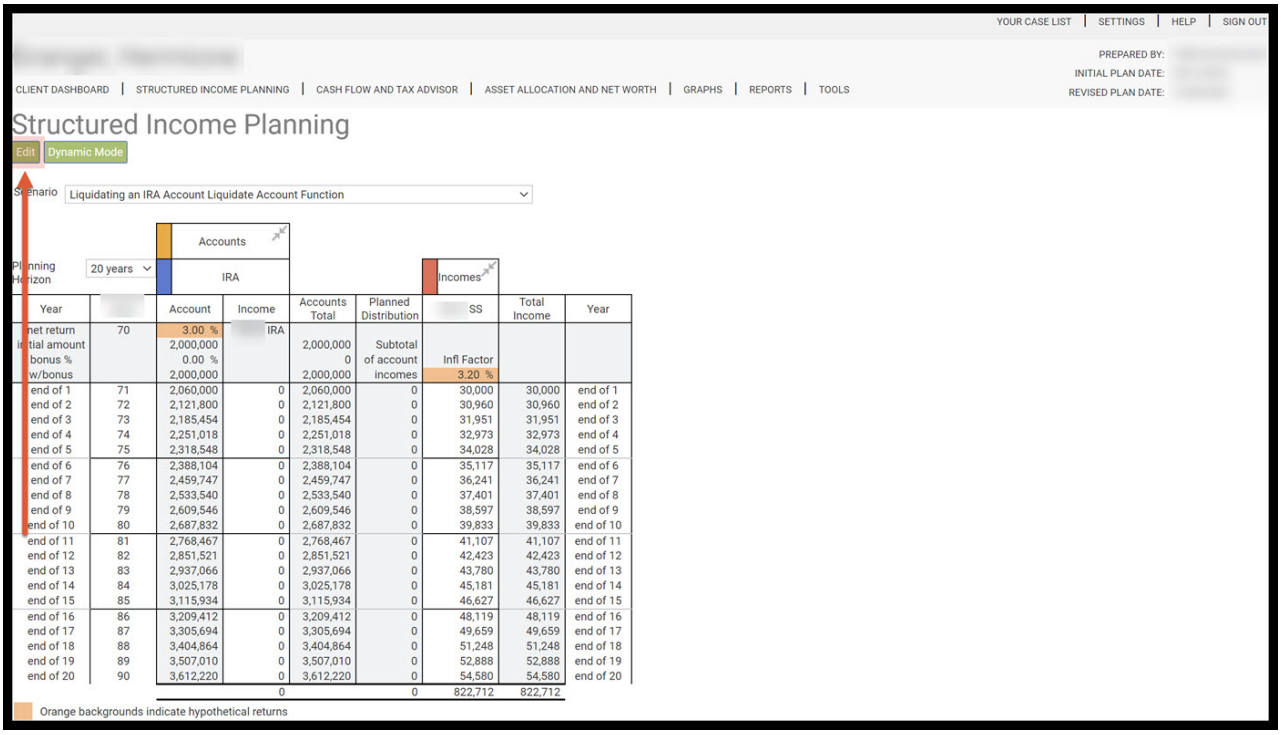
Liquidating an IRA Account Using the Liquidate Account Function

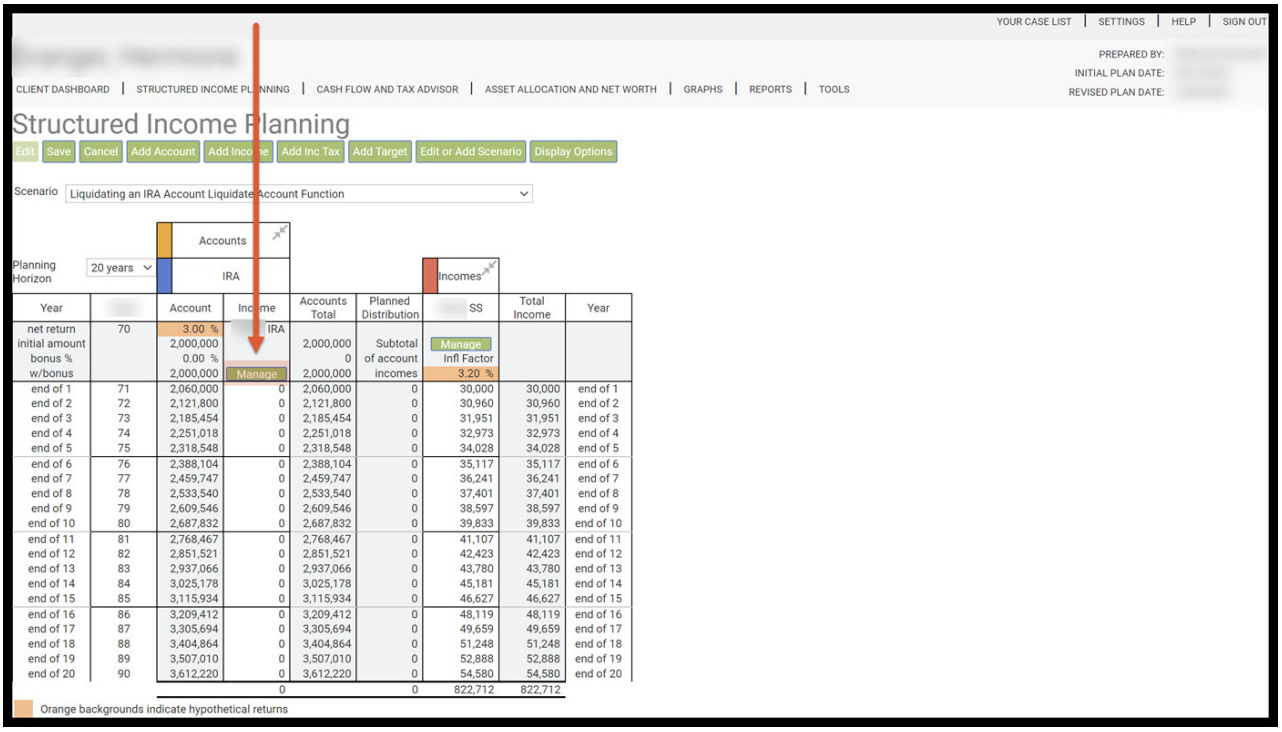
01/12/2026 10:26 am EST

From the structured income planning page there are multiple ways you can withdrawal money from an IRA account. Below is a step-by-step guideline for withdrawing money from an IRA account using the liquidate account function.

Step 1: Edit: Click on the green edit button underneath the Structured Income Planning subheading.

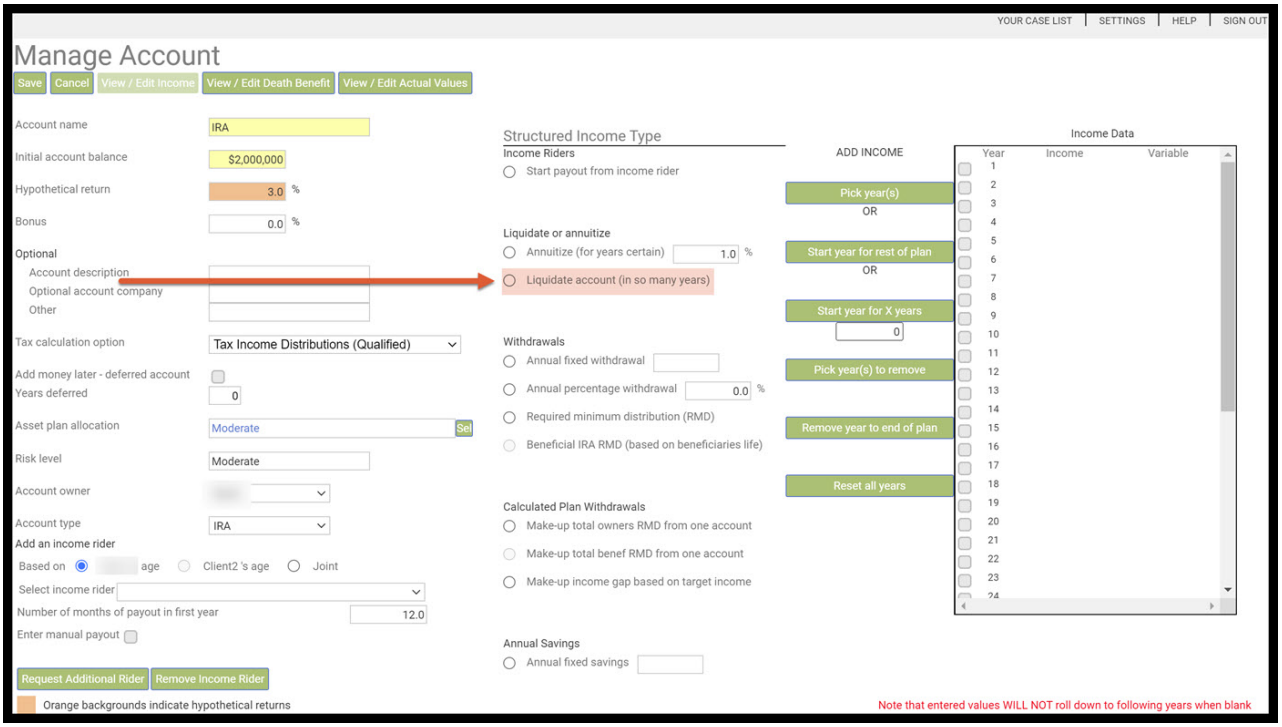


Step 2: Manage: Click on the green manage button within the column for the IRA account.

