

Retirement Account Distribution Form



Learn about taking distributions
from your retirement savings

ACCESSING YOUR RETIREMENT SAVINGS MONEY

Whether you are nearing retirement age, have separated from service or just encounter some unexpected expenses, we can help you access your hard-earned retirement dollars.

Frequently Asked Questions

Q

When Can I Withdraw Money From my Retirement Account?

A

Generally, you may take a distribution for any of the reasons listed below.

Age 59½: You may withdraw money once you reach this age, even if you are still working. This is contingent on plan document, please verify with administrator prior to selecting this option.

Separation From Service: When you leave your job, you are eligible to take a distribution from your retirement account. If you want to keep your money growing tax-deferred, you can roll over the distribution to another retirement account or an individual retirement account (IRA).

Retire before age 55 — eligible for Substantially Equal Periodic Payments (SEPP). Participants who have retired early (before age 55), but want access to their retirement account without penalty can do so using SEPP. This provision requires that you take a series of substantially equal periodic payments. The key is that once you start these payments they must continue for five years or until you reach 59½, whichever takes longer. If you start at age 58 you must continue until you are 63 (minimum 5 years).

Disability: You may request a distribution if you are totally and permanently disabled. You are responsible for justifying a disability distribution in an IRS inquiry.

Death: If you die, your beneficiary or the executor of your estate should contact ASPIre for information regarding distributions at death.

Plan Termination: In most cases, you may take a distribution if your plan is terminated. All distributions not directly rolled over are subject to immediate taxation. Consult your tax advisor concerning possible taxes and penalties.

Consulting a tax professional before accessing retirement savings money is highly recommended.

Q

What are the options for my Retirement Account when switching jobs or retiring?

A

- Take a cash distribution. Not all plans allow this option, so check with your Employer/Plan Administrator.
- Move the money into your new employer's retirement plan. Not all plans allow such transfers, so check with your Employer (former and present) and plan provider (former and present).
- Roll it into an IRA.
- Leave it where it is, especially if you like your investment choices. If the balance is below \$5,000 some employers require you to move the money. Check with your Employer.

For more detailed information refer to IRS Publication 571. You can obtain this document by calling 800.829.3676

Q

Under what circumstances may a hardship withdrawal be made?

A

This provision allows withdrawal of funds from certain Retirement Accounts if under severe financial distress. Verify with your Employer/Plan Administrator as to whether or not your specific account/plan allows for these withdrawals. The participant must have no other resources available. A hardship withdrawal may be made for:

- Un-reimbursed medical expenses of the participant or his/her spouse and dependents.
- Down payment on primary residence.
- Tuition and fees for higher education needs, and only for the next 12 months.
- Eviction or foreclosure on your primary residence
- Funeral expenses for you or an immediate family member
- Expenses for the repair of damage to your principal residence that would qualify for the casualty deduction

Hardship withdrawals are not exempt from an IRS 10% penalty. Furthermore, withdrawals are subject to ordinary income taxation in the year withdrawn. To qualify you must certify that you have no other recourse, including the possibility of taking a loan. You also are prohibited from contributing to a retirement account for the next six months. The IRS makes it tough to access money this way for a reason: they don't want you to use the retirement account as a form of short term savings. For exact details on your situation it is recommended that you contact both your vendor and a tax professional before proceeding.

Also, while the IRS permits withdrawals, it is allowable for a plan sponsors (the employer) to not permit them. The employer has some responsibility in making hardship withdrawals. The employer has to "OK" the hardship, based on written information provided by the employee as to the nature of the hardship. The employer has to determine, based on the facts, whether the employee has an "immediate and heavy financial need."

Q

What happens to my ASPire retirement savings money in the event of a divorce?

A

Distributions to an "alternate payee" will be permitted if pursuant to a qualified domestic relations order (QDRO). A QDRO is a decree, judgment or order that meets the qualification requirements of the Internal Revenue Code. Those requirements include:

- The order must have been issued under a state's community property or other domestic relations law,
- It must relate to the provision of alimony, child support or the property rights of a spouse, former spouse, child or other dependent (alternate payee),
- It must assign to the alternate payee the right to receive all or a portion of the participant's plan benefits, and
- It must clearly specify (1) the names and addresses of each alternate payee, (2) the amount or percentage of the participant's benefit to be paid to each alternate payee, (3) the period of time over which the order applies and (4) each plan to which the order applies.
- Plan Sponsor must submit a letter deeming the DRO to be qualified under the plan.

If a distribution is made to a spouse or former spouse under a QDRO, the distribution may be rolled into a qualified plan or IRA that the spouse or former spouse has. Distribution to any other alternate payee is not eligible for rollover.

Q

What happens to retirement account money in the event of death?

A

Death benefits to be paid under a retirement plan depend on when death occurs and who is the designated beneficiary on the plan.

