PENTEGRA
RETIREMENT SERVICES
PENTEGRA TRUST COMPANY

403(b) Required Minimum Distribution Request Form Checklist

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 (e.g. on the pretax contributions and earnings).

For 403(b) accounts, the rules are the same as for IRAs, with one exception. If you are still working at age 70½ and have a 403(b) 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 403(b) accounts you have must begin by April 1 of the year after you turn age 70½. 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. Note that this process is not automatic since RMDs can be taken from any one or more 403(b) accounts, if you have more than one 403(b) account.

Please complete the "403(b) Required Minimum Distribution Request Form" based on the instructions provided below:

STEP 1 Participant Information: The Participant must complete all information requested in this section of the form.

STEP 2 RMD Calculation: You may calculate the amount required to be withdrawn from your account each year, or Pentegra Trust Company can calculate the amount required to be withdrawn.

STEP 3 Income Tax Withholding - Indicate your tax withholding election. Please note: Pentegra Trust Company is required to withhold federal income taxes from the taxable portion of the distribution you receive from your 403(b) account equal to 10% of the distribution, unless you elect not to have withholding apply at the time of distribution.

STEP 4 Payment Options - Select the payment option. Different requirements may be applicable depending on your payment instructions. Please review carefully.

STEP 5 Signature & Acceptance - A signature guarantee is required if: the address of record has changed in the last 30 calendar days OR if the redemption request is: greater than $5,000, made payable to someone other than the Participant, electronically deposited to a bank account that is not titled identically to the name of the Participant or being mailed to an address other than the address of record.

Please review the above before you submit your distribution request form. Fax or mail the completed 403(b) Required Minimum Distribution Request form to:

Pentegra Trust Company
c/o ASPire
ATTN: Distributions
4010 Boy Scout Boulevard, Suite 450
Tampa, FL 33607
Fax: 813.425.9790

For Client Services, please contact 866.634.5873.

Thank you,
Pentegra Trust Company

PENTEGRA
RETIREMENT SERVICES
PENTEGRA TRUST COMPANY

403(b) Required Minimum Distribution Request Form

STEP 1	Participant Information

First Name
Last Name
M.I.

Address (Street Address only. P.O. Box not accepted)
Apartment/Suite

City
State
Zip

Daytime Phone Number
Evening Phone Number
* Email Address

Social Security Number
❒ Single ❒ Married
Marital Status
Date of Birth *(month/day/year)*

Employer Name / Plan Name
Participant Account #

* By providing your email address, you consent to receiving notifications regarding your transaction via email. If no email is provided communication will be sent via USPS.

STEP 2	RMD Calculation

If you are taking required minimum distributions (because you have retired from the employer maintaining the Section 403(b) plan and attained age 70 ½), Pentegra Trust Company can calculate the amount required to be withdrawn or you may calculate the amount required to be withdrawn from your account each year. 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, below.)

Pentegra Trust Company to calculate annually:

❒ I would like Pentegra Trust Company to calculate my required minimum distribution using the IRS Uniform Lifetime Table.

❒ Check to determine 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: ____________________*(month/day/year)*

My spouse's date of birth is: __________________________*(month/day/year)*

If Pentegra Trust Company 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 single sum distribution (gross amount).
Note: If you select this option, no other distribution will be made to you. You must complete and submit a new RMD form each year.

❒ I wish to establish RMD installment distributions of proportionate shares of the RMD amount:

Withdrawal Frequency (Select only one option below.)

❒ **Monthly** Installment Distributions, beginning with the month of __________,20__

❒ **Quarterly** Installment Distributions, beginning:

❒ March, 20___ ❒ June, 20___ ❒ September, 20___ ❒ December 20___

❒ **Annual** Installment Distributions, paid in the month of _________________ beginning in 20____

Installment Distributions are processed on or around the 15th day of applicable months.
Quarterly Installment Distributions are processed in March, June, September and December.
Annual Installment Distributions are processed in October if no other month is indicated.