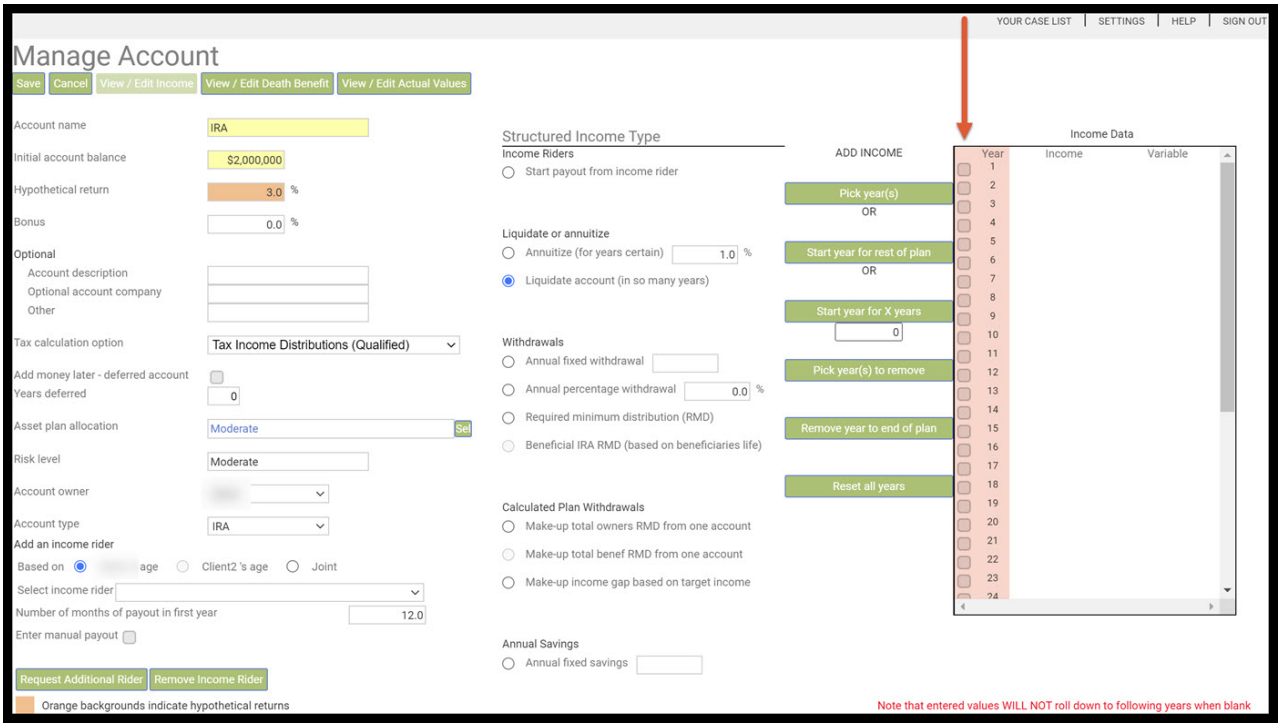


Option A: Pick Years:

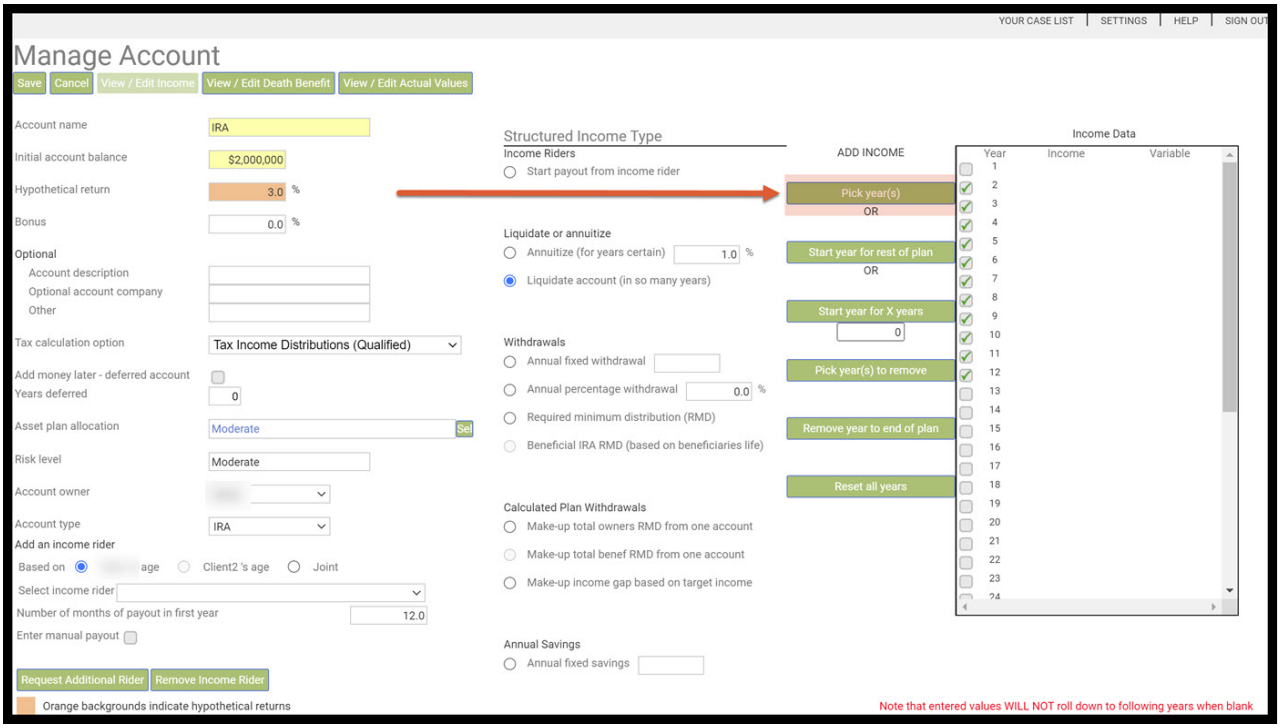
Step 3: Structured Income Type: Click on the radio button next to Liquidate Account (in so many years).



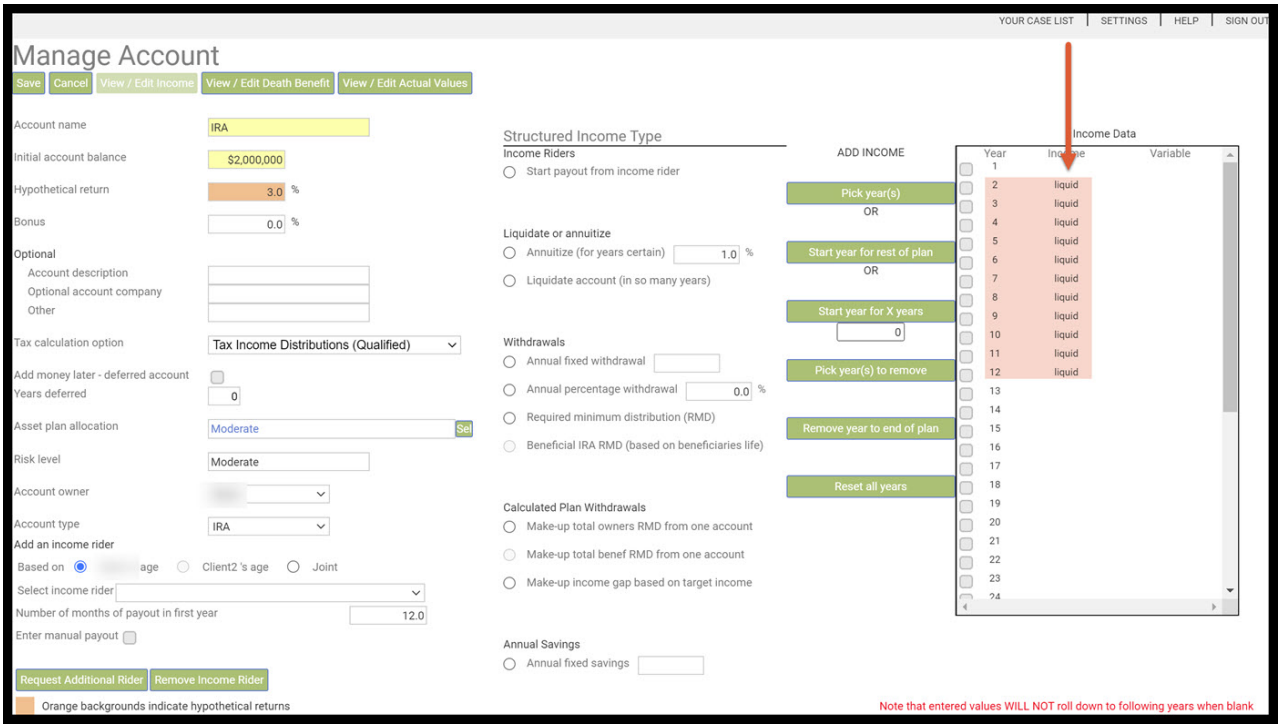
Step 4: Income Data: Within the Income data table click on the Year text box that you would like to select.



