DIVERSIFIED INVESTMENT ADVISORS
4333 Edgewood Road NE, Cedar Rapids, IA 52499
800-755-5801
www.divinvest.com

Hardship Withdrawal Request

Instructions

To request a hardship withdrawal, complete all applicable sections of this form, obtain any required signatures, and return the form to Diversified at the above address.

Section A. Employer Information

Company/ Employer Name

Contract/Account No. Affiliate No. Division No.

Section B. Participant Information

Last Name Date of Birth

First Name/MI Social Security No.

Mailing Address

City State

Zip Code

Phone No./Ext.

E-mail Address

Section C. Hardship Withdrawal Information

I wish to withdraw $_____ due to demonstrated financial need, subject to plan provisions. *(Note: Your plan may require a contribution suspension period of 6 months or more following a hardship withdrawal.)*

☐ I request that any taxes generated by this distribution be added to the distribution amount.

Note: If this box is *not* checked, the net amount of the withdrawal may be less than the requested hardship amount due to income tax withholding (see Section F.)

Section D. Supporting Documentation

My hardship withdrawal request is for the purpose of meeting the financial need(s) indicated below.

☐ **Prevent foreclosure/eviction of my principal residence** *(e.g., provide foreclosure or eviction notice)*

☐ **Purchase of my principal residence (excluding mortgage payments)** *(e.g., provide contract signed by buyer and seller)*

☐ **Post-secondary educational expenses - up to the next 12 months** *(e.g., provide qualifying tuition bill for self, spouse, children or dependents)*

☐ **Medical expenses** *(e.g., provide unpaid medical bill indicating insurance portion or denial letter from insurance carrier for self, spouse, dependents or non-custodial child)*

☐ **Medical care pre-certification** *(e.g., provide letter of pre-certification from insurance carrier for self, spouse, dependents or non-custodial child)*

☐ **Expenses to repair damage to my principal residence that would qualify for a casualty loss deduction under Code Section 165 (determined without regard to whether the loss exceeds 10% of adjusted gross income)** *(e.g., provide copy of repair bill)*

☐ **Burial/funeral expenses for your deceased parent, spouse, children or dependents** *(e.g., provide certified copy of death certificate and bill from funeral home)*

☐ **Other** _____

Note: As part of this request, you must include supporting documentation, including relevant dates, amounts, signatures and phone numbers.

Section E. Payment Options

☐ Direct Deposit to my bank account. *Note: This option will result in the fastest delivery of funds. It is an electronic transfer of funds directly into your bank account, generally within one business day of the withdrawal from your account, at no cost to you. A completed Expedited Funds Delivery Request (attached) is required.*

☐ Check

Note: If one of the above payment options is not selected, or if a completed Expedited Funds Delivery Request does not accompany this form, your distribution will be processed in the form of a check.

Section F. Tax Withholding

Federal Income Tax Withholding - 10% withholding applies unless you elect otherwise.

☐ Do not withhold federal income tax

State Income Tax Withholding - Withholding is mandatory in some states. Other states allow an independent election and in these states, state tax will be withheld unless you elect otherwise.

☐ Do not withhold state income tax (if independent election is permitted)

Section G. Participant Signature

Please note: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim from a group annuity contract issued in New York, containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed $5,000 and the stated value of the claim for each such violation. States other than New York also have insurance fraud statutes, which impose penalties for any violation thereof (applicable to withdrawals from any account in an annuity contract).

For Married Participants: I elect to waive qualified joint and survivor benefits (if applicable) with respect to the amount I have requested to be withdrawn from the plan. I understand that such waiver is not effective unless I obtain the written consent (if applicable) of my spouse, witnessed by a Notary Public.

For All Participants: I understand that I may have to report this withdrawal and pay appropriate federal and state income taxes on the taxable portion of this withdrawal. I have received and read the Special Tax Notice Regarding Plan Payments. If the plan is subject to the IRS "safe harbor" regulations applicable to hardship withdrawals, then I certify that my need for this withdrawal cannot reasonably be relieved: (1) by any available distribution or nontaxable loan from any plan maintained by my employer or by any other employer; (2) by liquidation of my assets; (3) by stopping my elective contributions (and, if applicable, my employee after-tax contributions) under the plan; (4) through reimbursement or compensation by insurance or otherwise; or (5) by borrowing from commercial sources or reasonable commercial terms in an amount sufficient to satisfy the need. I further certify that the information provided on this form is correct and complete.

X _____ _____ _____

Participant Signature | Date | Print Name and Social Security Number

Section H. Spousal Consent (if applicable)

I consent to my spouse's waiver of joint and survivorship benefits with respect to the amount to be withdrawn from this plan in a single sum as requested by my spouse. I understand that such consent means that I will not receive any survivor benefits under this plan upon my spouse's death with respect to this amount. I understand that I do not have to consent to the waiver of this qualified joint and survivor annuity coverage, however, if I do consent by signing below, I may not revoke my consent.

WITNESSED

X _____ _____ **X** _____ _____

Spouse Signature | Date | Notary Public Signature and Stamp/Seal | Date

Section I. Approval

This hardship withdrawal request is subject to approval by Diversified Investment Advisors, acting as Plan Administrator.

DIVERSIFIED INVESTMENT ADVISORS
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800-755-5801
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Qualified Joint and Survivor Annuity Benefit Explanation

General

As a plan participant, you generally may elect to receive benefits when you reach your normal retirement age or terminate employment, provided your plan account has monies in it available for your withdrawal. However, some money purchase plans require an employee who terminates employment prior to the early/normal retirement age under the plan to wait until a certain age to withdraw his/her funds. If your plan allows in-service withdrawals for hardship or upon your attainment of age 59 1/2 or for any other reasons, you may also elect to receive benefit payments if you have satisfied the applicable plan requirements. If you are married on the date your benefit payments begin, you will be paid automatically in the form of a Qualified Joint and Survivor Annuity. This means that you will receive a monthly benefit for the rest of your life, and then after you die, your spouse, if living, will receive a monthly benefit for as long as he or she lives.

Your surviving spouse's monthly benefit must be at least half of, but not greater than, the monthly benefit you would have received. Receiving benefits in this form usually means that your monthly benefits will be less than what you would receive under other forms of benefit. The reason for this difference is that Qualified Joint and Survivor Annuity benefits are intended to be paid over two lifetimes (yours and your spouse's).