The Internal Revenue Code states that distributions generally must be made from a retirement plan by the participants required beginning date, which is April 1 of the year following the year in which the participant attains age 70½. Different rules apply to death benefits depending on whether or not death occurs before the required beginning date. The following table briefly summarizes the death benefit requirements:

Designated Beneficiary	Employee's Death Occurring	
	Before Required Beginning Date	On or After Required Beginning Date
None	Entire account must be distributed by December 31 of the year containing the fifth anniversary of the employee's death.	The remaining account must be distributed over the employee's remaining life expectancy, determined using the single life expectancy table published by the IRS and the employee's age on their birthday in the year of death. In subsequent calendar years, the distribution period is reduced by one for each year that has elapsed since death.
Spouse (sole beneficiary)	<p>Distributions are to begin on or before the later of (a) the end of the year in which the employee would have attained age 70½ or (b) the end of the year following the employee's death.</p> <p>The account is to be distributed over the surviving spouse's life expectancy, determined using the single life expectancy table published by the IRS and the surviving spouse's age on their birthday during the applicable year.</p>	The remaining account must be distributed over the surviving spouse's life expectancy, determined using the single life expectancy table published by the IRS and the surviving spouse's age on their birthday the applicable year.
Non-spouse	Distributions are to begin by the end of the year following the year of the employee's death. Distributions are to be made over the beneficiary's life expectancy, using the single life expectancy table published by the IRS and the beneficiary's age on their birthday in the year after the employee's death. In subsequent calendar years, the distribution period is reduced by one for each year that has elapsed since death.	The remaining account must be distributed over the beneficiary's life expectancy, using the single life expectancy table published by the IRS and the beneficiary's age on their birthday in the year following the employee's death. In subsequent calendar years, the distribution period is reduced by one for each year that has elapsed since death.

The surviving spouse may elect to roll death benefits into his or her own IRA, after any required distributions are made for the year of the decedent participant's death. In order to make this election, the surviving spouse must be the sole beneficiary of the Retirement Account and have an unlimited right to withdraw amounts from the account.

Q

Are there rules when distributions must be taken?

A

Required Minimum Distributions (RMDs) are minimum amounts you must withdraw each year from most types of retirement accounts as mandated by the Internal Revenue Service (IRS). It is important to know that RMDs are not optional. These withdrawals are required, even if you don't need the money.

Once you reach age 70½, you must begin taking these withdrawals annually, though you can always withdraw more. The assets you withdraw generally qualify as income, and you must pay federal and sometimes state taxes on distributions (i.e., on the pretax contributions and earnings)

For other retirement accounts accounts, the rules are the same as with IRAs, with one exception. If you are still working at age 70½ and have a retirement account with your current employer, you may be able to delay distributions from that account only until April 1 of the year after you retire. RMDs for any other retirement accounts you have must begin by April 1 of the year after you turn 70½. If you don't take your RMD or you take too little, an IRS penalty equal to 50% of the amount not distributed may apply.

Q

If I qualify for a retirement account distribution, how will it be taxed?

A

If you receive a distribution and do not roll it over into another eligible retirement plan, it will be subject to federal and state income tax. If you receive a distribution before you reach age 59½, you also may have to pay a penalty tax equal to 10% of the taxable portion of your distribution. See the Special tax notice regarding retirement plan payments in this booklet for more information.

In most cases, the payments you receive, or that are made available to you from a retirement account are taxable in full as ordinary income. In general, the same tax rules apply to distribution from a retirement account that apply to distributions from other retirement plans. For more detailed information refer to IRS Publication 571. For your specific situation it's recommended that you consult a professional tax advisor.

Q

Is employer approval required before I can receive a distribution?

A

Your employer must approve any financial hardship withdrawal. Check with your employer to see if your plan requires employer approval for other types of distributions. If approval is needed, an authorized individual from your benefits office must sign the Retirement Account Distribution Request form.

Q

What is a Qualified Joint and Survivor Annuity (QJSA)?

A

A QJSA is when retirement benefits are paid as a life annuity (a series of payments, usually monthly, for life) to the participant and a survivor annuity over the life of the participant's surviving spouse (or a former spouse, child or dependent who must be treated as a surviving spouse under a QDRO) following the participant's death. The amount paid to the surviving spouse must be no less than 50% and no greater than 100% of the amount of the annuity paid during the participant's life. Alternatively, a participant who waives a QJSA may elect to have a qualified optional survivor annuity (QOSA). The amount paid to the surviving spouse under a QOSA is equal to the certain percentage (as chosen) of the amount of the annuity payable during the participant's life.

Q

Do I need to have my spouse's consent?

A

If you are married and your plan is subject to the joint and survivor annuity rules (QJSA), your spouse must sign the spouse's consent to waiver and it must be witnessed by a notary public or a plan representative.

Q

How do I know if my plan is subject to the Joint and Survivor Annuity rules (QJSA)?

A

Please refer to your retirement plan's Summary Plan Description for the normal and optional forms of distributions offered in the plan. You can also ask your employer or former employer for this information.