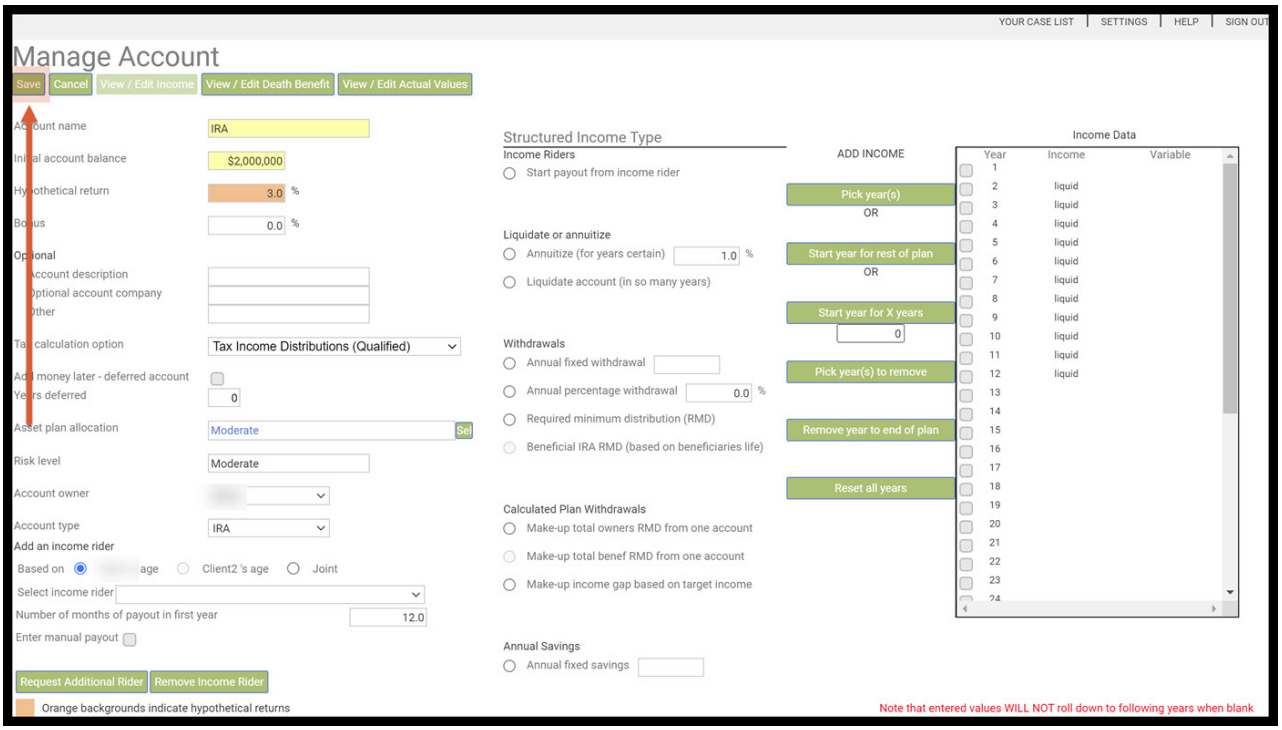
Step 5: Pick Years: Click on the green button Pick Years.



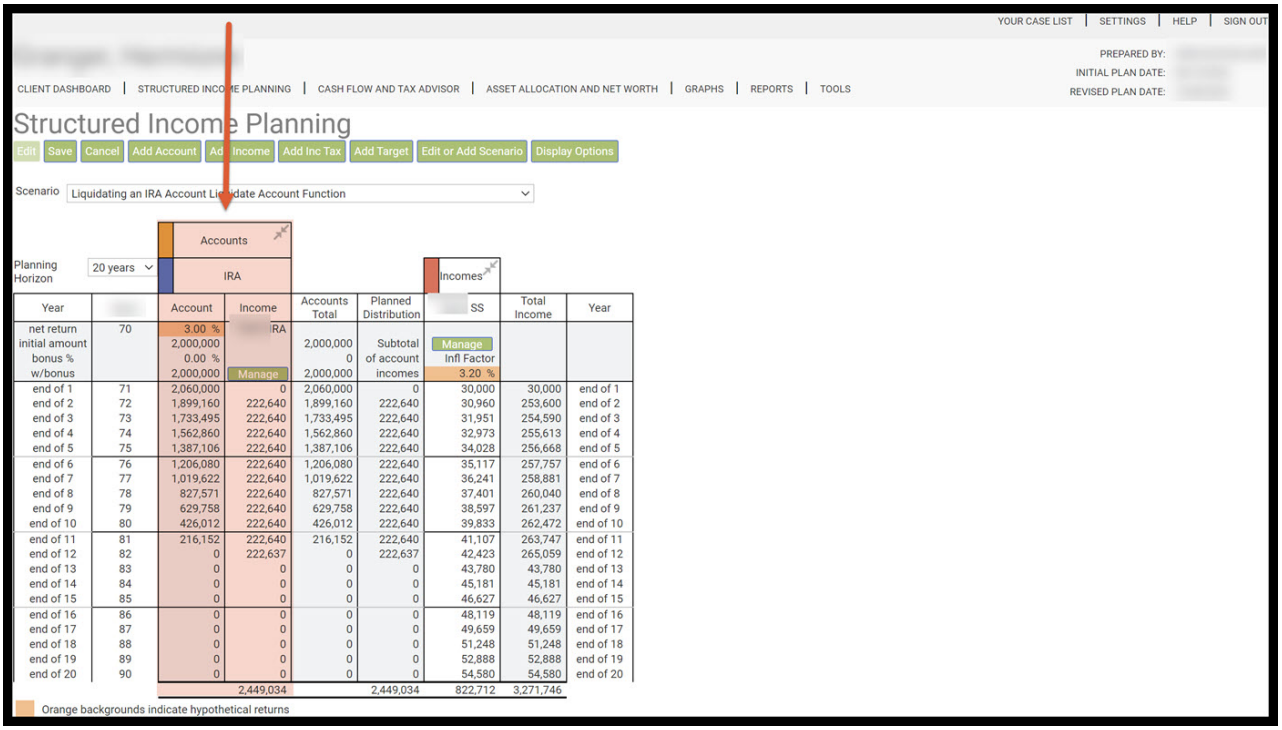
Step 6: Clicking: After clicking on the Pick Years green button, the term "liquidate" should automatically appear in the income column of the table.



Step 7: Save: Click on the green button Save underneath the Manage Account subheading.

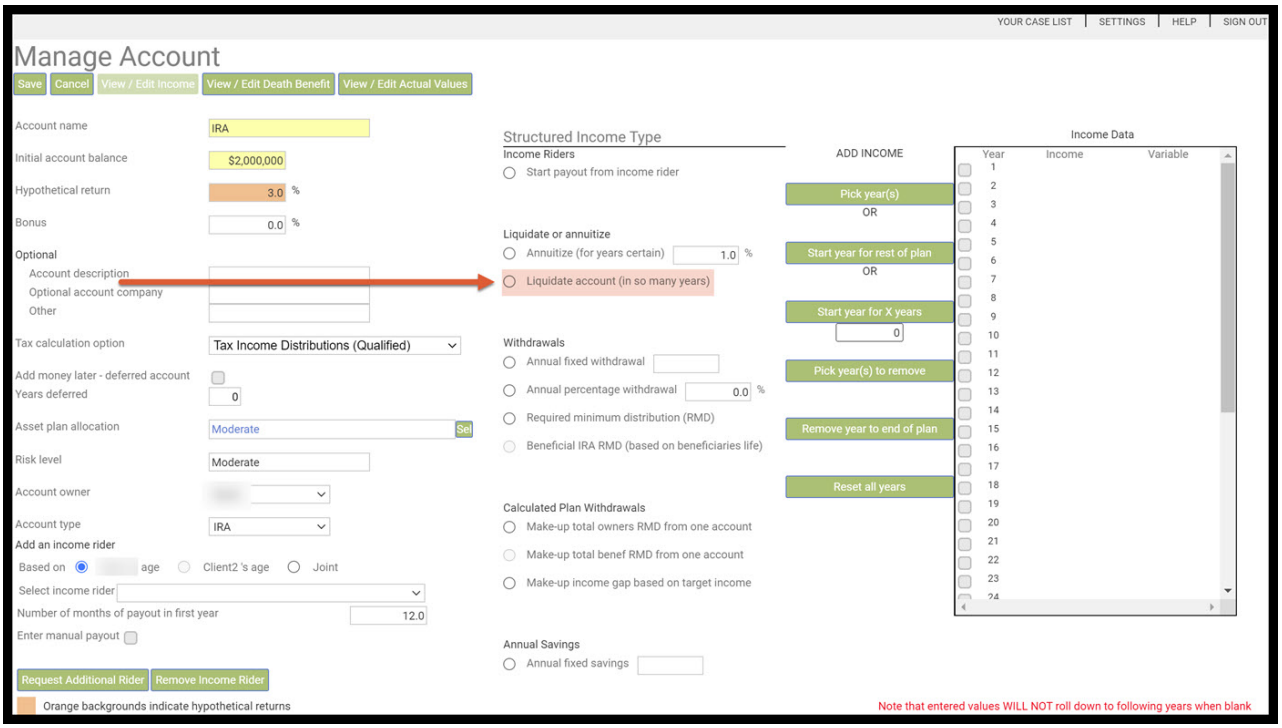


Step 8: Structured Income Planning Page: The Structured Income Planning should reflect the editing changes made to the account.