You may elect to receive benefits in a form other than a Qualified Joint and Survivor Annuity, but your spouse must consent to this election, in writing, witnessed by a Notary Public. If you wish to designate a person other than your spouse as your beneficiary, you must obtain your spouse's written consent to your beneficiary designation. If established to the satisfaction of Diversified that your spouse cannot be located, spousal consent is not required. Generally, your benefit election may be made and/or cancelled only during the 180 days before your benefit starting date. If you waive the Qualified Joint and Survivor Annuity, then cancel such waiver prior to the date that benefit payments begin, your benefit will be paid in the form of a Qualified Joint and Survivor Annuity pursuant to the provisions of the plan. If you properly waive the Qualified Joint and Survivor Annuity benefit, you may elect one of the forms of benefit indicated below.

Please note, the plan may provide that if the cash value of your benefit is less than a specified amount (generally $5,000 or less, if any), your benefit will be paid to you in a single sum, or automatically rolled over to an IRA (if required by federal law).

If you are *not* married on the date your benefit payments begin, you will be paid automatically in the form of a Straight Life Annuity unless you elect a different form of benefit. Under a Straight Life Annuity, you are paid a monthly benefit for your lifetime with no benefit payable upon your death.

Upon written request to Diversified, you may obtain further information, including the approximate amounts payable under the Qualified Joint and Survivor Annuity and other forms of benefit available under the plan.

Under the provisions of the plan, you may, with your spouse's consent if you are married, request that your benefit be paid under the optional form of benefit which is best suited to your particular needs and circumstances. The amount of monthly income payable will depend upon the form of payment elected, your age (and your designated beneficiary's age) as well as your vested account balance as of your retirement date, or, if earlier, date of this election.

Summary of Forms of Benefit

Qualified Joint and Survivor Annuity - Beneficiary is Surviving Spouse: A lifetime monthly income is payable to you, beginning on your benefit starting date and continuing until the last payment due before your death. If you are married on the date your benefit payments begin, upon your death your surviving spouse will, depending on the provisions of your employer's plan, receive a monthly income for life equal to at least one-half (and not more than 100%) of the amount of monthly income you were receiving.

Straight Life Annuity - No Years Certain: A lifetime monthly income is payable to you, beginning on your benefit starting date and continuing until the last payment due before your death. If you die after your benefit starting date, there will be no death benefit payable. If you are not married on the date benefits are to begin, payment will be made in this form unless you elect another form of benefit.

Fixed Period Certain Annuity - No Life: A monthly income is payable to you beginning on your benefit starting date, in equal installments over a specified period of not less than 12 nor more than 240 months. If you die during the specified period elected, the income will be continued for the remainder of the specified period to your designated beneficiary. You may elect that such payment to your beneficiary is to be made in a single sum.

Single Sum Payment: Instead of lifetime monthly income payments, the vested balance in your account will be paid in a single sum.

Installment Payment: Instead of lifetime monthly income payments, the vested balance in your account will be paid in installment payments.

Partial Payment: Instead of lifetime monthly income payments, the vested balance in your account will be paid in partial payments.

Corporate Plans/Annuity Plans/Outsource/50%

Comparison of Forms of Benefit

These examples compare benefits under a Qualified Joint and Survivor Annuity and other forms of benefit. These examples are based on specific assumptions and certain interest rates and mortality rates. The amounts shown are provided to illustrate the differences among the various options and are not intended to represent the actual amount payable to you. Upon your request, a more precise calculation will be provided. Your request should be sent to the address below if in writing. If you wish to call in your request, see the number provided below for you to call.

Assume a participant retiring at age 65 has a spouse of the same age and a $200,000 account balance.

Age 65 Commencement

Form of Benefit	Benefit to Participant	Benefit to Spouse/Beneficiary After Participant's Death
Qualified Joint and Survivor Annuity with 100% Continuing to Spouse	$ 996.94 per month	$ 996.94 per month
Qualified Joint and Survivor Annuity with 75% Continuing to Spouse	$1,037.85 per month	$ 778.39 per month
Qualified Joint and Survivor Annuity with 66 2/3% Continuing to Spouse	$1,052.25 per month	$ 701.50 per month
Qualified Joint and Survivor Annuity with 50% Continuing to Spouse	$1,082.27 per month	$ 541.14 per month
Fixed Period Annuity - No Life (60 months)	$3,484.59 per month	$3,484.59 per month. If participant dies before receiving 60 monthly payments, remaining payments continue to beneficiary.
Fixed Period Annuity - No Life (120 months)	$1,776.94 per month	$1,776.94 per month. If participant dies before receiving 120 monthly payments, remaining payments continue to beneficiary.
Straight Life Annuity	$1,183.61 per month	$0
Single Sum Payment	$200,000	$0

Any annuity elected will be provided by purchasing an annuity contract from an insurance company with your vested account balance under the plan. Dollar amounts shown do not reflect any required tax withholding.

Joint and Survivor Annuity Waiver Rights

You have at least 30 days to consider whether to waive the Qualified Joint and Survivor Annuity and elect another form of benefit. If, after receiving this Explanation, you affirmatively elect a distribution and your spouse consents to that form (if necessary), your distribution may be made less than 30 days from the date this Explanation was given to you provided:

- Your distribution election is revocable until the later of (a) your benefit starting date, or (b) prior to the expiration of the 7-day period that begins the date after you receive this Explanation;
- Your benefit starting date is a date after the date you received this Explanation;
- Distribution in accordance with your benefit election is paid more than 7 days after the date this Explanation was provided.

Consequences of You Taking the Distribution Instead of Deferring Receipt of the Distribution

If you are eligible to receive a distribution from the plan, but also have the right to defer receipt of such distribution because, e.g., the value of your nonforfeitable account balance exceeds $5,000 (or such lower automatic cash-out limit set by the plan), your decision not to defer receipt of your distribution includes the following consequences: (1) if you do not make a rollover within 60 days of receipt of the payment, you will be taxed on the taxable amount of the distribution not rolled over, and (2) for participants who are under 59 1/2 and/or who separated from service prior to the year they attained 55 at the time they take the distribution, an IRS early distribution 10% penalty tax may apply to the taxable portion of such distribution.

Right to Request Participant-Specific Information

You have the right to request specific information with respect to each form of benefit available to you under the plan, including a description of the financial effect of electing each form of benefit available to you under the plan. Written requests should be sent to Diversified Investment Advisors, 4 Manhattanville Road, Purchase, NY 10577, (Attn: Retirement Counseling Group, Mail Drop 4-41) or call 800-755-5801.