Retirement Account Distribution Request Checklist

A "Distribution Request Form" must be completed, signed and returned to the Plan Administrator to request a distribution from your Plan Account. Please review the accompanying "Special Tax Notice". Then, complete the "Distribution Request Form" based on the instructions provided below:

STEP 1 Participant Information - The Participant (or Beneficiary) must complete all information requested in this Section of the form. Exception: The last day worked is not required if the distribution request is for a Hardship Withdrawal.

STEP 2 Employer Information - All information in this section must be completed.

STEP 3 Triggering Event - The correct box should be checked to indicate the reason for the distribution. If the Participant's Beneficiary is completing the form due to the Participant's death, the Beneficiary should enter his or her own name, Social Security number and address in Section 1.

STEP 4 General Distribution Instructions - Please indicate the frequency and amount of the distribution request. Please Note: You must waive the 30 day "Special Tax Notice" in order to have your distribution processed sooner.

STEP 5 Required Minimum Distributions (RMD) - If you are taking required minimum distributions because you have attained age 70½ please provide instructions. Skip this section if RMD is not applicable.

STEP 6 Death Distribution(s) Information - Please review and complete all information in this section. Skip this section if Death Distribution is not applicable.

STEP 7 Equal Periodic Payments - Complete this section for establishing a series of substantially equal periodic payments. Skip this section if equal periodic payment elections is not applicable.

STEP 8 Payment Options - Select the payment option. Different requirements may be applicable depending on your payment instructions. Please review carefully.

STEP 9 Federal Income Tax Withholding - Indicate your tax withholding election. Please Note: All distributions are subject to 20% federal income tax withholding except for direct rollovers, asset transfers, required minimum distributions, return of excess contributions, financial hardship and some death distributions.

STEP 10 Signature & Acceptance - Signatures REQUIRED for the following:

- Participant
- Employer/Plan Administrator

Signature Guarantee **mandatory** on Participant Signature if check mailing instructions are to a third party address.

Please review the above before you submit your request. **Incomplete forms will not be processed and will be returned to the client.** Thank you,

ASpire Financial Services Team

Please mail the completed form and all required supporting documents to:

ASpire Financial Services
ATTN: Distributions Dept.
4010 Boy Scout Blvd, Suite 500
Tampa, FL 33607

Distribution Request Form

ACCOUNT #

401(k) 403(b) 457 IRA

STEP 1 Participant Information

<input type="text"/>			<input type="text"/>			<input type="text"/>			
First Name			Last Name			M.I.			
<input type="text"/>						<input type="text"/>			
Address (Street Address only. P.O. Boxes not accepted)						Apartment/Suite			
<input type="text"/>			<input type="text"/>			<input type="text"/>			
City			State			Zip			
<input type="text"/>		<input type="text"/>		<input type="text"/>					
Daytime Phone Number		Evening Phone Number		Email Address					
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Separation Date	Marital Status		Social Security Number					

STEP 2 Employer Information

<input type="text"/>						<input type="text"/>		
Employer Name						Plan ID Number		
<input type="text"/>						<input type="text"/>		
Employer Address						Suite/Bldg.		
<input type="text"/>			<input type="text"/>			<input type="text"/>		
City			State			Zip		
<input type="text"/>			<input type="text"/>			<input type="text"/>		
Contact Name			Title			Phone Number		

STEP 3 Triggering Event

We recommend that you speak with a tax or financial advisor regarding the consequences of this distribution. A distribution cannot be made from a retirement account except for the following reasons. (Check one.)

IMPORTANT NOTE: Effective 1/1/2009 all distributions will require an Employer/Plan Administrator signature in Step 11, if applicable.

- Normal** - Employee has reached age 59½ but is not yet taking required minimum distributions.
- Severance from Employment/Early Distribution, No Known Exception** - Employee has had a severance from employment with the employer who sponsors the plan.
Note: You may rollover your account to an IRA or an employer-sponsored retirement plan without incurring any tax liability, provided the distribution is otherwise eligible for rollover (e.g. not an installment distribution over a period of more than ten years; not the portion representing a required minimum distribution after age 70½.) If you are under age 55 and you take distributions from your account, and if the distributions are not rolled over, such distributions will be taxed as ordinary income and you may incur a 10% early distribution penalty.
- Severance from Employment/Early Distribution, Exception Applies** - Employee has had a severance from employment with the employer who sponsors the plan and has reached age 55.
Note: if you have reached age 55, distributions from your account if not rolled over, will be taxed as ordinary income and not incur an 10% early distribution penalty.
- Required Minimum Distribution** - Employee has reached the age of 70½ and is taking required minimum distributions. (Go to Step 5.)
- Financial Hardship** - The Employee has encountered a financial hardship.
Note: Financial hardship shall be determined by the Employer, (Effective January 1, 2009, ASPIre may request that the Employer certify factual information within its knowledge to confirm the existence of the Employee's financial hardship.) Hardship withdrawals shall be permitted only if the Employee has first made all available withdrawals and loans from all plans of the Employer and plans of entities related to the Employer in which he or she is a participant. To establish financial hardship, the Employee must demonstrate an immediate and heavy financial need, and the amount allowable as a hardship withdrawal shall not exceed the amount required to meet the immediate and heavy financial need which is not reasonably available from other resources of the Employee. ASPIre will report these distributions as a code 1 (early distributions) on the Form 1099-R. The Employee is responsible for filing a Form 5329 with the IRS to report such distributions in order to avoid the 10% penalty.
- Disability** - Employee has become disabled.
Note: The definition of disability within the plan document will be the criteria for determination. If no definition is present in such, disability is defined in the Internal Revenue Code as being unable to engage in any substantial gainful activity by reason of a medically determinable physical or mental impairment which can be expected to result in death or to be of long-continued and indefinite duration. By signing this Distribution Form, you certify that you meet the requirements for a disability distribution. A series of periodic distributions can not be requested if shares are subject to a contingent deferred sales charge.

