

# Hardship Withdrawal Request 401(k) Plan

## Cornell-Hart Pension Plan

337773-01

### When would I use this form?

#### **When I am requesting a withdrawal due to a Hardship.**

- Please note that this withdrawal request may be subject to an administrative review period prior to processing and the investments in your account will not be sold until the withdrawal is processed. The administrative review period may take several business days. Note that your investments may fluctuate with market performance so you may want to redirect or diversify those investments prior to making a withdrawal request. If you initiate a fund transfer during the administrative review period, it may delay the processing of your withdrawal. If you want to make changes to the investments in your account prior to withdrawal, please contact Service Provider or access your account online.

#### **I should not use this form:**

- If I have not taken all of my other withdrawal options under the plan. To find out if I am eligible, see the Additional Information below for website information or to contact Service Provider. After I have taken all other eligible withdrawals, I may submit a hardship request for any remaining amount of my hardship need.
- If I have separated from employment with the employer/company sponsoring this Plan, I should use the Separation from Employment Withdrawal Request.
- If this account was transferred to me due to death, I should use the Death Benefit Claim Request.
- If this account was transferred to me due to divorce, I should use the Alternate Payee QDRO Distribution Request.

#### **Additional Information**

- By logging into my account on the website at [empowermyretirement.com](http://empowermyretirement.com), I may track the status of this withdrawal request.
- For assistance completing this hardship form, call us at 1-866-442-3888.
- Return Instructions for this form are in Section H.
- Use black or blue ink when completing this form.

## A What is my personal information?

(Continue to the next section after completing.)

Account extension, if applicable, identifies a participant with multiple accounts.

Account Extension

U.S. Social Security/U.S. Taxpayer Identification Number  
(Must provide all 9 digits)

\_\_\_\_ / \_\_\_\_ /

Last Name

First Name

M.I.

(The name provided MUST match the name on file with Service Provider.)

Date of Birth (mm/dd/yyyy) **Required**

Married  Unmarried

(\_\_\_\_)

Daytime Phone Number

(\_\_\_\_)

Alternate Phone Number

Mailing Address on My Account

City State Zip Code

- I have confirmed the address on my account by accessing my account online at [empowermyretirement.com](http://empowermyretirement.com). If the address on my account does not match the address provided above, there will be processing delays.
- If I require an address change, I must update my address with my employer who will then need to update the address Service Provider has on file.
- Once the address is updated, I may submit this form with my new address entered above.

By providing my mobile number and/or my email address below, I am consenting to receive text messages and/or emails related to this request.

(\_\_\_\_)

Mobile Phone Number - Standard data fees and text messaging rates may apply based on my carrier.

Email Address

#### **Select One (Required):**



- I am a U.S. Citizen or U.S. Resident Alien.
- I am a Non-Resident Alien or Other. (Complete 'Non-Resident Alien or Other Certification' section.)

**Required** - Provide Country of Residence: \_\_\_\_\_

## B What is my reason for this Hardship withdrawal?

(Continue to the next section after completing.)

#### Medical Care

Expenses for (or necessary to obtain) medical care deductible under Internal Revenue Code ("IRC") §213(d) for myself, spouse, named primary beneficiary or dependents determined without regard to whether the expenses exceed 7.5% of adjusted gross income.

Last Name

First Name

M.I.