SAFE HARBOR
HARDSHIP WITHDRAWAL INSTRUCTIONS

Enclosed is your hardship withdrawal application package. Please make sure to complete all sections of the form. If you need assistance with completing the application, a Diversified representative is available to help you between the hours of 8:00 a.m. - 9:00 p.m. Eastern Time. Please call the toll-free telephone number on the Hardship Withdrawal Request form and select the Customer Service option.

1. Hardship Eligibility Criteria

A. The Plan provides that withdrawals are available only for certain kinds of hardships. To be eligible for a hardship withdrawal, you must have an immediate and heavy financial need in one of the following six categories. In addition to establishing the nature of the hardship, the paperwork must meet certain requirements to be considered complete, as noted below:

Hardship Criteria	**Examples of Required Documentation**
Medical Expenses/ Medical Care Pre-Certification ➢ expenses for medical care previously incurred by the employee, the employee's spouse, any dependents of the employee, or non-custodial child of the employee, or necessary for these persons to obtain medical care ➢ participant has incurred medical expenses not covered by insurance for self, spouse, dependent or non-custodial child	• copy of unpaid medical bill indicating portion of insurance payment; • copy of denial letter from insurance carrier; • copy of insurance carrier benefit statement showing uncovered portion; • copy of insurance estimate indicating amount not covered; or • physician's letter indicating estimated costs that must be paid prior to performance of medical procedure (letter must also include evidence of amount insurance won't cover). Note * an Explanation of Benefits form alone will not be sufficient documentation of the medical expense; * if the medical expense is for a dependent, submit copy of recent federal tax return showing list of dependents.
Purchase of Principal Residence (excluding mortgage payments) ➢ costs directly related to the purchase of a principal residence for the employee	• copy of a contract of sale signed by the buyer and seller; • copy of the executed purchase agreement signed by the buyer and seller; • copy of the mortgage commitment or commitment letter from bank signed by the buyer and the bank; or • for participants building their primary residence: copy of contract with builder, land purchase agreement, material costs from lumber company, etc. Note * good faith estimates are not acceptable.

College/ Post-Secondary Tuition ➢ payment of tuition, related educational fees, and room and board expenses, for the next 12 months of post-secondary education for the employee, or the employee's spouse, children, or dependents	• copy of unpaid tuition bill, related educational fees, and room and board expenses from college, university or post-secondary school for a period during the next 12 months (past semesters are not eligible). Note: the bill must be directly issued by the educational institution; • for other post-secondary education, obtain documentation from institution that states the following: 1) has an accredited program; 2) is eligible for Federal financial aid; and 3) provides a post-secondary degree <u>Note</u> * rental agreements and book receipts are acceptable documentation; * student loan repayments do not qualify as an educational expense. * if the college/post-secondary expenses are for a dependent, submit copy of recent federal tax return showing list of dependents.
Foreclosure/ Eviction ➢ payments necessary to prevent the eviction of the employee from the employee's principal residence or foreclosure on the mortgage on that residence	• copy of foreclosure or eviction notice for essential shelter that is the participant's principal residence. Address of essential shelter must appear on notice. <u>Note</u> * the address of essential shelter must appear on the notice and must match Diversified's records (if not, we require proof that the address on the eviction notice is the participant's principal residence [PO box mailing addresses are not acceptable], e.g., utility bill, rental agreement, etc.); * notice must indicate dollar amount required to prevent eviction/foreclosure; * documentation must contain signature(s) of mortgage company officer or landlord (handwritten notes not acceptable); * date of notice must be indicated.
Burial/Funeral Expenses ➢ payments for burial or funeral expenses for the employee's deceased parent, spouse, children or dependents	• certified copy of death certificate; • proof of employee's relationship to deceased may include the following: 1) copy of employee's birth certificate stating parents' names; 2) copy of marriage certificate; 3) copy of child's birth certificate stating parents' names; 4) copy of most recent federal tax return listing dependents. • copy of unpaid bill for burial or funeral expenses; • copy of insurance carrier benefit statement showing uncovered portion of burial or funeral expenses.
Repair of Property Damage ➢ payments necessary for repair of damage to the employee's principal residence that would qualify for the casualty loss deduction under Internal Revenue Code (Code) Section 165 (without regard to whether the loss exceeds 10% of adjusted	• copy of loan declination letter from a bank; • copy of repair estimate or bill, which provides a description of the repair work; PLUS ONE OF THE FOLLOWING: • copy of denial letter from insurance carrier;

gross income). Code Section 165 specifies that damages must arise from fire, storm, shipwreck, other casualty or damage from theft.	• copy of insurance carrier benefit statement showing uncovered portion; or • copy of insurance estimate indicating amount not covered. Note: * Depending on the circumstances and nature of the damage to the employee's principal residence, additional documentation not listed above may also be required by the Plan as part of its consideration of the hardship withdrawal application.

Note: medical expenses for a non-custodial child, burial/funeral expenses and repair of property damage are not available as a basis for a hardship withdrawal until on and after the beginning of your retirement plan's 2006 plan year. Please contact Diversified for additional information.

2. Requirements to Receive a Hardship Distribution

A distribution may be deemed necessary to satisfy an immediate and heavy financial need of an employee if all of the following requirements are satisfied:

➢ **Amount Available for Hardship**

A. **Cannot exceed the need -** The amount of the distribution you request may not exceed the amount of the immediate and heavy financial need. The amount withdrawn is subject to verification and is limited by your vested account balance. Fluctuations in financial markets may affect the amount that is available.

B. **Tax "gross-up" -** The amount of an immediate and heavy financial need may include any amounts necessary to pay any federal, state, or local income taxes or penalties reasonably anticipated resulting from the distribution (tax "gross-up"). If you are requesting additional amounts for a tax "gross-up", please indicate this on the Hardship Withdrawal Request form. Please consult with your tax advisor regarding the appropriate amount needed for a tax "gross-up".

The tax "gross-up" is illustated as follows: Suppose Sam (who is in the 30% tax bracket and under age 59 1/2) is eligible for a hardship distribution. He has a $20,000 hardship and has very little money in savings to pay the necessary taxes. In order for him to net $20,000 from a hardship withdrawal after federal taxes, Sam would have to withdraw $33,333 from the plan to come up with the $20,000 net amount needed, plus the amount needed to pay both federal income taxes and the 10% penalty for distributions before age 59 1/2.