- Death** - Employee has died. (Go to Step 6.)
- Qualified Domestic Relations Order (Divorce)** - Employee has been ordered by a court to transfer or distribute assets from the account to a current or former spouse or child of the Employee pursuant to a qualified domestic relations order. Please include a copy of the court order.
- Excess Contributions** - Employee has made elective deferral contributions to the account in excess of the annual elective deferral limit and needs to remove the excess contribution and investment earnings attributable to such contribution.
Note: Excess contributions are taxable for the year in which the contributions are made. Excess contributions may be distributed before April 15 of the year following the year in which the excess contributions are made. Excess contributions that are not distributed before such deadline may only be distributed when otherwise distributable (i.e., following death, disability, attainment of age 59½ or on the basis of hardship) and the distribution will be taxable.
- Termination of Employer's Retirement Plan**
- Transfer of Assets** - Employee is transferring the assets to another contract or custodial account not maintained by the Custodian.
Note: A letter of acceptance (or similar form) signed by the new custodian and a representation signed by the new custodian or employer that the new custodian is an approved vendor under the employer's plan or has obtained an employer information sharing agreement with the employer, necessary to comply with the applicable section of the Code and the final regulations promulgated there under, are required prior to the Custodian making any transfers.
- In-Service Withdrawal** - One of the following must apply to be eligible for an in-service withdrawal:
- Hardship**
 - Age 59½**
- Direct Rollover** - Depositor is rolling over assets into another retirement plan or Traditional IRA.
 One of the following must apply to be eligible to rollover or convert assets:
- Severance from Employment/Plan Termination**
 - Age 59½**
 - Death of Employee and spouse is the beneficiary.**
 - Other** _____
- Direct Conversion** - Depositor is rolling over assets into a Roth IRA.
- Purchase of Service Credits** - Employee using eligible retirement account monies to buy back service credit.

STEP 4 General Distribution Instructions

Frequency of distribution:

- One-time distribution - lump sum.
- I wish to establish a series of periodic distributions, to be paid out *(if applicable)*:
 Withdrawal Frequency (Select only one option below.)
 Monthly Quarterly Annually

Amount of distribution: (Check one)

- Distribute the entire account. Do not select this option if you elected to receive periodic distributions above.
- I have an outstanding loan and understand the outstanding loan balance (principal plus interest) will be deemed a distribution and ASPire will generate a Form 1099-R at the end of the year in the amount of the outstanding loan balance plus the amount of the distribution you are requesting at this time. By signing this form, you are agreeing to these terms and conditions.
- Distribute this dollar amount (*gross amount*): \$, .

Waiver of Waiting Period:

In accordance with Federal Regulations, your Benefit Distribution cannot be paid until at least 30 days after the date you receive a "Special Tax Notice". However, you have the right to waive this 30-day requirement in order to have your distribution processed sooner. Please check the appropriate box below:

- I wish to waive the 30-day waiting period.
- I do **not** wish to waive the 30-day waiting period.

STEP 5**Required Minimum Distributions**

If you are taking required minimum distributions (because you have retired from the employer maintaining the retirement plan and attained age 70½), you may calculate the amount required to be withdrawn from your account each year or ASPire can calculate the amount required to be withdrawn. This calculated amount will be taken annually on the 15th of October. If you fail to take a required minimum distribution in any tax year, the amount of the deficiency may be subject to a 50% excess accumulations tax imposed by the IRS. (Check all that apply.)

ASPire to recalculate annually:

I would like ASPire to recalculate my required minimum distribution and pay it out based on the following elections: **(If this method is selected, Proportionate is the only option available under Redemption Instructions.)**

Determine my required minimum distribution amount using the IRS Uniform Lifetime Table.

Determine my required minimum distribution amount using the IRS Joint Life Expectancy Table. (This option is only available if your spouse is and has been your sole primary beneficiary during the entire calendar year for which you are taking the distribution and he or she is more than ten years younger than you.)

My date of birth is: (mm/dd/yyyy)

/ /

My spouse's date of birth is: (mm/dd/yyyy)

/ /

If ASPire did not maintain your account at the close of last year, please provide your year end account balance, plus the amount of any rollovers or transfers into the account which were distributed from another plan in the prior year but not received into the account until the current year:

\$, .

