you can obtain from a financial institution, such as your bank, verifying the validity of your signature. **Your request will not be processed by fax if either a Signature Guarantee or notary is needed.**

Checks are sent once per calendar quarter. You should expect to receive your check within 12 weeks.

To find your Upromise account number, log into your account and click on the *My Account* link located in the top right-hand side of the screen. You will see your account number in the middle of the page, just beneath the section title which says 'My Account'. Upromise will process one withdrawal request per calendar quarter.

Please note: This withdrawal form cannot be used to request a withdrawal from a Upromise-affiliated 529 Plan.