Federal tax bracket	30%
Pre-mature distribution penalty	10%
Total tax percentage	40%

Reciprocal of total tax percentage	60% (100%-40%)

Net Distribution Amount $20,000.00 divided by reciprocal 60% = gross amount

Total Net Amount	$20,000.00/60%= $33,333.33
Total Amount to Request	$33,333.33

C. **Other Withdrawals and Loans Must Be Exhausted**

To be eligible for a hardship distribution, you must first:

- Take all distributions (other than hardship withdrawals) available to you under all plans maintained by your employer; and

- Take all nontaxable loans currently available to you under all plans maintained by your employer.

D. Employee Contributions to the Plan Suspended for a Specified Period

You are prohibited from making any contributions to the plan (pre and after tax) and all other plans maintained by the employer for a specified period after receipt of the hardship distribution. The phrase "all other plans maintained by the employer" means all qualified and nonqualified plans of deferred compensation maintained by the employer, including stock option, stock purchase, or similar plans, or cash or deferred arrangements that are part of a cafeteria plan within the meaning of Code Section 125. However, it does not include the mandatory employee contribution portion of a defined benefit plan. It also does not include a health or welfare benefit plan payment that is part of a cafeteria plan within the meaning of Code Section 125. For example, Flexible Spending Accounts fall under health or welfare benefit plans under Code Section 125 and such payments would continue, even in the event of a hardship distribution.

3. Required Documentation: Information Needed

Failure to submit the appropriate documentation will delay the processing of your application. In order to process your request, the application and supporting documentation must include:

➢ **Important Information**

- relevant dates
- relevant amounts
- persons who may be contacted to verify the debt

If some of this information is missing, please write us a short explanation as to why the information could not be provided.

➢ **Employee Signature**

- You are required to sign and return the attached form to Diversified as noted on the form, *Hardship Withdrawal Request.*

4. Application Processing

Once you have completed the Hardship Withdrawal Request form and have attatched all supporting documentation, you must submit the paperwork to Diversified. Upon receipt, a Diversified representative will review your hardship withdrawal application for completeness within twenty-four (24) hours of receipt. In the event that your application is not complete, a Diversified representative will call you to request the required missing information. If the Diversified representative is unable to reach you by phone within twenty-four (24) hours, a letter will be mailed to you requesting the required additional information. If you want to know the status of your request, please feel free to call the toll-free telephone number indicated on the Hardship Withdrawal Request form and select the Customer Service option.

Once your application is determined to be complete, it will be placed for consideration.

If your application is approved, Diversified will process your request and mail you a check and approval letter. If you so elect on the Hardship Withdrawal Request form, Diversified will adjust the amount of your distribution for any applicable federal, state and local taxes. In many cases, electing withholding permits distribution of the full amount requested.

If your application is denied, a disapproval letter will be mailed to you. The letter will detail the reason(s) for denial and the appropriate steps you need to take if you wish to appeal the decision. Diversified will also send copies of above correspondence to your plan sponsor to ensure payroll deductions are suspended.

5. Tax Information

A. Notice

This general information is provided as a courtesy for your convenience only. For a complete analysis of the tax implications and penalties for a plan distribution, please contact your personal tax advisor.

B. Tax Penalty

A 10% additional tax may be imposed if the hardship withdrawal is taken before attainment of age 59 1/2. You may be required to report the early distribution and additional tax penalty by attaching IRS Form 5329 to your Form 1040 when filing your tax return. If you do not have to file Form 1040, but owe a tax on Form 5329, you may need to complete and file Form 5329 with the IRS at the time you would be required to file Form 1040.

Diversified Investment Advisors does not give personal tax advice. This information is provided merely to alert you to possible tax consequences, and may not be relied on for any other purpose. You may wish to refer to IRS Publication 505, "Tax Withholding and Estimated Tax," and contact your attorney or personal tax advisor before requesting a hardship withdrawal.

C. Federal Income Tax Withholding

Hardship withdrawals are not eligible for a rollover. Instead, 10% optional withholding shall apply unless you elect otherwise.

D. State Withholding

If you reside in a state that has state income tax withholding and an independent election (separate from federal requirements) is permitted, complete the appropriate state withholding election form. If no form is received, your federal withholding determines whether or not to withhold. Please contact Diversified to determine if you reside in a mandatory state.

You are required by law to obtain all withdrawals (other than hardship withdrawals) and nontaxable loans currently available to you under all plans maintained by your employer prior to taking a hardship withdrawal. Your hardship withdrawal will not be processed until you have submitted the following:

1. **Hardship Withdrawal Request Application**
2. **Proof of hardship documentation**
3. **Spousal consent, if applicable**

DIVERSIFIED INVESTMENT ADVISORS
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Expedited Funds Delivery Request

Instructions

Use this form to request expedited delivery of your funds, regarding your *accompanying* loan or distribution request. There are three options:

1. **Direct Deposit** into your bank account, at no cost. Direct deposit may be used for distributions payable to you except that it may not be used for loans, rollovers or transfers. Complete Section C to elect this option.
2. **Overnight mail delivery**, at your expense ($20 to $38 depending on location and type of service requested). These charges cannot be deducted from your Diversified account or from the requested loan or distribution amount. Overnight mail delivery may be used for loans or distributions payable to you, or to an institution for a direct rollover or transfer. Complete Section D to elect this option.
3. **Wire transfer for direct rollovers or transfers to another institution ($5,000 minimum).** Complete Section E to elect this option.

Please note that some Plan Administrators have provided instructions to Diversified that all loan or distribution checks must be mailed directly to the employer for delivery to you. In such cases, this form cannot be used.

Section A. Employer Information

Company/ Employer Name

Contract/Account No. Affiliate No. Division No.

Section B. Participant Information

Last Name Date of Birth

First Name/MI Social Security No.

Mailing Address

City State

Zip Code

Day Phone No./Ext. Evening Phone No.

E-mail Address

Section C. Direct Deposit (ACH) to Your Bank Checking Account (option not available for loans, rollovers or transfers)

This is an electronic transfer of funds sent directly to your bank checking account, at no cost to you. After Diversified receives all required documentation and approvals, the transaction will be processed and the funds will generally be forwarded to your bank within one business day. Check with your bank to confirm the transfer has been credited to your account.