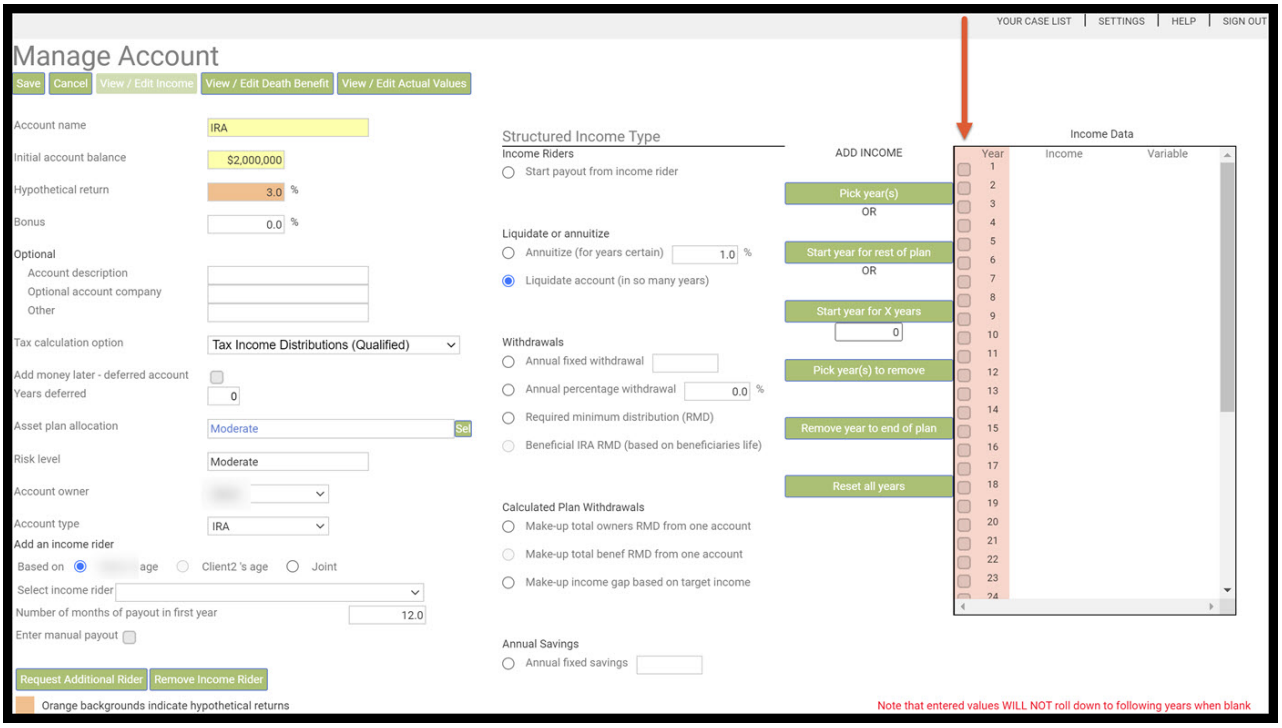


Option B: Start Years for Rest of Plan:

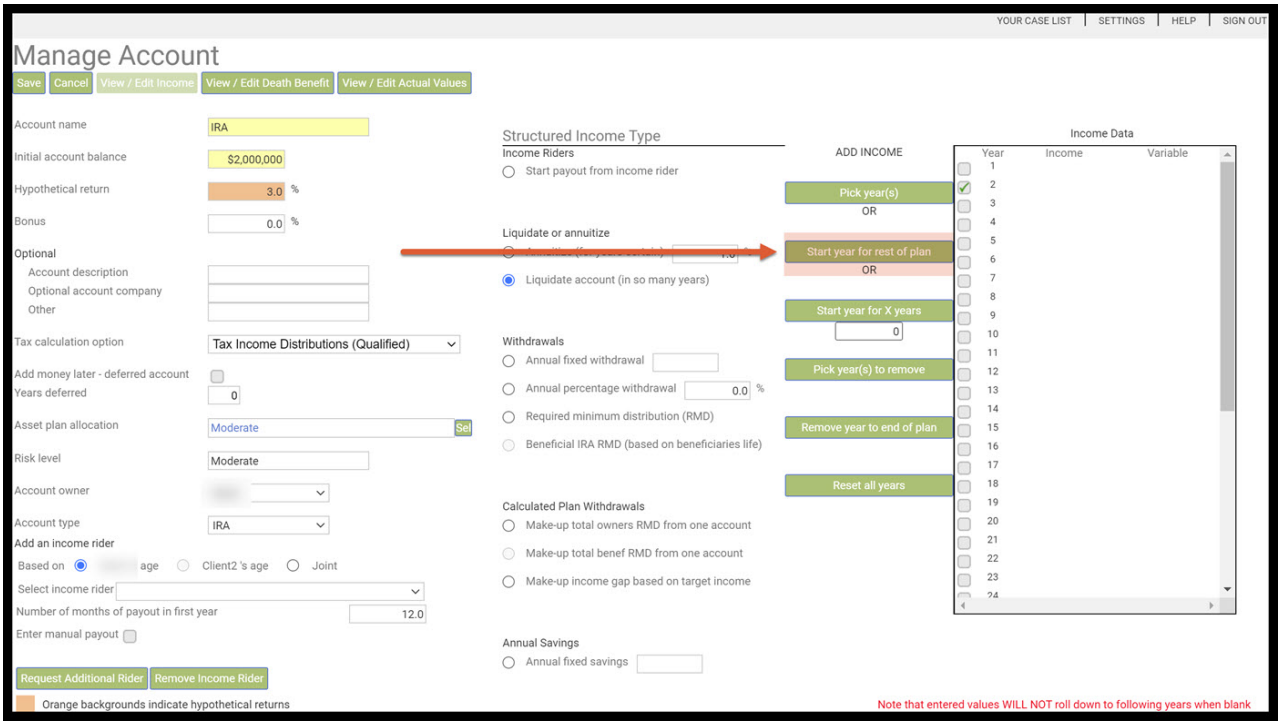
Step 9: Structured Income Type: Click on the radio button next to Liquidate Account (in so many years).



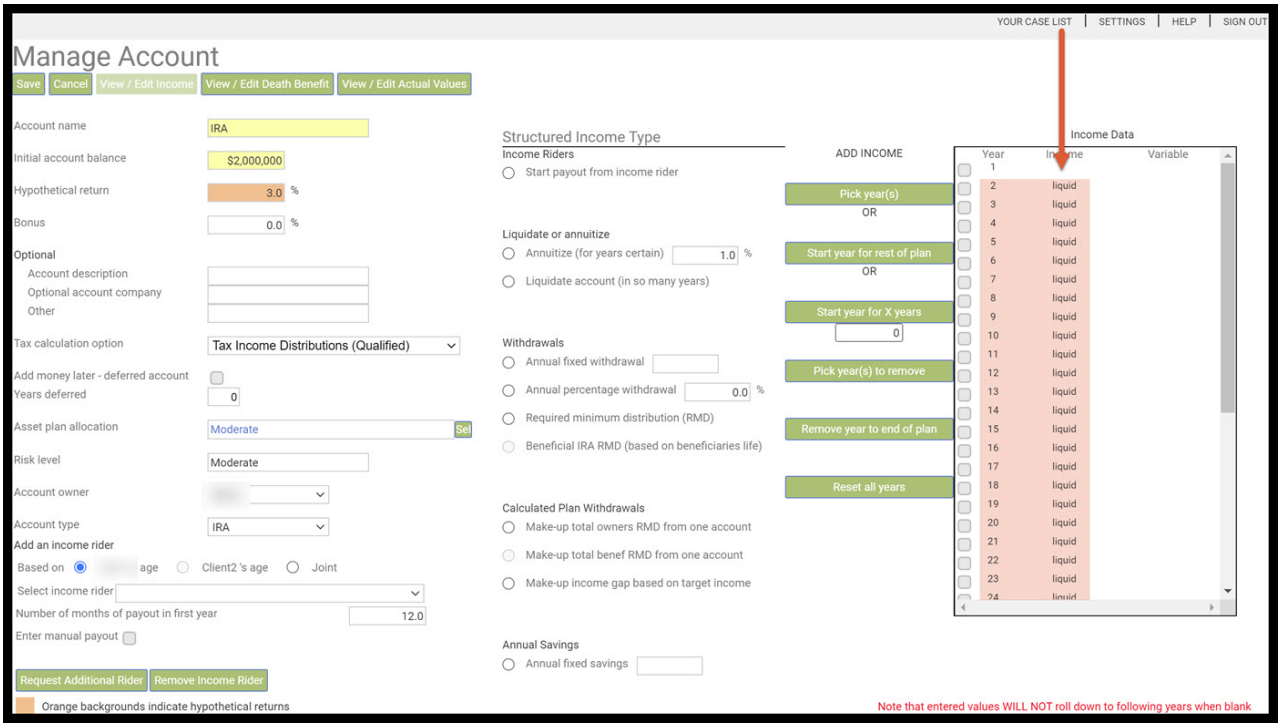
Step 10: Income Data: Within the Income data table click on the Year text box that you would like to select.



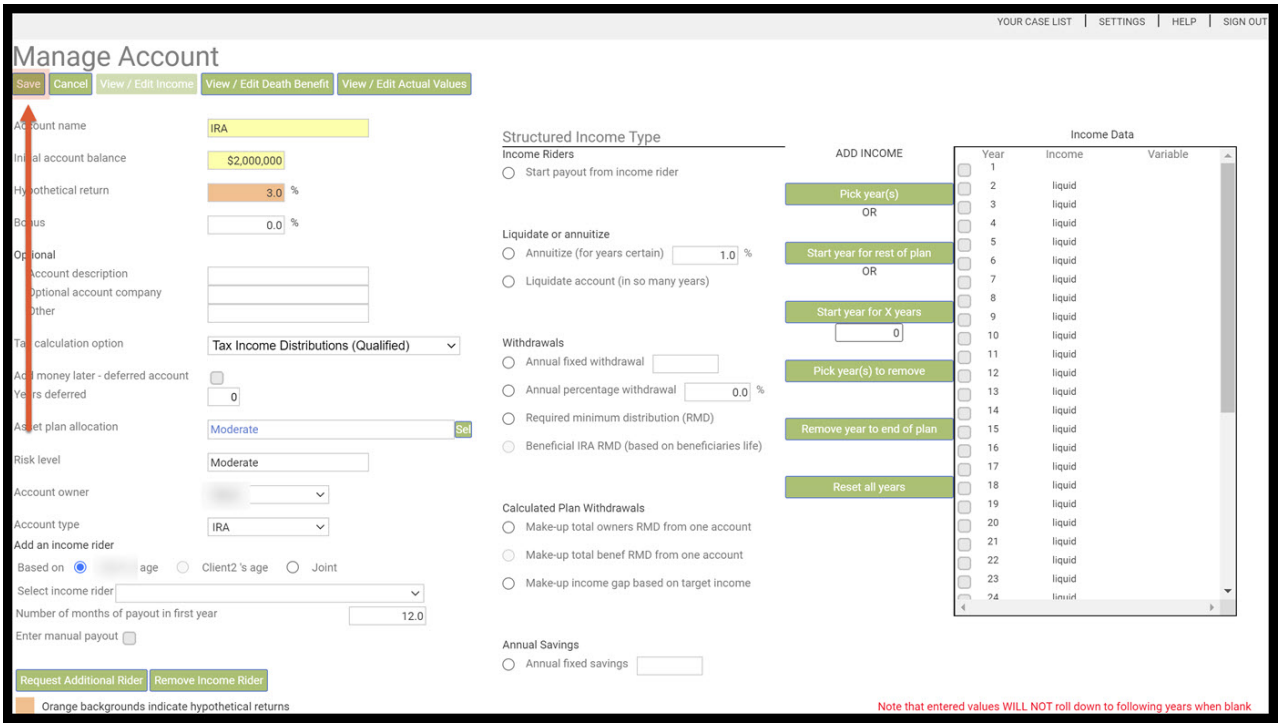
Step 11: Start Years for Rest of Plan: Click on the green button Start Years for Rest of Plan.



