

**Principal Trust Company**

A member of



Mailing Address:  
 P.O. Box 8963  
 Wilmington, DE 19899-8963  
 800-209-9010 Fax: 302-999-9554  
 TRSPProcessing@principaltrust.com

**403(b)(7)**  
**Distribution Request Form**

Account Executive's Name:	Phone Number:	Fax Number:
---------------------------	---------------	-------------

**I. Employee Information (Please print or type)**

Employee Name			
Employee Address	City	State	ZIP Code
Investment Firm and Account Number	Social Security Number		
E-Mail Address	Daytime Phone Number	Fax Number	
<input type="checkbox"/> I am a U.S. Person (This includes a resident alien of the United States.) <input type="checkbox"/> I am not a U.S. Person (Note: Please complete and submit the appropriate version of IRS Form W-8BEN when returning this form.) For more information, refer to Internal Revenue Service (IRS) Publications 515 and 519.			

**II. Notice for Employees Over Age 70 ½**

There is a minimum distribution requirement upon attainment of age 70½ unless you are still working for the employer that sponsors your 403(b) Plan. The IRS may impose a severe penalty for failure to take a minimum payment. The required minimum distribution (RMD) is not eligible for rollover and must be withdrawn prior to a direct rollover of your account. A RMD withdrawal request must be submitted on the RMD Form. Please check a box below if you are over age 70½ and rolling assets from your 403(b):

<input type="checkbox"/> I certify that I have taken my RMD prior to this rollover of assets. <input type="checkbox"/> I am still working for my employer and an RMD is not required. <input type="checkbox"/> I have included a RMD Form for payment prior to this rollover of assets.
---

**III. Distribution Event (Select One)**

<input type="checkbox"/> Severance from Employment <input type="checkbox"/> Over Age 59 ½ <input type="checkbox"/> Disability <input type="checkbox"/> Plan Termination <input type="checkbox"/> Divorce <input type="checkbox"/> Death	Employee is separated from service of the employer. Employee has attained age 59 ½. As defined by Internal Revenue Code Section 72(m)(7). Requires social security certification. Termination of employer's 403(b) Plan. Enclose Qualified Domestic Relations Order (QDRO) with letter of instruction from former spouse including social security number, date of birth, and address and a letter of instruction from the Employer that the order is qualified. Beneficiary of deceased account holder completes form. Certified copy of death certificate with raised seal and beneficiary's social security number, address, and date of birth are required. If beneficiary is an estate, letters of testamentary/administration and tax id for the estate are required. If beneficiary is a trust, copy of trust document and tax id for the trust is required.
--	--

**IV. Method of Payment (Select one from Type and Method)**

Type	Method
<input type="checkbox"/> Total Distribution (Entire Balance of Account)	<input type="checkbox"/> In-Cash (liquidate assets)
<input type="checkbox"/> Partial Distribution of \$ _____	<input type="checkbox"/> In-Kind (reregister assets/certificate form)
	<input type="checkbox"/> Journal (reregister/transfer within same investment firm)

**V. Payment Election**

I elect my distribution to be paid in the following manner:

Cash Distribution       Direct Rollover to an IRA or Qualified Plan       Direct Rollover to a Roth IRA

**VI. Tax Withholding Information****FEDERAL TAX WITHHOLDING FOR CASH DISTRIBUTIONS****REQUIRED**

Principal Trust Company is required to withhold 20% for federal taxes on the taxable portion of distributions that are eligible for rollover but paid in cash from your 403(b)(7) account. You cannot elect out of this withholding.

**ADDITIONAL (select if you wish to have additional withholding)**

10% Early Withdrawal – This applies to early withdrawals of retirement funds. If you are older than 59 ½, disabled or age 55 when you separated from service, or the payment is due to death or a QDRO you are exempt from the 10% additional tax.

In addition to the required 20% Federal and the 10% early withdrawal (if indicated above), I would like to withhold additional federal taxes of \_\_\_\_\_ (indicate a % or dollar amount).

**STATE TAX WITHHOLDING**

If you live in a state that requires state tax withholding that amount may also be deducted. The address and state you use on this form will be used as your state of residence to determine whether state taxes apply unless you tell us otherwise.

**FEDERAL TAX WITHHOLDING FOR A DIRECT ROLLOVER TO A ROTH IRA**

Federal taxes will be withheld on your pre-tax contributions rolling to a Roth IRA if indicated below. If you have after-tax contributions please contact us.

\_\_\_\_\_ % Federal withholding on rollover to Roth IRA

**VII. Payment Information**

All distributions will be issued to the Employee and mailed to the address in Section I unless directed in this section.

**Make Check Payable and Issue to:** Financial Institution, Qualified Retirement Plan, or Personal Account Information

Name of Financial Institution

Mailing Address

City

State

ZIP Code

Account or Identification Number

Name of Contact at Financial Institution

Phone No

### VIII. Employee Signature and Acknowledgements

I certify that I am eligible for a distribution as elected in Section III and in accordance with the terms of my Employer's 403(b) Plan.