☐ I elect direct deposit of my distribution, corresponding to my accompanying distribution request.

Bank Name _____

Bank Address _____

Bank Phone No. _____ Bank Contact Name _____

Important: A check marked "VOID" must be attached in this space. If a voided check is not attached, Diversified will mail a check by standard post office delivery.

I certify that the indicated checking account is with a bank and is held in my name. I authorize this transaction. I further certify that the information provided on this form is correct and complete.

X _____ _____

Participant Signature Date

Section D. Overnight Mail Delivery from United Parcel Service (UPS)

A check will be released for overnight delivery within seven (7) calendar days from the date that Diversified receives all required documentation and approvals.

A signature may be required by UPS upon delivery to the address you provide.

☐ I elect United Parcel Service (UPS) overnight delivery of my loan/distribution check, corresponding to my accompanying loan/distribution request.

To deliver the check to an alternate address, indicate the name of the addressee and that address below.

_____ (UPS will not deliver to a PO Box)

_____

_____

Credit Card information to be provided to UPS for next day delivery: (If credit card information is not provided, Diversified will mail a check by standard post office delivery.)

Type of Card ☐ Master Card ☐ Visa (No others accepted)

Credit Card No. _____

Security Code _____ (from the reverse side of the card) Expiration Date _____

Saturday delivery ☐ Yes ☐ No (If available in your area)

If the mailing address to which this check will be delivered is the same as the credit card billing address, please check the box below. If the addresses are different, please indicate the credit card billing address; otherwise the check will be sent by regular mail.

☐ Mailing address is the same as the billing address.

_____

_____

I certify that the information provided on this form is correct and complete.

X _____ _____

Participant Signature Date

Section E. Wire Transfers Directly to Another Institution - for direct rollovers, 90-24 transfers (TDA), or trustee to trustee transfers (IRA)

This option is available for direct rollovers or transfers of at least $5,000. Any amount less than $5,000 will be processed in the form of a check.

Check this box ☐ if you wish to elect this option.

ABA No. ☐☐☐☐☐☐☐☐☐

Institution Name _____

Institution Address _____

Account Name _____

Account No. _____

"Further Credit To" Institution Name _____

(For wire to credit union or overseas bank, call Diversified for additional information.)

I certify that the information provided on this form is correct and complete.

X _____ _____

Participant Signature Date

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Special Tax Notice Regarding Plan Payments For Qualified and 403(b) Plans

This notice explains how you can continue to defer federal income tax on your retirement savings in the plan and contains important information you will need before you decide how to receive your plan benefits.

This notice is provided to you by your Plan Administrator because all or part of the payment that you will soon receive from the plan may be eligible for rollover by you or your Plan Administrator to a traditional IRA or an eligible employer plan. A rollover is a payment by you or the Plan Administrator of all or part of your benefit to another plan or IRA that allows you to continue to postpone taxation of that benefit until it is paid to you. Your payment cannot be rolled over to a SIMPLE IRA or a Coverdell Education Savings Account (formerly known as an education IRA). Your payment can be rolled over to a Roth IRA only if such payment is from a Roth account in the plan. An "eligible employer plan" includes a plan qualified under section 401(a) of the Internal Revenue Code, including a 401(k) plan, profit-sharing plan, defined benefit plan, stock bonus plan, and money purchase plan; a section 403(a) annuity plan; a section 403(b) tax-sheltered annuity; and an eligible section 457(b) plan maintained by a governmental employer (governmental 457 plan).

An eligible employer plan is not legally required to accept a rollover. Before you decide to roll over your payment to another employer plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts as a rollover. You should also find out about any documents that are required to be completed before the receiving plan will accept a rollover. Even if a plan accepts rollovers, it might not accept rollovers of certain types of distributions, such as after-tax amounts. If this is the case, and your distribution includes after-tax amounts, you may wish instead to roll your distribution over to a traditional IRA or split your rollover amount between the employer plan in which you will participate and a traditional IRA. If an employer plan accepts your rollover, the plan may restrict subsequent distributions of the rollover amount or may require your spouse's consent for any subsequent distribution. A subsequent distribution from the plan that accepts your rollover may also be subject to different tax treatment than distributions from this plan. Check with the Plan Administrator of the plan that is to receive your rollover prior to making the rollover.

If you have additional questions after reading this notice, you can contact your Plan Administrator.

Summary

There are two ways you may be able to receive a plan payment that is eligible for rollover:

(1) Certain payments can be made directly to a traditional IRA or Roth IRA (if your plan payment is from a Roth account) that you establish or to an eligible employer plan that will accept it and hold it for your benefit ("DIRECT ROLLOVER"); or

(2) The payment can be PAID TO YOU.

If you choose a DIRECT ROLLOVER:

- Your payment will not be taxed in the current year and no income tax will be withheld.
- You choose whether your payment will be made directly to your traditional IRA or to an eligible employer plan that accepts your rollover. Your payment cannot be rolled over to a Roth IRA (unless your payment is from a Roth account in the plan), a SIMPLE IRA, or a Coverdell Education Savings Account.
- The taxable portion of your payment will be taxed later when you take it out of the traditional IRA or the eligible employer plan. Your payment from a Roth IRA of any earnings will be taxable unless it is considered a "qualified distribution". Depending on the type of eligible employer plan, the later distribution may be subject to different tax treatment than it would be if you received a taxable distribution from the plan.

If you choose to have a plan payment that is eligible for rollover PAID TO YOU:

- You will receive only 80% of the taxable amount of the payment, because the Plan Administrator is required to withhold 20% of that amount and send it to the IRS as taxable income withholding to be credited against your taxes.
- The taxable amount of your payment will be taxed in the current year unless you roll it over. Under limited circumstances, you may be able to use special tax rules that could reduce the tax you owe. However, if you receive the payment before age 59 1/2, you may have to pay an additional 10% tax.
- You can roll over all or part of the payment by paying it to your traditional IRA, Roth IRA (if your payment was from a Roth account in the plan) or to an eligible employer plan that accepts your rollover within 60 days after you receive the payment. The amount rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan; if the payment is a qualified distribution from a Roth IRA, it will not be taxed on withdrawal.
- If you want to roll over 100% of the payment to a traditional IRA or an eligible employer plan, *you must find other money to replace the 20% of the taxable portion that was withheld*. If you roll over only the 80% that you received, you will be taxed on the 20% that was withheld and that is not rolled over.