STEP 2	RMD Calculation *continued…*

❒ **Participant 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 Pentegra Trust Company with a new RMD form with updated instructions, as necessary.**

Frequency of distribution:

❒ One-time single sum distribution of $______________________(gross)
Note: If you select this option, no other distribution will be made to you. You must complete and submit a new RMD form each year.

❒ I wish to establish RMD installment distributions of proportionate shares of the RMD amount:
Note: If you select this option, the designated amount will continue to be paid to you in the specified frequency until you instruct Pentegra Trust Company otherwise.

Withdrawal Frequency (Select only one option below.)

❒ **Monthly** Installment Distributions of $_________(gross) each month, beginning with the month of __________,20__

❒ **Quarterly** Installment Distributions of $________________(gross) each quarter, beginning:

❒ March, 20___ ❒ June, 20___ ❒ September, 20___ ❒ December 20___

❒ **Annual** Installment Distributions of $_______(gross) each year, paid in the month of ________ beginning in 20____

Installment Distributions are processed on or around the 15th day of applicable months.
Quarterly Installment Distributions are processed in March, June, September and December.
Annual Installment Distributions are processed in October if no other month is indicated.

STEP 3	Income Tax Withholding

Pentegra Trust Company is required to withhold federal income taxes from the taxable portion of the distribution you receive from your 403(b) equal to 10% of the distribution unless you elect not to have withholding apply at the time of distribution.

Federal Tax Withholding

❒ 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 after-tax and Roth 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.

State Tax Withholding

The taxable portion of this payment may also be subject to state income tax withholding. If you do not make an election below, state income taxes will automatically be withheld if required by your state's law. **Note**: If state income taxes are not withheld, you are liable for payment of state income tax on this distribution. If your payment of estimated tax withholding is not adequate, the unpaid portion may also be subject to tax penalties under the estimated tax payment rules in certain states.

❒ I **do not** want any state income tax withheld from my distribution (Allowed only for states with optional withholding.)

❒ I want state income tax withholding at a rate of _____________ %. (Amount cannot be less than minimum required by state for states that require withholding.)

*** Check if your state requires mandatory state withholding.**

STEP 4	Payment Options

By Check:

❐ Send check via overnight mail. A fee of $35 applies.

❐ Make check payable to the Participant and mail to the Participant's address of record.

❐ Mail check to a third party address. (Signature Guarantee required in Step 5.)

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 deposit account.** ❐ **Wire Transfer (*There is a $35 wire fee for this option)***

(Allow 3-5 business days to receive your proceeds.)

Bank Name

Name(s) on Deposit Account (Participant's name must be on deposit account)

Further Credit | FBO Account Name

Bank Address

City | State | Zip

9-Digit Routing Number/ABA# | Deposit to Account Number

Account Type: ❐ Checking ❐ Savings

STEP 5	Signature & Acceptance

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. I acknowledge I will not be charged a Distribution Fee for cash distribution.

➢ PARTICIPANT SIGNATURE

DATE (MONTH / DAY / YEAR)

Signature Guarantee: **A signature guarantee is required if: the address of record has changed in the last 30 calendar days OR if the redemption request is: greater than $5,000, made payable to someone other than the Participant, electronically deposited to a bank account that is not titled identically to the name of the Participant or being mailed to an address other than the address of record.** To obtain a signature guarantee, the Participant must sign this form and have it signature guaranteed. Signature guarantee must be performed 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 notarization from a notary public **does not** meet signature guarantee requirements.

➢ AUTHORIZED SIGNATURE (STAMP AND TITLE)

DATE (MONTH / DAY / YEAR)

Please fax or mail the completed form and all required supporting documents to:
Pentegra Trust Company
c/o ASPire
ATTN: Distributions
4010 Boy Scout Blvd, Suite 450
Tampa, FL 33607
Fax Number: 813.425.9790
For Client Services, please contact 866.634.5873.

Special tax notice regarding 403(b) plan payments

This notice explains how you can continue to defer federal income tax on your retirement savings in the Pentegra Trust Company Custodial Account Agreement and contains important information you will need before you decide how to receive your 403(b) Plan ("Plan") benefits.

This notice is provided to you by Pentegra Trust Company (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 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 you 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.