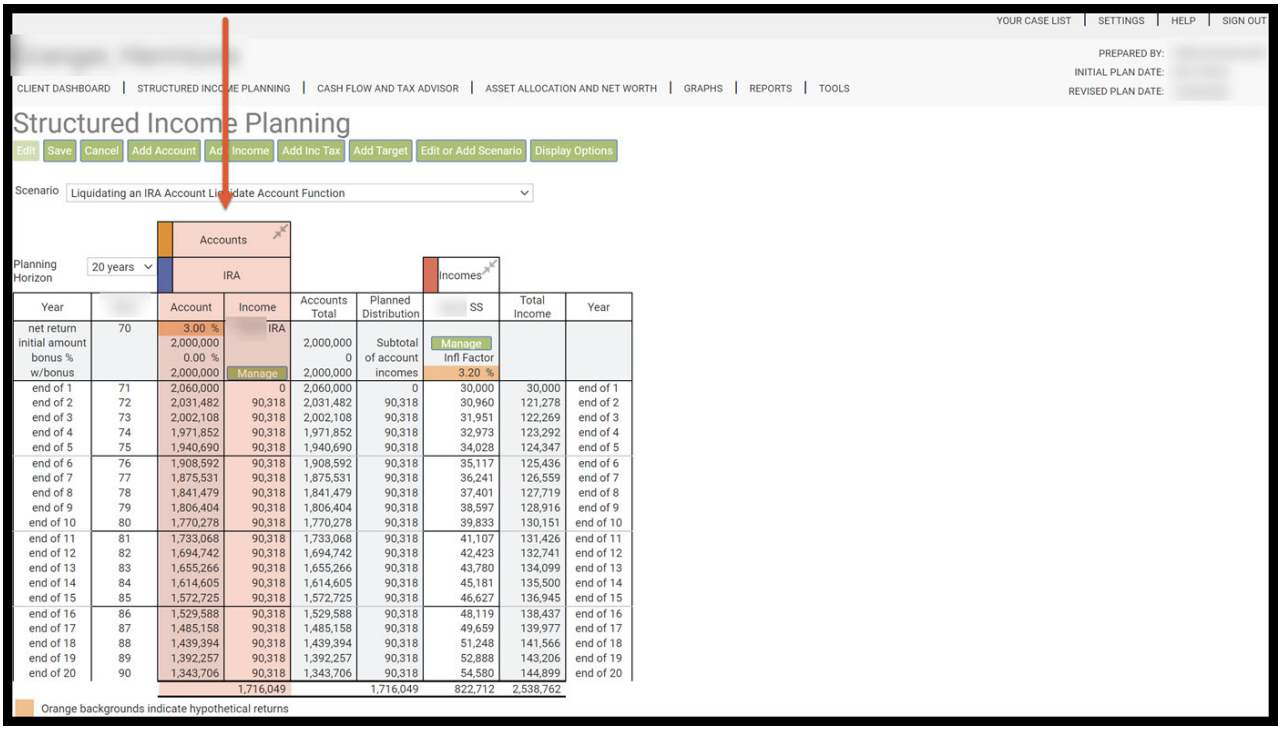
Step 12: Clicking: After clicking on the Start year for Rest of Plan green button, the term "liquidate" should automatically appear in the income column of the table.



Step 13: Save: Click on the green button Save underneath the Manage Account subheading.

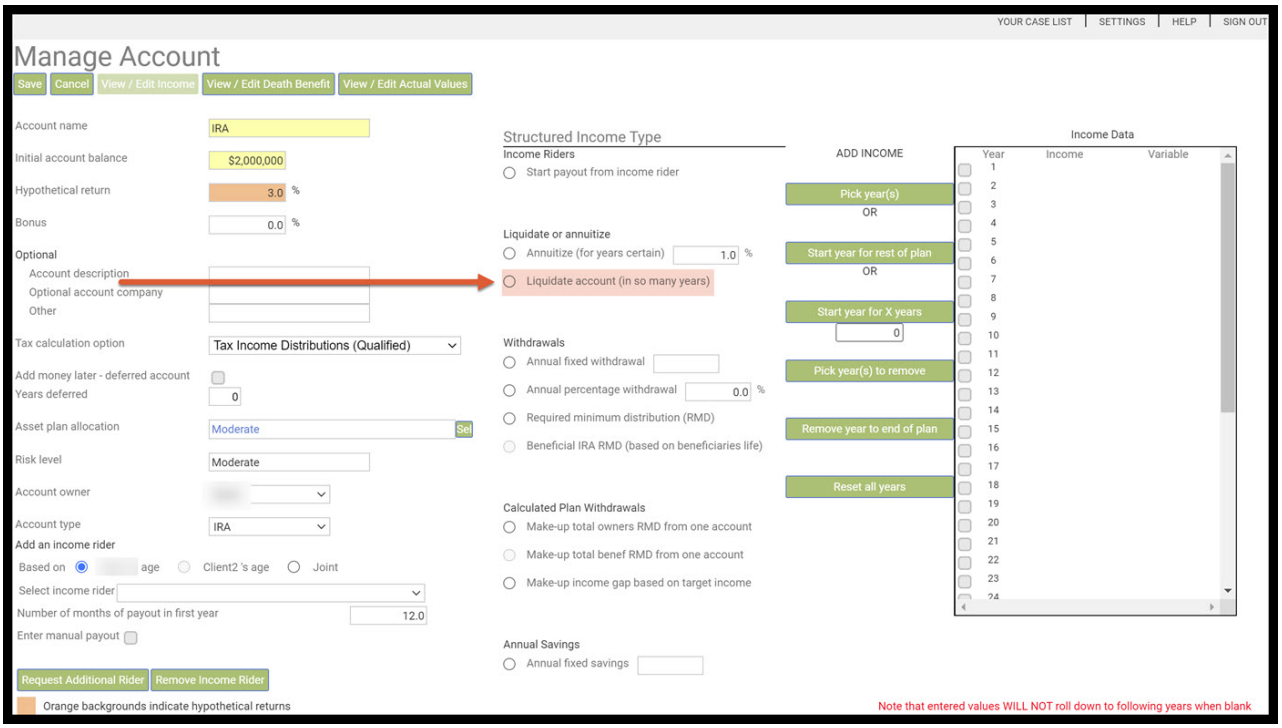


Step 14: Structured Income Planning Page: The Structured Income Planning should reflect the editing changes made to the account.

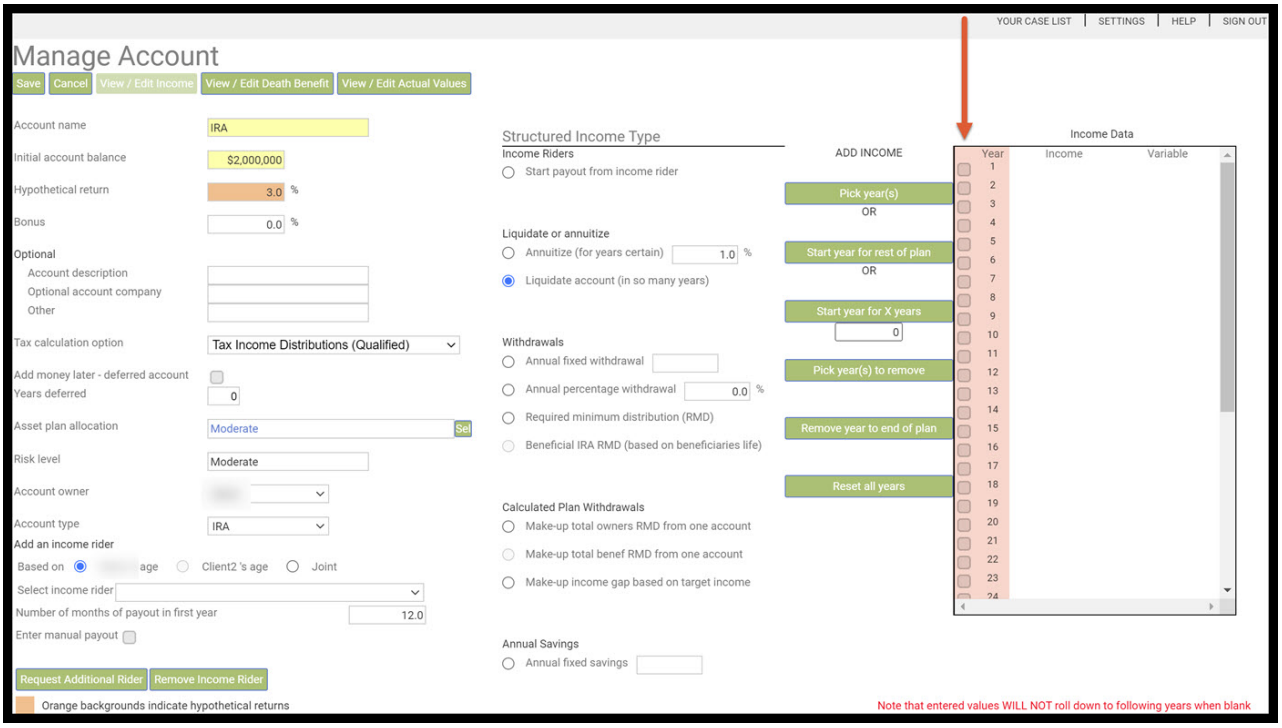


Option C: Start Year for X Years:

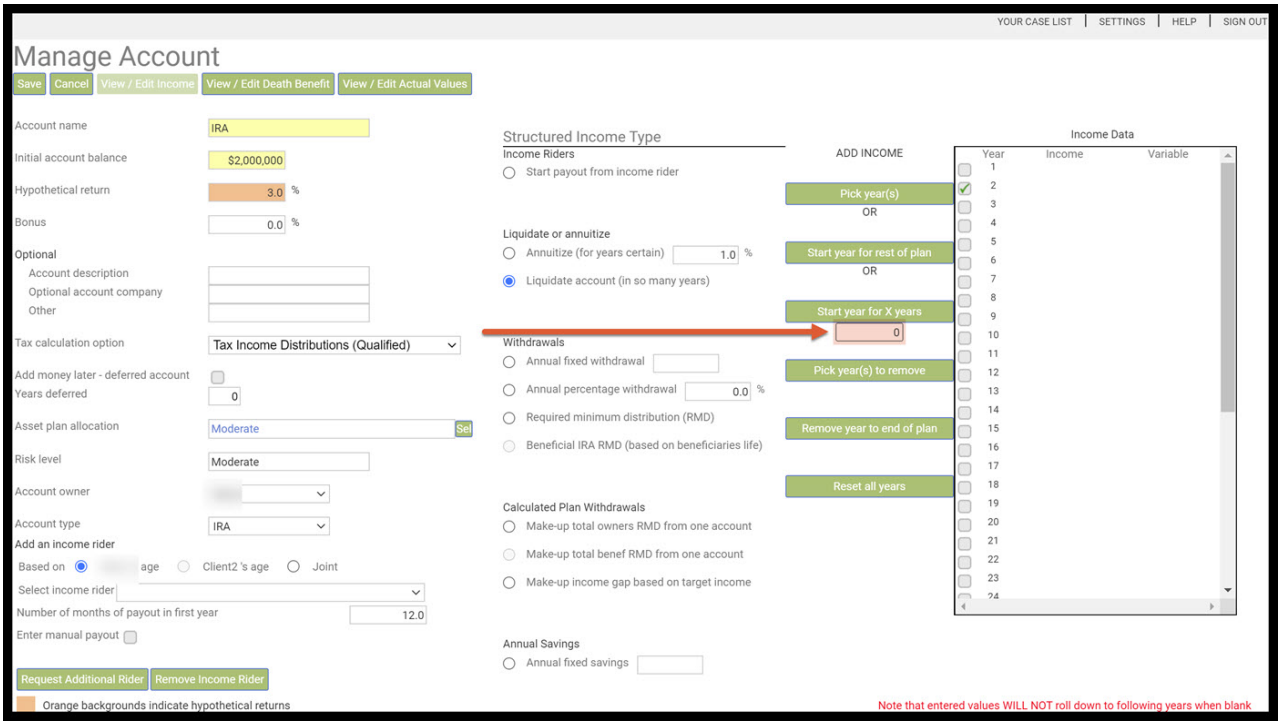
Step 15: Structured Income Type: Click on the radio button next to Liquidate Account (in so many years).



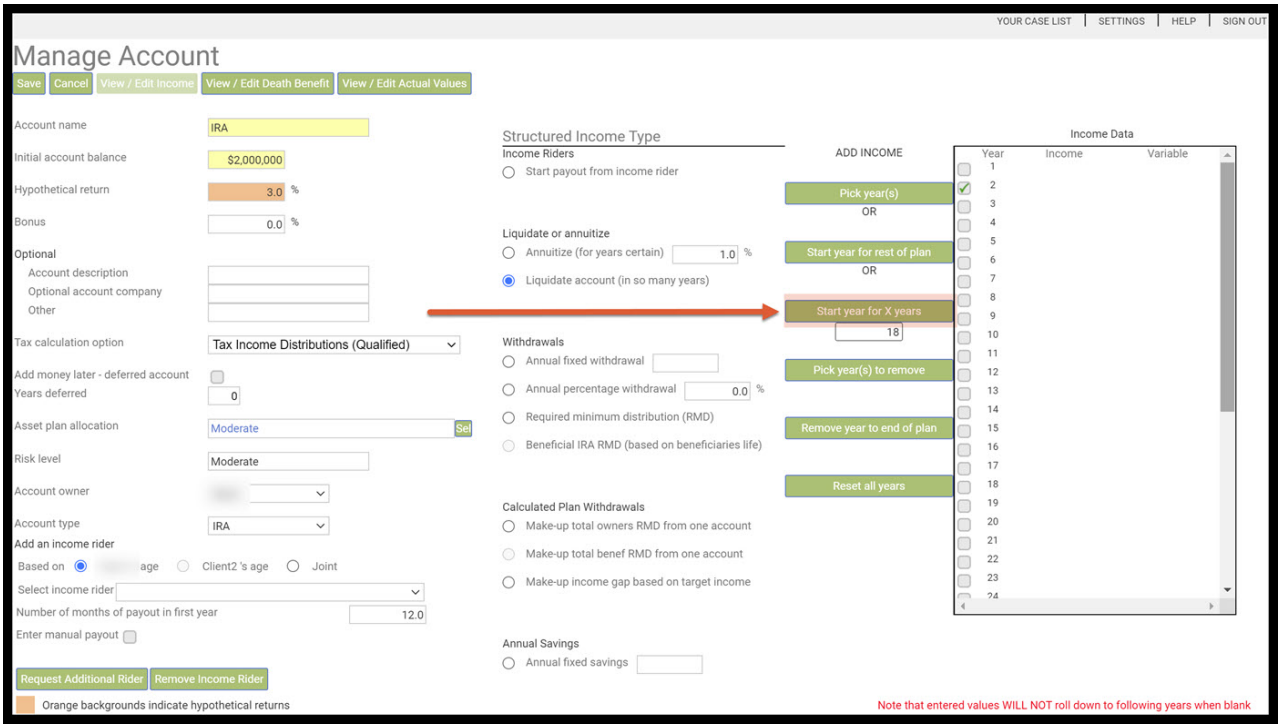
Step 16: Income Data: Within the Income data table click on the Year text box that you would like to select.



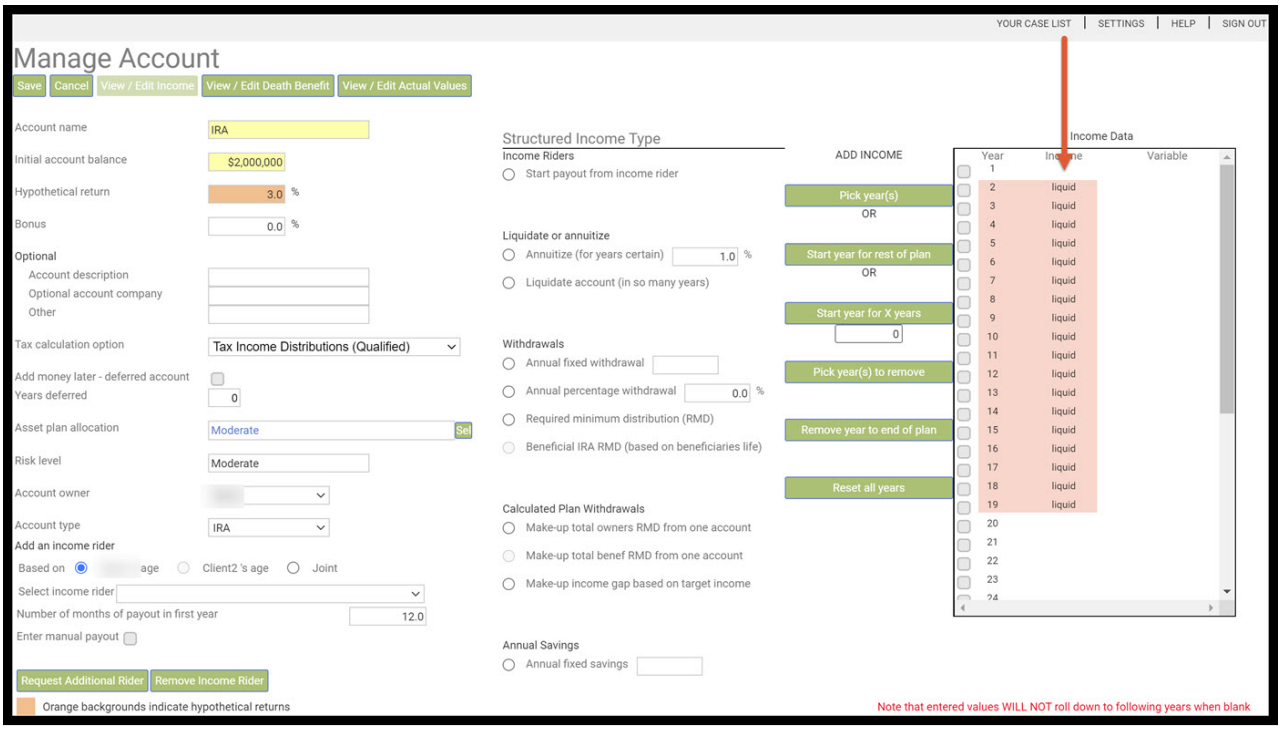
Step 17: Start Year for X Years Text Box: Within the text box for Start Year fox X Years, type in how many years you would like the monetary amount to be distributed.