Your Right to Waive the 30-Day Notice Period Generally, neither a direct rollover nor a payment can be made from the plan until at least 30 days after your receipt of this notice. Thus, after receiving this notice, you have at least 30 days to consider whether or not to have your withdrawal directly rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your withdrawal will then be processed in accordance with your election as soon as practical after it is received by the Plan Administrator.

More Information

I. Payments That Can And Cannot Be Rolled Over

Payments from the plan may be "eligible rollover distributions". This means they can be rolled over to a traditional IRA, Roth IRA (if your plan payment was from a Roth account in the plan) or to an eligible employer plan that accepts rollovers. Payments from a plan cannot be rolled over to a SIMPLE IRA or a Coverdell Education Savings Account. Your Plan Administrator should be able to tell you what portion of your payment is an eligible rollover distribution.

After-tax Contributions If you made non-Roth after-tax contributions to the plan, these contributions may be rolled into either a traditional IRA or to certain employer plans that accept rollovers of the after-tax contributions. The following rules apply:

a) Rollover into a Traditional IRA You can roll over your after-tax contributions to a traditional IRA either directly or indirectly. Your Plan Administrator should be able to tell you how much of your payment is the taxable portion and how much is the after-tax portion.

If you roll over after-tax contributions to a traditional IRA, it is your responsibility to keep track of, and report to the IRS on the applicable forms, the amount of these after-tax contributions. This will enable the nontaxable amount of any future distributions from the traditional IRA to be determined.

Once you roll over your after-tax contributions to a traditional IRA, those amounts CANNOT later be rolled over to an employer plan.

Note: Roth after-tax contributions to a plan can be rolled over to a Roth IRA.

b) Rollover into an Employer Plan You can roll over after-tax contributions from an employer plan that is qualified under Code section 401(a), from a section 403(a) annuity plan or from a 403(b) tax-sheltered annuity (if the plan allows) to another such plan using a direct rollover if the other plan provides separate accounting for amounts rolled over, including separate accounting for the after-tax employee contributions and earnings on those contributions. You can also roll over after-tax contributions from a section 403(b) tax-sheltered annuity, from an employer plan that is qualified under Code Section 401(a) or from a Section 403(a) annuity plan (if the plan allows) to another section 403(b) tax-sheltered annuity using a direct rollover if the other tax-sheltered annuity provides separate accounting for amounts rolled over, including separate accounting for the after-tax employee contributions and earnings on those contributions. You CANNOT roll over after-tax contributions to a governmental 457 plan. If you want to roll over your after-tax contributions to an employer plan that accepts these rollovers, you cannot have the after-tax contributions paid to you first. You must instruct the Plan Administrator to make a direct rollover on your behalf. Also, you cannot first roll over after-tax contributions to a traditional IRA and then roll over that amount into an employer plan.

Note: Roth after-tax contributions can be rolled over to a Roth account in another eligible plan.

The following types of payments *cannot* be rolled over :

Payments Spread Over Long Periods You cannot roll over a payment if it is part of a series of equal (or almost equal) payments that are made at least once a year and that will last for:

- your lifetime (or a period measured by your life expectancy), or
- your lifetime and your beneficiary's lifetime (or a period measured by your joint life expectancies), or
- a period of ten years or more.

Required Minimum Payments Beginning when you reach age 70 1/2 or retire, whichever is later, a certain portion of your payment cannot be rolled over because it is a "required minimum payment" that must be paid to you. Special rules apply if you own more than 5% of your employer.

Hardship Distributions A hardship distribution cannot be rolled over.

ESOP Dividends Cash dividends paid to you on employer stock held in an employee stock ownership plan cannot be rolled over.

Corrective Distributions A distribution that is made to correct a failed nondiscrimination test or because legal limits on certain contributions were exceeded cannot be rolled over.

Loans Treated as Distributions The amount of a plan loan that becomes a taxable deemed distribution because of a default cannot be rolled over. However, a loan offset amount is eligible for rollover, as discussed in Part III below. Ask the Plan Administrator if distribution of your loan qualifies for rollover treatment.

The Plan Administrator should be able to tell you if your payment includes amounts which cannot be rolled over.

II. Direct Rollover

A DIRECT ROLLOVER is a direct payment of the amount of your plan benefits to a traditional IRA, Roth IRA (if your payment is from a Roth account in the plan) or an eligible employer plan that will accept it. You can choose a DIRECT ROLLOVER of all or any portion of your payment that is an eligible rollover distribution, as described in Part I above. You are not taxed on any taxable portion of your payment for which you choose a DIRECT ROLLOVER until you later take it out of the traditional IRA, or eligible employer plan (or Roth IRA and it is not a "qualified distribution"). In addition, no income tax withholding is required for any taxable portion of your plan benefits for which you choose a DIRECT ROLLOVER. The plan might not let you choose a DIRECT ROLLOVER if your distributions for the year are less than $200.

DIRECT ROLLOVER to a Traditional IRA Unless your payment is from a Roth account in the plan, you can open a traditional IRA to receive the direct rollover. If you choose to have your payment made directly to a traditional IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to a traditional IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish a traditional IRA to receive the payment. However, in choosing a traditional IRA, you may wish to make sure that the traditional IRA you choose will allow you to move all or a part of your payment to another traditional IRA at a later date, without penalties or other limitations. See IRS Publication 590, Individual Retirement Arrangements, for more information on traditional IRAs (including limits on how often you can roll over between IRAs). Roth IRAs are available for those wishing to open an IRA to receive their Roth account rollover.

AUTOMATIC ROLLOVER for Certain Mandatory Cash-out Distributions Generally, if the plan has an involuntary cash-out feature, involuntary cash outs to a terminated employee that are greater than $1,000 but not more than $5,000, for which such individual has made no election, will be rolled over automatically from the plan to a traditional IRA made available by Diversified Investment Advisors or other authorized IRA provider. The plan is permitted, for purposes of the involuntary cash-out rules, to exclude the value of any rollover contributions when determining the terminated employee's vested account balance. The automatic rollover rule, however, applies to the entire vested account balance, even if a portion of the account is attributable to a rollover contribution that would be excluded in determining whether the vested account balance exceeds $5,000 (or such lower cash out limit provided by the plan).