By electing this withdrawal, I understand benefits due to me or my survivors will be reduced by this withdrawal. I understand the tax consequences of this election and consulted a tax advisor, if necessary. I certify the information I provide on this form is accurate and complete. This election cancels any prior election I made under the plan.

I have received a written explanation of the special tax rules for distributions eligible for rollover treatment as described in §402(f) of the code ("§402(f) Notice"). I have reviewed the notice and understand the information provided.

Federal tax law requires a payment cannot be made any sooner than 30 days, nor later than 180 days after I receive the §402(f) Notice. However, my signature below is an affirmative election for the distribution option chosen on this election form and reduces the 30-day waiting period to 7 days as allowed by law. *I understand if 180 days has passed since I received the §402(f) Notice, I should request another copy to restart the time limit described above.*

I certify that I received the §402(f) Notice on the date I signed this form, unless I enter a different date here:

\_\_\_/\_\_\_/\_\_\_ (Date I received the §402(f) Notice)

Employee's Signature

Date

### IX. Employer Information and Signature

The Employer is responsible for providing the information requested below.

**NOTE:** Please contact us if the Employee is taking a distribution of after-tax dollars. Additional information may be required to process the request.

Employer Name

Phone Number

Fax Number

Employee's Date of Severance

Is this Employee entitled to any future contributions?

Yes Contribution Date \_\_\_/\_\_\_/\_\_\_

No

I certify the above information is true and correct. I authorize Delaware Charter Guarantee & Trust Company d/b/a Principal Trust Company to make a distribution to this Employee of the current account balance, plus future benefits that may be credited to the Employee's account, according to the terms of our plan.

Employer Name (Print Name)

Title

Employer Signature

Date

## Principal Trust Company

A member of



Mailing Address:  
P.O. Box 8963  
Wilmington, DE 19899-8963  
800-209-9010 Fax: 302-999-9554  
TRSPProcessing@principaltrust.com

## Special Tax Rules for your Benefit Payment

### YOUR ROLLOVER OPTIONS

You are receiving this notice because all or a portion of a payment you are receiving from the plan may be eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do such a rollover.

**This notice describes the rollover rules that apply to payments from the plan that are not from a designated Roth account (a type of account with special rules in some employer plans). If you also receive a payment from a designated Roth account in the plan, please contact us to receive a different notice with respect to that payment.**

Rules that apply to most payments from a plan are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

If you have additional questions after reading this notice contact your plan administrator or Principal Trust Company at 1-800-209-9010, 8 a.m. - 6 p.m. Monday – Friday (Eastern Time).

### GENERAL INFORMATION ABOUT ROLLOVERS

#### Part I. – How can a rollover affect my taxes?

You will be taxed on a payment from the plan if you do not roll it over. If you are under age 59 ½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (unless an exception applies). However, if you do a rollover, you will not have to pay tax until you receive payments later and the 10% additional income tax will not apply if those payments are made after you are age 59 ½ (or if an exception applies).

#### Part II. – Where may I roll over the payment?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified plan, section 403(b) plan, or governmental 457(b) plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, no spousal consent rules apply to IRAs and IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

#### Part III. – How do I do a rollover?

There are two ways to do a rollover. You can do either a direct rollover or a 60-day rollover.

*If you do a direct rollover*, the plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

*If you do not do a direct rollover*, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. You will have 60 days after you receive the payment to make the deposit. If you do not do a direct rollover, the plan is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59 ½ (unless an exception applies).

#### Part IV. – How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Required minimum distributions after age 70 ½ (or after death)
- Hardship distributions
- ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends)
- Cost of life insurance paid by the plan
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment

- Amounts treated as distributed because of a prohibited allocation of S corporation stock under an ESOP (also, there will generally be adverse tax consequences if you roll over a distribution of S corporation stock to an IRA)

The plan administrator can tell you what portion of a payment is eligible for rollover or you may call Principal Trust Company at 1-800-209-9010, 8 a.m. – 6 p.m. Monday – Friday (Eastern Time).

**Part V. – If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?**

If you are under age 59 1/2, you will have to pay the 10% additional income tax on early distributions for any payment from the plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from the plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Payments made due to disability
- Payments after your death
- Payments of ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Cost of life insurance paid by the plan
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO)
- Payments up to the amount of your deductible medical expenses
- Certain payments made while you are on active duty if you were a member of a reserve component called to active duty after September 11, 2001 for more than 179 days
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution

**Part VI. – If I do a rollover to an IRA, will the 10% additional income tax apply to early distributions from my IRA?**

If you receive a payment from an IRA when you are under age 59 1/2, you will have to pay the 10% additional

income tax on early distributions from the IRA, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- There is no exception for payments after separation from service that are made after age 55
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse)
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to \$10,000 used in a qualified first-time home purchase, (3) payments after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status)

**Part VII. – Will I owe state income taxes?**

This notice does not describe any State or local income tax rules (including withholding rules).