Frequency of distribution:

One-time distribution.

I wish to establish a series of periodic distributions, to be paid out *(if applicable)*:

Withdrawal Frequency (Select only one option below.)

Monthly Quarterly Annually

Employee to recalculate annually:*

*** Note: The amount of your required minimum distribution will change each year, based on your account value at the end of the preceding year. You are responsible for re-calculating the amount of your required distribution for each year and providing ASPire with updated instructions, as necessary. The amount shown below will continue to be made to you on a monthly or quarterly basis until you instruct us otherwise.**

I have calculated the amount of my required minimum distribution and would like it paid out as follows:

Distribute the following dollar amount from the account: \$, .

Frequency:

One-time distribution.

Note: Once minimum distributions are required to begin, you may be required to receive a minimum distribution each year. The amount of the required distribution will change each year, based on your account value at the end of the preceding year. If you select this option, no other distributions will be made to you unless and until you instruct us otherwise.

I wish to establish a series of periodic distributions, to be paid out *(if applicable)*:

Withdrawal Frequency (Select only one option below.)

Monthly Quarterly Annually

STEP 6 Death Distribution(s) Information

- If the Employee dies on or before the April 1st following the year in which he/she attains age 70 ½ (the "Required Beginning Date"), before required minimum distributions have commenced, all assets remaining in the Employee's account must be distributed by the end of the fifth year following the Employee's death unless (i) the beneficiary is a natural person or qualifying trust designated by the Employee (a Designated Beneficiary) and required minimum distributions are taken beginning in the year following the year of the Employee's death (in which case, distributions must be made over the Designated Beneficiary's life expectancy), or (ii) the Employee has designated the Employee's spouse as beneficiary (in which case, distributions must be made over the spouse's life expectancy beginning no later than December 31 of the year in which the Employee would have attained age 70½).
- If the Employee dies after the Required Beginning Date the account will be distributed (i) if the Employee named a Designated Beneficiary, over the longer of the Employee's remaining life expectancy at death or the Designated Beneficiary's life expectancy, (ii) if the Employee named the Employee's spouse as the Designated Beneficiary, over the longer of the Employee's remaining life expectancy at death or spouse's life expectancy, (iii) If the Employee did not name a Designated Beneficiary, over the Employee's remaining life expectancy at death.
- If there are multiple Beneficiaries, each Beneficiary may make elections relative to his or her share of the account if separate accounts for each Beneficiary are established by December 31 of the year following the year of the Employee's death. Otherwise, distribution generally will be based on the life expectancy of the oldest beneficiary. Additional rules may apply. For more information on these rules, please see IRS Publication 590 or call ASPire.
- You may calculate the amount required to be withdrawn from your account or ASPire can calculate the amount required to be withdrawn. If a Beneficiary fails to take a required minimum distribution in any tax year, the amount of the deficiency may be subject to a 50% excess accumulation tax imposed by the IRS.

Additional Documentation Requirements and Instructions:

- Copy of a certified death certificate must be provided*
 - Letters of testamentary or a certified copy of the small estate affidavit must be provided IF no Beneficiary was designated by the Employee, and*
 - a.) the Employee's surviving spouse will be the Beneficiary OR
 - b.) the Employee was unmarried at the time of his or her death, and the Employee's estate is the Beneficiary
 - Each Beneficiary must submit a completed Distribution Form
 - The Distribution Form must be Signature guaranteed in Step 10
 - If a Beneficiary is requesting an immediate distribution of his or her entire interest in the account, he or she must submit a completed IRS Form W-9
 - If a Beneficiary is electing to maintain the account and distribute his or her interest over five years or over a life expectancy, the Beneficiary will contact ASPire to obtain the appropriate account application.
- *In lieu of providing certified documents the Beneficiary may provide a medallion signature guarantee in Step 10 of this distribution form.

Note: These are our minimum requirements, the plan document may have additional specifications or requirements.

Distribution instructions: (Complete Section I or II)

I. Beneficiary Annual Recalculation Election:

Note: The amount of your required minimum distribution will change each year, based on your account value at the end of the preceding year. You are responsible for re-calculating the amount of your required distribution for each year and providing ASPire with updated instructions, as necessary. The amount shown below will continue to be made to you on a monthly or quarterly basis until you instruct us otherwise.

- I would like to receive the following dollar amount from the account: \$, . I authorize and direct ASPire to reduce this amount as necessary to pay any applicable account maintenance fees, contingent deferred sales charges and federal income tax withholding. If you selected periodic distributions above, this will be the amount of each installment distribution. I understand this amount may be further reduced by any applicable redemption fees.
- Distribute the following dollar amount from the account: \$, . I understand that the amount of the distribution check that I receive will be reduced by any applicable account maintenance fees, redemption fees, contingent deferred sales charges and federal income tax withholding. If you selected periodic distributions, this will be the amount of each distribution.