DIRECT ROLLOVER to a Plan If you are employed by a new employer that has an eligible employer plan, and you want a direct rollover to that plan, ask the Plan Administrator of that plan whether it will accept your rollover. An eligible employer plan is not legally required to accept a rollover. Even if your new employer's plan does not accept a rollover, you can choose a DIRECT ROLLOVER to a traditional IRA (or Roth IRA, if applicable). If the employer plan accepts your rollover, the plan may provide restrictions on the circumstances under which you may later receive distribution of the rollover amount or may require spousal consent to any subsequent distribution. Check with the Plan Administrator of that plan before making your decision.

DIRECT ROLLOVER of a Series of Payments If you receive a payment that can be rolled over to an IRA or an eligible employer plan that will accept it, and it is paid in a series of payments for less than 10 years, your choice to make or not make a DIRECT ROLLOVER for a payment will apply to all later payments in the series until you change your election. You are free to change your election for any later payment in the series.

Change in Tax Treatment Resulting from a DIRECT ROLLOVER The tax treatment of any payment from the eligible employer plan or traditional IRA receiving your DIRECT ROLLOVER might be different than if you received your benefit in a taxable distribution directly from the plan. For example, if you were born before January 1, 1936, you might be entitled to ten-year averaging for capital gain treatment, as explained below. However, if you have your benefit rolled over to a section 403(b) tax-sheltered annuity, a governmental 457 plan, or a traditional IRA in a DIRECT ROLLOVER, your benefit will no longer be eligible for that special treatment. See the sections below entitled "Additional 10% Tax if You Are Under Age 59 1/2" and "Special Tax Treatment if You Were Born Before January 1, 1936".

III. Payment Paid To You

If your payment can be rolled over (see Part I above) and the payment is made to you in cash, it is subject to 20% federal income tax withholding on the taxable portion (state tax withholding may also apply). The payment is taxed in the year you receive it unless, within 60 days, you roll it over to an IRA or an eligible employer plan that accepts rollovers. If you do not roll it over, special tax rules may apply. "Qualified distributions" from a Roth account are not subject to taxation. Qualified distribution from a Roth account in a plan is a distribution made after a 5-taxable year participation period has been met and that is made on account of your attainment of age 59 1/2, death, or becoming disabled (as defined in Section 72(m)(7) of the Internal Revenue Code).

Mandatory Income Tax Withholding If any portion of your payment can be rolled over under Part 1 above and you do not elect to make a DIRECT ROLLOVER, the plan is required by law to withhold 20% of the taxable amount. This amount is sent to the IRS as federal income tax withholding. For example, if you can roll over a taxable payment of $10,000, only $8,000 will be paid to you because the plan must withhold $2,000 as income tax. However, when you prepare your income tax return for the year, unless you make a rollover within 60 days (see "Sixty-Day Rollover Option" below), you must report the full $10,000 as a taxable payment from the plan. You must report the $2,000 as tax withheld, and it will be credited against any income tax you owe for the year. There will be no income tax withholding if your payments for the year are less than $200.

Voluntary Income Tax Withholding If any portion of your payment is taxable but cannot be rolled over under Part I above, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. If you do nothing, an amount will be taken out of this portion of your payment for federal income tax withholding. To elect out of withholding, ask the Plan Administrator for the election form and related information.

Sixty-Day Rollover Option If you receive a payment that can be rolled over under Part I above, you can still decide to roll over all or part of it to an IRA or to an eligible employer plan that accepts rollovers from your plan account. If you decide to roll over, you *must contribute the amount of the payment you received to an IRA or eligible employer plan within 60 days after you receive the payment*. The portion of your payment that is rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan. If your rollover was from the plan's Roth account to a Roth IRA or Roth account in another eligible plan, it will be taxed when you take it out later unless it is a "qualified distribution".

You can roll over up to 100% of your payment that can be rolled over under Part I above, including an amount equal to the 20% of the taxable portion that was withheld. If you choose to roll over 100%, you must find other money within the 60-day period to contribute to the traditional IRA or the eligible employer plan, to replace the 20% that was withheld. On the other hand, if you roll over only the 80% of the taxable portion that you received, you will be taxed on the 20% that was withheld.

Example: The taxable portion of your payment (other than from a Roth account) that can be rolled over under Part I above is $10,000, and you choose to have it paid to you. You will receive $8,000, and $2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the $8,000, you may roll over the entire $10,000 to a traditional IRA or an eligible employer plan. To do this, you roll over the $8,000 you received from the plan, and you will have to find $2,000 from other sources (your savings, a loan, etc.). In this case, the entire $10,000 is not taxed until you take it out of the traditional IRA or an eligible employer plan. If you roll over the entire $10,000, when you file your income tax return you may get a refund of part or all of the $2,000 withheld. If, on the other hand, you roll over only $8,000, the $2,000 you did not roll over is taxed in the year it was withheld. When you file your income tax return, you may get a refund of part of the $2,000 withheld. (However, any refund is likely to be larger if you roll over the entire $10,000.)

Additional 10% Tax If You Are Under Age 59 1/2 If you receive a payment before you reach age 59 1/2 and you do not roll it over, then, in addition to the regular income tax, you may have to pay an extra tax equal to 10% of the taxable portion of the payment. The additional 10% tax generally does not apply to (1) payments that are paid after you separate from service with your employer during or after the year you reach age 55, (2) payments that are paid because you retire due to disability, (3) payments that are paid as equal (or almost equal) payments over your life or life expectancy (or your and your beneficiary's lives or life expectancies), (4) dividends paid with respect to stock by an employee stock ownership plan (ESOP) as described in Code section 404(k), (5) payments that are paid directly to the government to satisfy a federal tax levy, (6) payments that are paid to an alternate payee under a qualified domestic relations order, or (7) payments that do not exceed the amount of your deductible medical expenses. See IRS Form 5329 for more information on the additional 10% tax.

The additional 10% tax will not apply to distributions from a governmental 457 plan, except to the extent the distribution is attributable to an amount you rolled over to that plan (adjusted for investment returns) from another type of eligible employer plan or IRA. Any amount rolled over from the governmental 457 plan to another type of eligible employer plan or a traditional IRA will become subject to the additional 10% tax if it is distributed to you before you reach age 59 1/2, unless one of the exceptions applies.