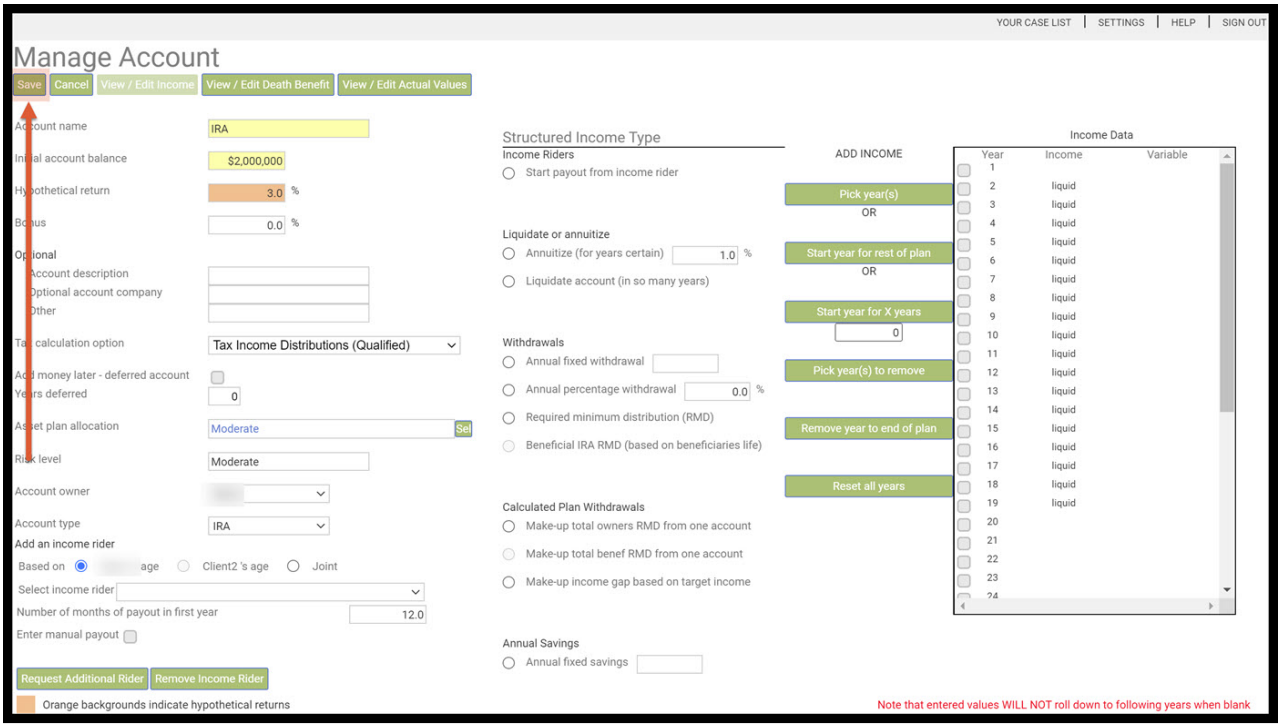
Step 18: Start Year of X Years: Click on the green button Start Year for X Years.



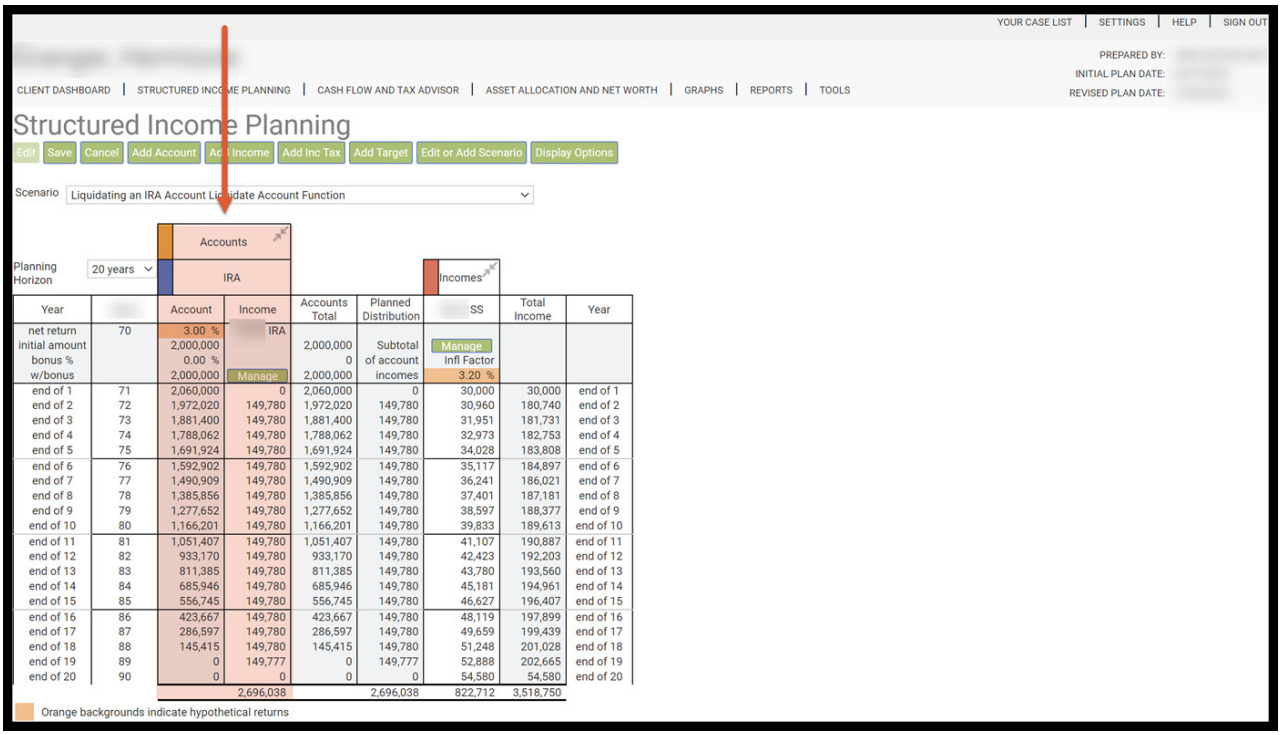
Step 19: Clicking: After clicking on the Start Year for X Years green button, the term "liquidate" should automatically appear in the income column of the table.



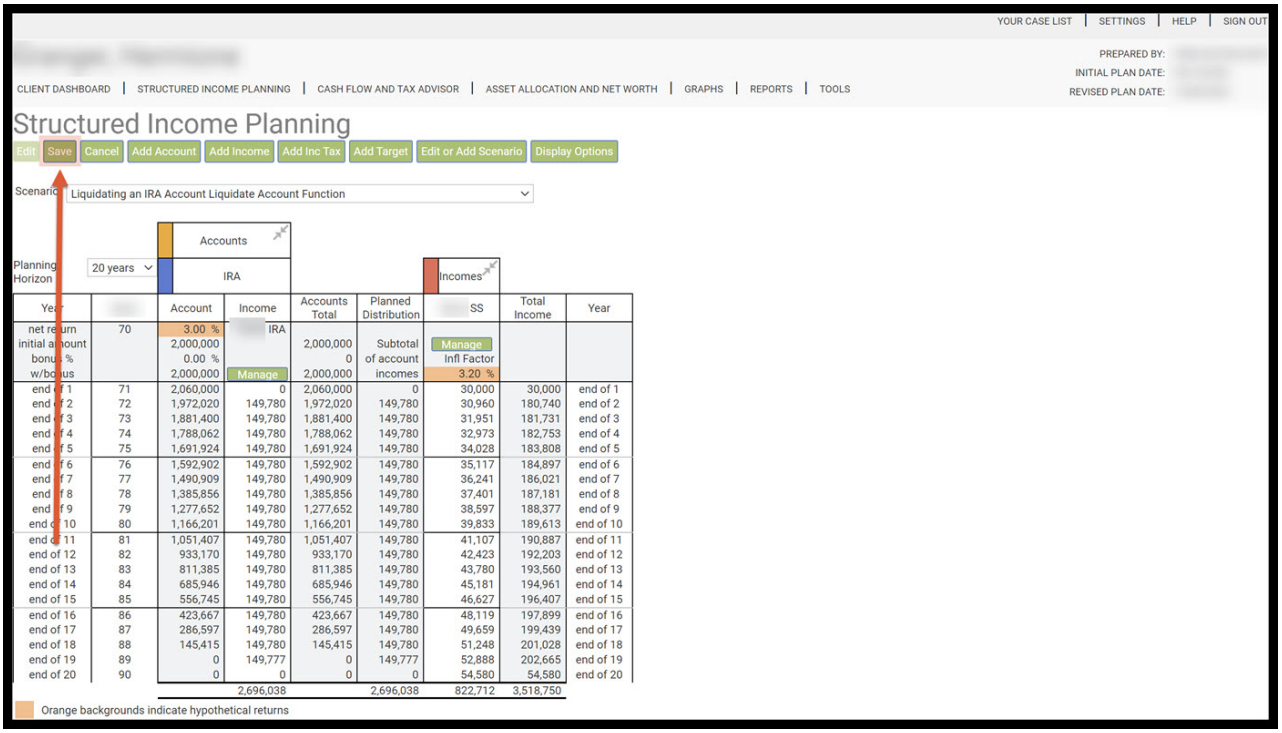
Step 20: Save: Click on the green button Save underneath the Manage Account subheading.