Frequency:

- One-time distribution.
Note: You may be required to receive a minimum distribution each year. The amount of the required distribution will change each year, based on your account value at the end of the preceding year. If you select this option, no other distributions will be made to you unless and until you instruct us otherwise.
- I wish to establish a series of periodic distributions, to be paid out:
1. Withdrawal Frequency (Select only one option below.)
 Monthly Quarterly Annually
 2. Transactions should begin during the month of _____ (e.g., Jan, Feb, etc.)

II. ASPIre Annual Recalculation Method: (If this method is selected, Proportionate is the only option available under Redemption Instructions.)

I am the Designated Beneficiary of the account for purposes of calculating required distributions, and I would like ASPIre to calculate my required minimum distribution each year and pay it out based on the following information:

Check one:

I am the surviving spouse of the Employee. My date of birth is: (mm/dd/yyyy)

□□ / □□ / □□□□

I am not the surviving spouse of the Employee. My date of birth is: (mm/dd/yyyy)

□□ / □□ / □□□□

The beneficiary is a trust. If beneficiaries are named for the trust, and the owner died before his or her Required Beginning Date, proceeds distributed may be based on the eldest primary beneficiary's single life expectancy. If the Employee died after his or her Required Beginning Date, proceeds distributed may be based on the account owner or eldest primary beneficiary's single life expectancy.

The date of birth for the calculation is: (mm/dd/yyyy)

□□ / □□ / □□□□

The beneficiary is the Employee's Estate. Distributions may be based on the Employee's single life expectancy if the Employee died after his or her Required Beginning Date.

Frequency:

I wish to establish a series of periodic distributions, to be paid out:

1. Withdrawal Frequency (Select only one option below.)

Monthly Quarterly Annually

2. Transactions should begin during the month of _____ (e.g., Jan, Feb, etc.)

STEP 7 Equal Periodic Payments (Check either I or II below.)

I wish to establish a series of substantially equal periodic payments according to the following elections and based on the following information: **(The Employee, if younger than age 59½, must be separated from service in order to avoid the IRS 10% premature distribution penalty when choosing this option.)**

Note: ASPIre will report substantially equal periodic payment distributions as a code 1 (early distribution) on the Form 1099-R. The Employee is responsible for filing a Form 5329 with the IRS to report such distributions in order to avoid the 10% penalty.

I. **Required Minimum Distribution Method.** The payment for each year should be determined by dividing my account balance for that year by my life expectancy factor, utilizing the following life expectancy table: (If this method is selected, Proportionate is the only option available under Redemption Instructions.)

IRS Uniform Lifetime Table

IRS Single Life Expectancy Table

IRS Joint Life Expectancy Table

My eldest primary beneficiary's date of birth is: (Required only if you have elected to use the IRS Joint Life Expectancy Table.) (mm/dd/yyyy)

□□ / □□ / □□□□

II. **Fixed Amortization Method.** I have determined the payment for each year by amortizing in level amounts my account balance over a specified number of years utilizing one of the IRS life expectancy tables and a reasonable interest rate.

Fixed Annuitization Method. I have determined the payment for each year by dividing my account balance by an annuity factor that is the present value of an annuity of \$1 per year beginning at my age and continuing for the expectancy of my life or the joint lives of myself and my eldest primary beneficiary. The annuity factor is derived using the mortality table provided in IRS Revenue Ruling 2002-62.

I would like to receive the following dollar amount from the account: \$ □□□□ , □□□□ . □□□ I authorize and direct ASPIre to reduce this amount as necessary to pay any applicable account maintenance fees, contingent deferred sales charges and federal income tax withholding. If you selected periodic distributions above, this will be the amount of each installment distribution. I understand this amount may be further reduced by any applicable redemption fees.

Distribute the following dollar amount from the account: \$ □□□□ , □□□□ . □□□ I understand that the amount of the distribution check that I receive will be reduced by any applicable account maintenance fees, redemption fees, contingent deferred sales charges and federal income tax withholding. If you selected periodic distributions, this will be the amount of each distribution.

Frequency:

- I wish to establish a series of periodic distributions, to be paid out:
 1. Withdrawal Frequency (Select only one option below.)
 - Monthly Quarterly Annually (Not available for Class B or C shares.)
 2. Transactions should begin during the month of _____ (e.g., Jan, Feb, etc.)

STEP 8 Payment Options

By Check: **NOTE: Checks over \$50,000 will automatically be sent overnight and charged ASPIre's \$35 UPS Overnight Fee**

- For checks under \$50,000 you may elect to have it sent UPS overnight for a \$35 fee
- Make check payable to the Employee and mail to the Employee's address of record.**
- Make check payable to new custodian or plan trustee as a transfer or rollover per the attached letter of acceptance.**
- Mail check to third party address (Signature Guarantee required in Step 10)**

Make check payable to:

ATTN

Address

City

State

Zip

To Bank: **(NOTE: Verify that all account information is correct, if funds reject due to wrong account information you will be charged any applicable reject fees)**

- ACH Transfer to my bank account. (Allow 3-5 business days to receive your proceeds)**

Bank Name

Name(s) on Bank Account

Checking Savings
Account Type

Bank Address

City

State

Zip

Routing Number

Account Number

- Wire Transfer to my bank account. (Allow 3-5 business days to receive your proceeds) There is a \$35 wire fee for this option.**

Bank Name

Name(s) on Bank Account

Checking Savings
Account Type

Bank Address

City

State

Zip

Routing Number

Account Number

STEP 9**Federal Income Tax Withholding** (You must make an election if 20% mandatory withholding does not apply.)