Special Tax Treatment If You Were Born Before January 1, 1936 If you receive a payment from a plan qualified under section 401(a) or a section 403(a) annuity plan that can be rolled over under Part I and you do not roll it over to a traditional IRA or an eligible employer plan, the payment will be taxed in the year you receive it. However, if the payment qualifies as a"lump sum distribution", it may be eligible for special tax treatment. (See also "Employer Stock or Securities", below.) A lump sum distribution is a payment, within one year, of your entire balance under the plan (and certain other similar plans of the employer) that is payable to you after you have reached age 59 1/2 or because you have separated from service with your employer (or, in the case of a self-employed individual, after you have reached age 59 1/2 or have become disabled). For a payment to be treated as a lump sum distribution, you must have been a participant in the plan for at least five years before the year in which you received the distribution. The special tax treatment for lump sum distributions that may be available to you is described below.

Ten Year Averaging If you receive a lump sum distribution and you were born before January 1, 1936, you can make a one-time election to figure the tax on the payment by using "10-year averaging" (using 1986 tax rates). Ten-year averaging often reduces the tax you owe. (NOTE: 403(b) plans are not eligible for ten-year averaging.)

Capital Gain Treatment If you receive a lump sum distribution and you were born before January 1, 1936, and you were a participant in the plan before 1974, you may elect to have the part of your payment that is attributable to your pre-1974 participation in the plan taxed as long-term capital gain at a rate of 20%.

There are other limits on the special tax treatment for lump sum distributions. For example, you can generally elect this special tax treatment only once in your lifetime, and the election applies to all lump sum distributions that you receive in the same year. You may not elect this special tax treatment if you rolled amounts into this plan from a 403(b) tax-sheltered annuity contract, a governmental 457 plan or from an IRA not originally attributable to a qualified employer plan. If you have previously rolled over a distribution from the plan (or certain other similar plans of the employer), you cannot use this special averaging treatment for later payments from the plan. If you roll over your payment to a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, you will not be able to use special tax treatment for later payments from that IRA, plan, or annuity. Also, if you roll over only a portion of your payment to a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, this special tax treatment is not available for the rest of the payment. See IRS Form 4972 for additional information on lump sum distributions and how you elect the special tax treatment.

Employer Stock or Securities There is a special rule for a payment from the plan that includes employer stock (or other employer securities). To use this special rule, 1) the payment must qualify as a lump sum distribution, as described above, except that you do not need five years of plan participation, or 2) the employer stock included in the payment must be attributable to "after-tax" employee contributions, if any. Under this special rule, you may have the option of not paying tax on the "net unrealized appreciation" of the stock until you sell the stock. Net unrealized appreciation generally is the increase in the value of the employer stock while it was held by the plan. For example, if employer stock was contributed to your plan account when the stock was worth $1,000 but the stock was worth $1,200 when you received it, you would not have to pay tax on the $200 increase in value until you later sold the stock.

You may instead elect not to have the special rule apply to the net unrealized appreciation. In this case, your net unrealized appreciation will be taxed in the year you receive the stock, unless you roll over the stock. The stock can be rolled over to a traditional IRA or another eligible employer plan, either in a direct rollover or a rollover that you make yourself. Generally, you will no longer be able to use the special rule for net unrealized appreciation if you roll the stock over to a traditional IRA or another eligible employer plan.

If you receive only employer stock in a payment that can be rolled over, no amount will be withheld from the payment. If you receive cash or property other than employer stock, as well as employer stock, in a payment that can be rolled over, the 20% withholding amount will be based on the entire taxable amount paid to you (including the value of the employer stock determined by excluding the net unrealized appreciation). However, the amount withheld will be limited to cash or property (excluding employer stock) paid to you.

If you receive employer stock in a payment that qualifies as a lump sum distribution, the special tax treatment for lump sum distributions described above (such as 10-year averaging) also may apply. See IRS Form 4972 for additional information on these rules.

Repayment of Plan Loans If your employment ends and you have an outstanding loan from your plan, your employer may reduce (or "offset") your balance in the plan by the amount of the loan you have not repaid. The amount of your loan offset is generally treated as a distribution to you at the time of the offset and will be taxed unless you roll over an amount equal to the amount of your loan offset to another qualified employer plan or a traditional IRA within 60 days of the date of the offset. (If the loan offset is against your Roth account in the plan, the distribution is a non-qualified distribution and the earnings portion is subject to taxation at the time of the loan offset). If the amount of your loan offset is the only amount you receive or are treated as having received, no amount will be withheld from it. If you receive other payments of cash or property from the plan, the 20% withholding amount will be based on the entire amount paid to you, including the amount of the loan offset. The amount withheld will be limited to the amount of other cash or property paid to you (other than any employer securities). The amount of the defaulted plan loan that is a taxable deemed distribution cannot be rolled over.

IV. Surviving Spouses, Alternate Payees, And Other Beneficiaries

In general, the rules summarized above that apply to payments to employees also apply to payments to surviving spouses of employees and to spouses or former spouses who are "alternate payees". You are an alternate payee if your interest in the plan results from a "qualified domestic relations order," which is an order issued by a court, usually in connection with a divorce or legal separation.

If you are a surviving spouse or an alternate payee, you may choose to have a payment that can be rolled over, as described in Part I above, paid in a DIRECT ROLLOVER to a traditional IRA or to an eligible employer plan or paid to you. If you have the payment paid to you, you can keep it or roll it over yourself to a traditional IRA or to an eligible employer plan. Thus, you have the same choices as the employee.

If you are a beneficiary other than a surviving spouse or alternate payee, you can choose a direct trustee-to-trustee transfer to an IRA, if your plan allows, but you cannot roll over the payment yourself. The IRA is treated an an 'inherited IRA'.

If you are a surviving spouse, an alternate payee, or another beneficiary, your payment is generally not subject to the additional 10% tax described in Part III above, even if you are younger than age 59 1/2.

If you are a surviving spouse, an alternate payee, or another beneficiary, you may be able to use the special tax treatment for lump sum distributions and the special rule for payments that include employer stock, as described in Part III above. If you receive a payment because of the employee's death, you may be able to treat the payment as a lump sum distribution if the employee met the appropriate age requirements, whether or not the employee has had 5 years of participation in the plan.

How To Obtain Additional Information

This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. Therefore, you may want to consult with the Plan Administrator or a professional tax advisor before you take a payment of your benefits from your plan. Also, you can find more specific information on the tax treatment of payments from qualified employer plans in IRS Publication 575, Pension and Annuity Income, and IRS Publication 590, Individual Retirement Arrangements. These publications are available from your local IRS office, on the IRS's Internet Web site at www.irs.gov, or by calling 1-800-TAX-FORM.