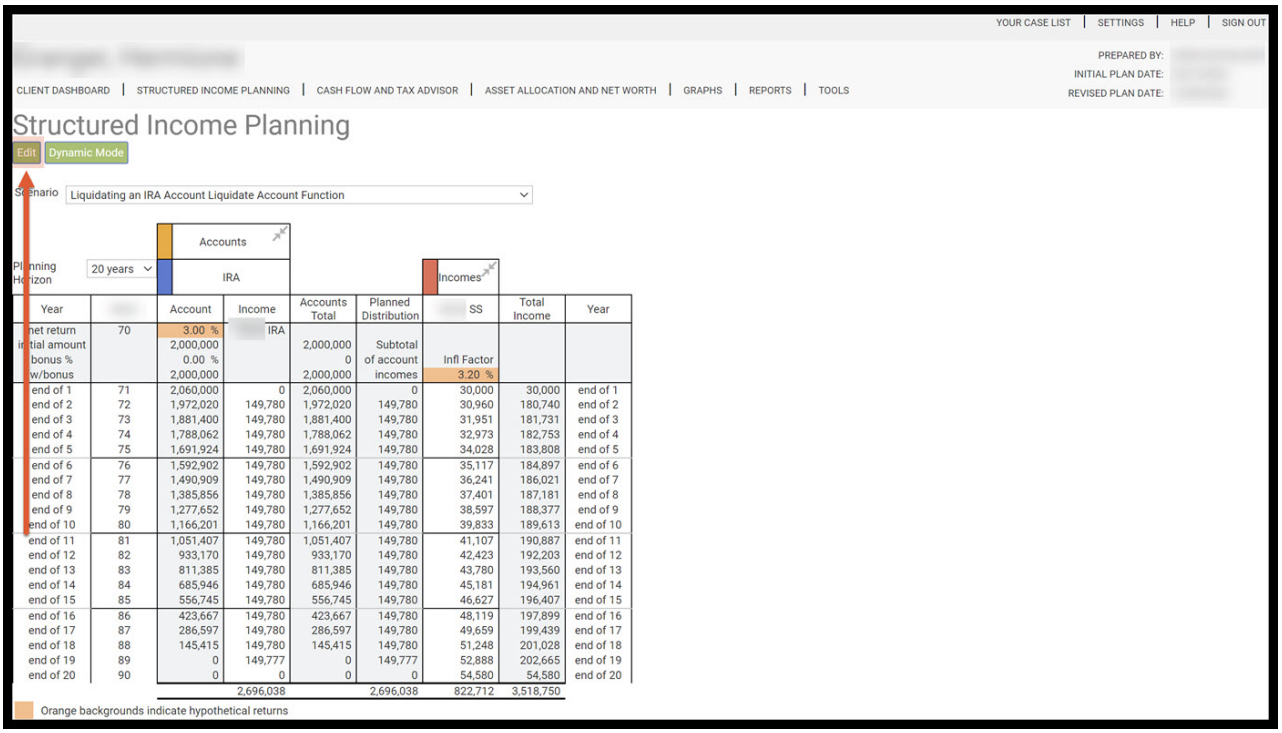
Step 21: Structured Income Planning Page: The Structured Income Planning should reflect the editing changes made to the account.



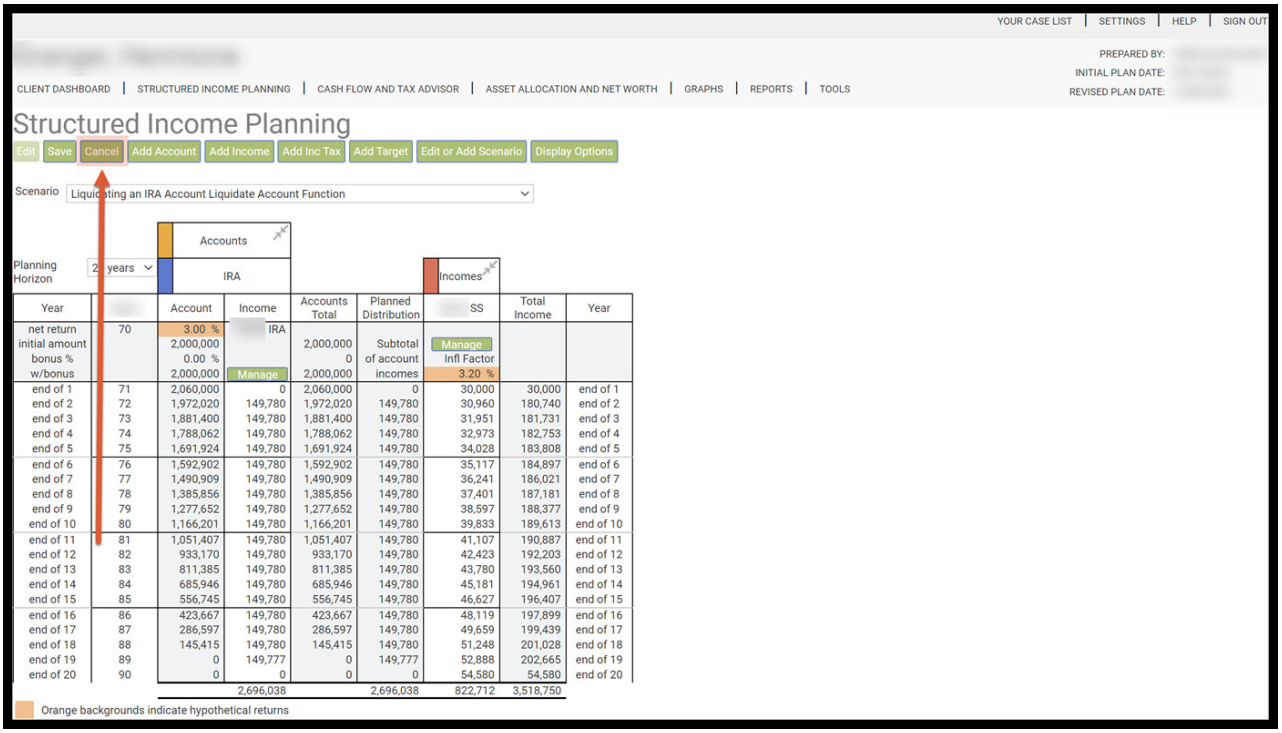
Step 22: Saving the Structured Income Planning Scenario: Click the green Save button underneath the Structured Income Planning subheading.



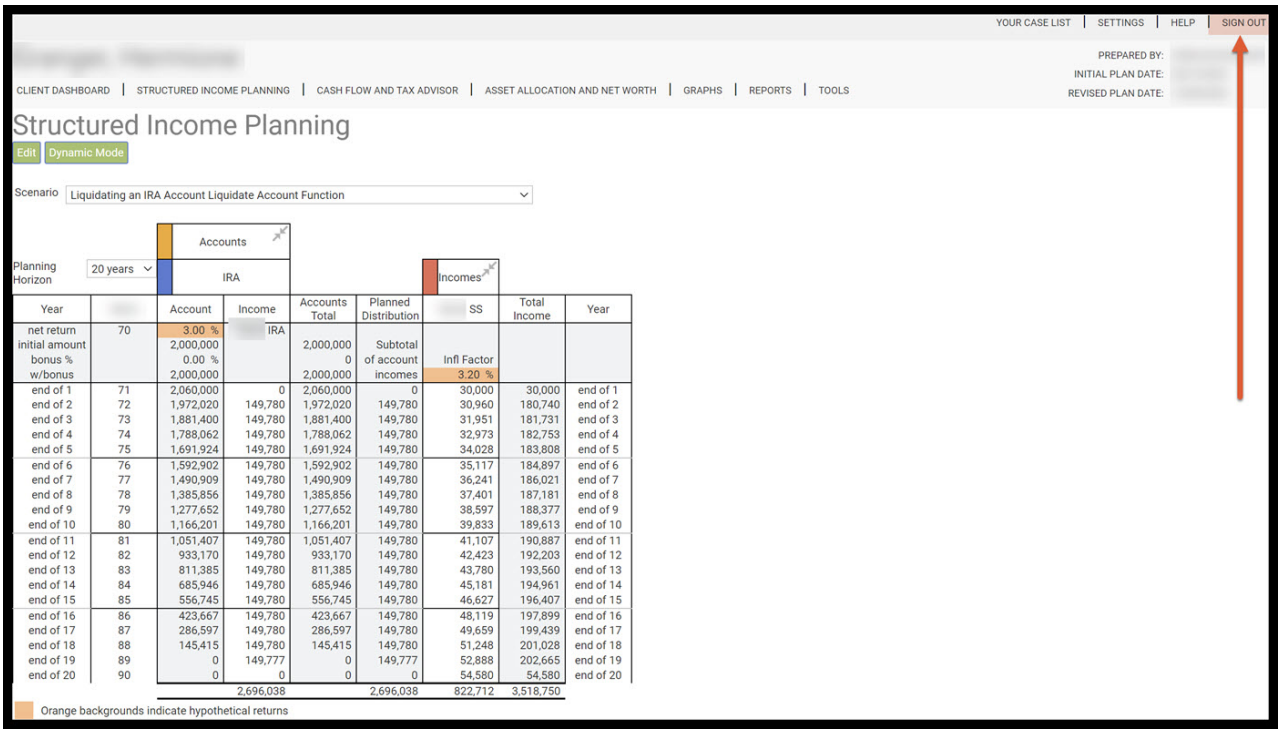
Step 23: Edit: If you need to make an edit to the structured income plan click on the green edit button underneath the Structured Income Planning subheading.



Step 24: Cancel: If you need to go back to the previous page, click on the green Cancel button underneath the Structured Income Planning subheading.



Step 25: Logout: To sign out of SIPS, click on the Sign Out heading that is located in the upper right-hand side of the screen.



If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: support@planscout.com