All distributions are subject to 20% federal income tax withholding except for direct rollovers, asset transfers, required minimum distributions, return of excess contributions, financial hardship and some death distributions. Hardships and RMDs will be taxed at 10% unless indicated that no federal taxes should be withheld.

If 20% mandatory withholding does apply to your distribution, ASpire will automatically withhold this amount.

If 20% mandatory withholding does not apply to your distribution, 10% withholding will apply unless you indicate below a different percentage to withhold.

I do not want any federal income tax withheld from my distribution.

I want federal income tax withholding at a rate of %

Withholding will only apply to the portion of your distribution that is included in your income subject to federal income tax. Thus, for example, there will be no withholding on the return of your own nondeductible contributions. If you elect not to have withholding applied to your distributions, or if you do not have enough federal income tax withheld from your distributions, you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient.

Note: Distributions and withholding are taxable and may be subject to a 10% premature distribution penalty if you are under 59½ years of age unless an exception applies.

STEP 10**Waiver of Qualified Joint and Survivor Annuity** (if applicable, verify with administrator)**Participant's Election to Waive Qualified Joint and Survivor Annuity:**

As a participant in my employer's Qualified Retirement Plan, I acknowledge and understand that the benefits will be paid to me in the form of a Qualified Joint and Survivor Annuity unless I waive that form of payment. I understand that if I am married, my spouse must also consent to the waiver. I hereby elect to waive the Qualified Joint and Survivor form of payment.

▶ PARTICIPANT SIGNATURE

- -
Date (month | day | year)

Spousal Consent to Waiver of Qualified Joint and Survivor Annuity:

I am the spouse of the participant named above. I hereby consent to my spouse's election not to have benefits under his or her Plan paid in the form of a Qualified Joint and Survivor Annuity. I understand that by consenting to my spouse's waiver, I may be forfeiting benefits I would be entitled to receive when my spouse dies. I understand that I cannot revoke my consent unless my spouse revokes the above waiver.

▶ SPOUSAL CONSENT SIGNATURE

- -
Date (month | day | year)

Witness of Notary:

The signature of the spouse must be witnessed by a notary public.

Subscribed and sworn to me this _____ day of _____, 20____. My commission expires: _____

▶ WITNESS SIGNATURE

- -
Date (month | day | year)

STEP 11 Signature & Acceptance

PARTICIPANT SECTION

I hereby affirm that the information given is true and correct, and I authorize and direct the Custodian to make distributions according to the instructions provided on this form. In addition, by signing this form, I understand and acknowledge that (i) my employer may be required to execute any and all other documents, and to provide and/or share any and all other information, necessary to comply with the applicable section of the Code and the final regulations promulgated there under and (ii) there is the risk that if my employer and/or the plan is not in compliance with the applicable section of the Code and the final regulations promulgated there under that the distribution being made by ASPIre under this form may be considered a disqualifying event by the Internal Revenue Service and reportable by ASPIre Financial Services "ASPIre". I acknowledge I will be charged a Distribution Fee as per my account agreement. *PLEASE NOTE: Recurring scheduled distributions are \$10 per occurrence after the initial base fee.*

▶ PARTICIPANT SIGNATURE

□□-□□-□□□□
Date (month | day | year)

Each signature of shareholder must be guaranteed by a bank, broker-dealer, savings and loan association, credit union, national securities exchange or any other "eligible guarantor institution" as defined in rules adopted by the Securities and Exchange Commission. Signatures may also be guaranteed with a medallion stamp of the STAMP program or the NYSE Medallion Signature Program, provided that the amount of the transaction does not exceed the relevant surety coverage of the medallion. A signature guarantee may not be obtained through a notary public.

▶ AUTHORIZED SIGNATURE (STAMP AND TITLE)

□□-□□-□□□□
Date (month | day | year)

EMPLOYER/PLAN SPONSOR SECTION

IMPORTANT: Beginning on January 1, 2009, ASPIre Financial Services "ASPIre" may require the Employer to certify factual information within its knowledge as employer prior to making any distributions to the Employee (or the Beneficiary) from the Account. The information provided in connection with this request is true and accurate. The distribution directed is one that the Employee (or the Beneficiary) is permitted to receive. Furthermore, the individual signing this form on behalf of the employer referenced below hereby represents and warrants that he/she is duly authorized to execute this form on behalf of the employer and to legally bind the employer to the terms and conditions stated herein.