**SPECIAL RULES AND OPTIONS**

**Part I. – If your payment includes after-tax contributions**

After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is generally included in the payment. If you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amounts paid from the plan, taxable amounts are considered to be the first amounts rolled over. If you do a 60-day rollover to an IRA of only a portion of the payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a complete distribution of your benefit which totals \$12,000, of which \$2,000 is after-tax contributions. In this case, if you roll over \$10,000 to an IRA in a 60-day rollover, no amount

is taxable because the \$2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for the after-tax contributions and is not a governmental section 457(b) plan). You can do a 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

#### **Part II. – If you miss the 60-day rollover deadline**

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. To apply for a waiver, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590, Individual Retirement Arrangements (IRAs).

#### **Part III. – If your payment includes employer stock that you do not roll over**

If you do not do a rollover, you can apply a special rule to payments of employer stock (or other employer securities) that are either attributable to after-tax contributions or paid in a lump sum after separation from service (or after age 59 1/2, disability or the participant's death). Under the special rule, the net unrealized appreciation on the stock will not be taxed when distributed from the plan and will be taxed at capital gain rates when you sell the stock. Net unrealized appreciation is generally the increase in the value of the employer stock after it was acquired by the plan. If you do a rollover of a payment that includes employer stock (for example, by selling the stock and rolling over the proceeds within 60 days of the payment), the special rule relating to the distributed employer stock will not apply to any subsequent payments from the IRA or employer plan. The plan administrator can tell you the amount of any net unrealized appreciation.

#### **Part IV. – If you have an outstanding loan that is being offset**

If you have an outstanding loan from the plan, your plan benefit may be offset by the amount of the loan, typically when your employment ends. The loan offset amount is treated as a distribution to you at the time of the offset and will be taxed (including the 10% additional income tax on early distributions, unless an exception applies) unless you do a 60-day rollover in the amount of the loan offset to an IRA or employer plan.

#### **Part V. – If you were born on or before January 1, 1936**

If you were born on or before January 1, 1936 and receive a lump sum distribution that you do not roll over,

special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, Pension and Annuity Income.

#### **Part VI. – If you are an eligible retired public safety officer and your pension payment is used to pay for health coverage or qualified long-term care insurance**

If the plan is a governmental plan, you retired as a public safety officer, and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income plan payments paid directly as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of \$3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

#### **Part VII. – If you roll over your payment to a Roth IRA**

You can roll over a payment from the plan made before January 1, 2010 to a Roth IRA only if your modified adjusted gross income is not more than \$100,000 for the year the payment is made to you and, if married, you file a joint return. These limitations do not apply to payments made to you from the plan after 2009. If you wish to roll over the payment to a Roth IRA, but you are not eligible to do a rollover to a Roth IRA until after 2009, you can do a rollover to a traditional IRA and then, after 2009, elect to convert the traditional IRA to a Roth IRA.

If you roll over the payment to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. However, the 10% additional income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within 5 years, counting from January 1 of the year of the rollover). For payments from the plan during 2010 that are rolled over to a Roth IRA, the taxable amount can be spread over a 2-year period starting in 2011.

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are 59 1/2 (or after your death or disability, or as a qualified first-time homebuyer distribution of up to \$10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information see IRS Publication 590, Individual Retirement Arrangements (IRAs).

## Part VIII. – If you are not a plan participant

Payments after death of the participant. If you receive a distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "If you were born on or before January 1, 1936" applies only if the participant was born on or before January 1, 1936.

**If you are a surviving spouse.** If you receive a payment from the plan as the surviving spouse of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to an IRA, you may treat the IRA as your own or as an inherited IRA.

An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59 ½ will be subject to the 10% additional income tax on early distributions (unless an exception applies) and required minimum distributions from your IRA do not have to start until after you are age 70 ½.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70 ½.

**If you are a surviving beneficiary other than a spouse.** If you receive a payment from the plan because of the participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited IRA. (Note: this option may not be available in the plan until the 2010 plan year). Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

Payments under a qualified domestic relations order. If you are the spouse or former spouse of the participant who receives a payment from the plan under a qualified domestic relations order (QDRO), you generally have the same options the participant would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). Payments under the QDRO will not be subject to the 10% additional income tax on early distributions.

## Part IX. – If you are a nonresident alien

If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover) you may request an income tax refund by filing form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information see also IRS Publication 519, U.S. Tax Guide for Aliens, and IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

## Part X. – Other special rules

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year are less than \$200, the plan is not required to allow you to do a direct rollover and is not required to withhold federal income taxes. However, you may do a 60-day rollover.

Unless you elect otherwise, a mandatory cashout of more than \$1,000 will be directly rolled over to an IRA chosen by the plan administrator. A mandatory cashout is a payment from the plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed \$5,000 (or such lower amount stated in the plan) not including any amounts held under the plan as a result of a prior rollover made to the plan.

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, Armed Forces' Tax Guide.

## FOR MORE INFORMATION

You may wish to consult with the plan administrator or a professional tax advisor before taking a payment from the plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, Pension and Annuity Income; IRS Publication 590, Individual Retirement Arrangements (IRAs); and IRS Publication 571, Tax-Sheltered Annuity Plans (403(b) Plans). These publications are available from a local IRS office, or on the web at [www.irs.gov](http://www.irs.gov), or by calling 1-800-TAX-FORM.