▶ EMPLOYER/PLAN SPONSOR SIGNATURE

□□-□□-□□□□
Date (month | day | year)

ADMINISTRATOR SECTION

IMPORTANT NOTE: This information must be provided for any distribution to be processed.

Date of hire:

□□/□□/□□□□

Years of Service:

□□

Vested Percentage:

□□□%

▶ ADMINISTRATOR SIGNATURE

□□-□□-□□□□
Date (month | day | year)

Securities and Advisory services offered through National Planning Corporation (NPC), Member FINRA/SIPC, a Registered Investment Advisor.

Zuk Financial Group and NPC are separate and unrelated companies.

Special tax notice regarding Retirement Plan payments

This notice explains how you can continue to defer federal income tax on your retirement savings in the ASPIre/MG Trust Plan and Custody Agreement (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 ASPIre/MG Trust (your “Payor”) because all or part of the payment that you will soon receive from the Plan may be eligible for rollover by you or your Payor to a traditional IRA or an eligible employer plan. A rollover is a payment by you or the Payor 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 Roth IRA, a SIMPLE-IRA or a Coverdell Education Savings Account (formerly known as an Education IRA). 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 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 Payor at 1-866-634-5873.

Summary of Notice

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 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, a SIMPLE-IRA or a Coverdell Education Savings Account because these are not traditional IRAs.

- The taxable portion of your payment will be taxed later when you take it out of the traditional IRA or the eligible employer plan. Depending on the type of plan, the later distribution may be subject to different tax treatment than it would be if you received a taxable distribution from this 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 Payor is required to withhold 20% of that amount and send it to the IRS as income tax 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 59½, 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 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 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 Payor.

Payments that can and cannot be rolled over

Payments from the Plan may be “eligible rollover distributions.” This means that they may be eligible to be rolled over to a traditional or Roth IRA 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 Payor should be able to tell you what portion of your payment is an eligible rollover distribution.

After-tax contributions

If you made 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 Payor 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.

(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) or a section 403(a) annuity plan 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 also can roll over after-tax contributions from a section 403(b) tax-sheltered annuity 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 Payor of this Plan 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.

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 10 years or more.

Required minimum payments

Beginning when you reach age 70½ 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.

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. Ask the Payor of this Plan if distribution of your loan qualifies for rollover treatment.

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

Direct rollover

A **direct rollover** is a direct payment of the amount of your Plan benefits to a traditional or Roth IRA 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 above. You are not subject to tax on any portion of your payment for which you choose a **direct rollover** until you later take it out of the traditional or Roth IRA or eligible employer plan. In addition, no income tax withholding is required for any taxable portion of your Plan benefits for which you choose a **direct rollover**. This 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

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).

Direct rollover to a Roth IRA

You can open a Roth IRA to receive a portion of your direct rollover, if you made Roth Deferral Contributions to your 403(b). The balance of your distribution can be rolled over to a traditional IRA and then transferred to a Roth IRA. If you choose to have your benefit transferred to a Roth IRA directly or through a traditional IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made to either a traditional and/or Roth IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish an IRA to receive the payment. However, in choosing an IRA you may wish to make sure that the IRA you choose will allow you to move all or part of your payment to another IRA at a later date, without penalties or other limitations. See IRS Publication 590, Individual Retirement Arrangements, for more information on IRAs (including limits on how often you can roll over between IRAs).

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 Payor 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 an IRA. If the employer plan accepts your rollover, the plan may provide restrictions on the circumstances under which you may later receive a distribution of the rollover amount or may require spousal consent to any subsequent distribution. Check with the Payor 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 an IRA receiving your direct rollover might be different than if you received your benefit in a taxable distribution directly from the Plan.

Payment paid to you

If your payment can be rolled over 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.

Mandatory income tax withholding

If any portion of your payment can be rolled over 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.

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"), 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, 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 Payor for the election form and related information.

Sixty-day rollover option

If you receive a payment that can be rolled over, you can still decide to roll over all or part of it to an IRA or to an eligible employer plan that accepts rollovers. If you decide to roll over, you must contribute the amount of the payment you received to a traditional 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.

You can roll over up to 100% of your payment that can be rolled over, 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 that can be rolled over 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 59½

If you receive a payment before you reach age 59½ 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 401(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 a governmental 457 plan to another type of eligible employer plan or to a traditional IRA will become subject to the additional 10% tax if it is distributed to you before you reach age 59½, unless one of the exceptions applies. The portion of your payment that is rolled over will not be subject to tax until you take it out of your IRA or the eligible employer plan.

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 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 an IRA within 60 days of the date of the 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 a defaulted plan loan that is a taxable deemed distribution cannot be rolled over.

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 beneficiary or an alternate payee, you may choose to have a payment that can be rolled over paid in a direct rollover to an 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 an IRA or to an eligible employer plan.

If you are a surviving spouse, an alternate payee or another beneficiary, your payment is generally not subject to the additional 10% tax, even if you are younger than age 59½.

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 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 Web site at irs.gov or by calling 1-800-TAX-FORM.