U.S. Social Security Number

Number

<b>B</b> <b>What is my reason for this Hardship withdrawal?</b>		(Continue to the next section after completing.)
<p><input type="checkbox"/> <b>Principal Residence</b> Costs directly related to the purchase of my principal residence (not including mortgage payments).</p> <p><input type="checkbox"/> <b>Eviction or Foreclosure</b> To prevent eviction from my principal residence or foreclosure on the mortgage of my principal residence. I certify that there are no legal proceedings that can prevent foreclosure or eviction.</p> <p><input type="checkbox"/> <b>Tuition</b> Payment of tuition, related educational fees, and room and board expenses for up to the next twelve months of post secondary education for myself, spouse, children, named primary beneficiary or dependents as defined in IRC §152 (without regard to IRC 152(b)(1), (b)(2) and (d)(1)(B)).</p> <p><input type="checkbox"/> <b>Funeral Expenses</b> Payments for burial or funeral expenses for my deceased parent, spouse, children, named primary beneficiary or dependent (as defined in IRC §152 without regard to IRC 152(d)(1)(B)).</p> <p><input type="checkbox"/> <b>Principal Residence Repair</b> Expenses for repair of damage to my principal residence that would qualify for the casualty deduction as defined in IRC §165 (determined without regard to IRC 165(h)(5) and whether the loss exceeds 10% of my adjusted gross income).</p> <p><input type="checkbox"/> <b>Expenses and Losses Incurred on the Account of a Federally Declared Disaster</b> Expenses and losses (including loss of income) incurred on account of a federally declared disaster, provided my principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.</p>		
<b>C</b> <b>What amount am I requesting for my Hardship withdrawal?</b>		(Continue to the next section after completing.)
<p>Total cost of the event(s) causing hardship: \$ _____ <input type="checkbox"/> Net Amount Contribution Source: _____</p> <ul style="list-style-type: none"> <li>Amount of the withdrawal request cannot exceed the amount of the hardship.</li> </ul> <p>If I check the Net Amount box, the amount written on the line, is the amount I will receive after applicable income taxes and fees (<i>not including any delivery charges</i>) are withheld.</p> <ul style="list-style-type: none"> <li>For example: If the amount I am requesting is \$10,000.00, and my total tax/fee withholding is \$1,500.00, the total amount taken from my account will be \$11,500.00, resulting in a payment of \$10,000.00 to me.</li> </ul> <p>If I do not check the Net Amount box, the amount I will receive will be less than the amount requested after applicable income taxes and fees (<i>not including any delivery charges</i>) are withheld.</p> <ul style="list-style-type: none"> <li>For example: If the amount I am requesting is \$10,000.00, and my total tax/fee withholding is \$1,500.00, the total amount taken from my account will be \$10,000.00, resulting in a payment of \$8,500.00 to me.</li> <li>The amount I request for hardship may not exceed the amount of my financial need.</li> <li>If the amount requested exceeds available funds or exceeds limits imposed by IRC, regulations and/or Plan terms, the hardship will be processed for the maximum amount available.</li> <li><b>If my request is approved, and unless the Plan has directed otherwise, the Hardship withdrawal will be prorated across all available money sources and investment options.</b></li> <li>I understand that a \$40.00 withdrawal fee will be deducted from my withdrawal amount.</li> <li>My withdrawal may be subject to additional fees and/or loss of interest based upon my investment options, my length of time in the Plan and other possible considerations. If I have not been advised of the fees and risks associated with my withdrawal, I may contact Service Provider for a withdrawal quote at 1-800-338-4015. If my Plan is using a third party administrator ("TPA"), fees associated with the TPA may not be included in the quote. I may contact my Plan's TPA for additional information.</li> </ul>		
<b>D</b> <b>How do I want my Hardship withdrawal delivered?</b>		(Continue to the next section after completing.)
<p>Select One - Once complete request is received in good order, delivery of payment is based on completion of the withdrawal process and the timing of approval.</p> <ul style="list-style-type: none"> <li>If no option is selected, all transactions will be sent by United States Postal Service (USPS) regular mail.</li> <li>If I would like to make a change to what I previously selected, I must cross out and initial the change(s). If I do not initial all changes, all transactions will be sent by USPS regular mail.</li> </ul> <p><input type="checkbox"/> <b>Check by USPS Regular Mail</b></p> <ul style="list-style-type: none"> <li>Estimated delivery time is up to 5 business days.</li> <li>No additional charge.</li> </ul> <p><input type="checkbox"/> <b>Check by Express Delivery</b></p> <ul style="list-style-type: none"> <li>Estimated delivery time is 1-2 business days.</li> <li>A non-refundable charge of up to \$40.00 will be deducted, in addition to any withdrawal fees.</li> <li>Available for delivery, Monday - Friday, with no signature required upon delivery.</li> <li>If address is a P.O. Box, check will be sent by USPS Priority Mail and estimated delivery time is 2-3 business days.</li> </ul> <p><input type="checkbox"/> <b>Electronic Deposit (ACH) to the bank account on file</b></p> <ul style="list-style-type: none"> <li>I have an existing ACH that has been on file for at least fifteen (15) days and I wish to use it for this withdrawal request. If my ACH has not been established on my account for at least 15 days, a check will be sent to my address on file.</li> <li>Estimated delivery time is 2-3 business days.</li> <li>A non-refundable charge of up to \$15.00 will be deducted, in addition to any withdrawal fees.</li> <li>Not available for Direct Rollovers.</li> </ul>		

Last Name

First Name

M.I.

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<b>D How do I want my Hardship withdrawal delivered?</b>		(Continue to the next section after completing.)																			
<p>Select One - Once complete request is received in good order, delivery of payment is based on completion of the withdrawal process and the timing of approval.</p> <ul style="list-style-type: none"> <li>• Complete the information below in order to properly identify the ACH account.</li> <li>• <b>If the bank information is incomplete or illegible, then a check will be mailed to the address on my account to avoid any delays in processing.</b></li> <li>• <b>By entering banking information, I authorize Service Provider to access records from public and proprietary sources in order to validate that I am the owner of the bank account. This process will not affect my credit.</b></li> </ul> <table border="1"> <tr> <td colspan="4"><b>Bank Information</b></td> </tr> <tr> <td>Bank Account Nickname (Optional)</td> <td></td> <td>Bank or Financial Institution Name</td> <td></td> </tr> <tr> <td>Last 4 digits of the Bank Account Number</td> <td colspan="3"></td> </tr> </table>				<b>Bank Information</b>				Bank Account Nickname (Optional)		Bank or Financial Institution Name		Last 4 digits of the Bank Account Number									
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<b>E Non-Resident Alien or Other Certification</b>		(Continue to the next section after completing.)																			
<p><b>Do not complete if U.S. Citizen or U.S. Resident Alien was indicated in Section A of this form.</b></p> <p>Under penalty of perjury, if I checked Non-Resident Alien or Other in Section A of this form, my signature certifies that:</p> <ul style="list-style-type: none"> <li>• I am the individual that is the beneficial owner of all the income to which this form relates or is using this form to document myself for chapter 4 purposes.</li> <li>• I am not a U.S. person.</li> <li>• The income to which this form relates is: <ul style="list-style-type: none"> <li>a. not effectively connected with the conduct of a trade or business in the United States,</li> <li>b. effectively connected but is not subject to tax under applicable income tax treaty, or</li> <li>c. the partner's share of a partnership's effectively connected income.</li> </ul> </li> <li>• I am a resident of the treaty country listed below under the "Claim of Tax Treaty Benefits" (if any) within the meaning of the income tax treaty between the United States and that country.</li> <li>• I agree that I will submit a Form W8-BEN within 30 days if any certification made on this form becomes incorrect.</li> </ul> <p><b>Identification of Beneficial Owner</b></p> <table border="1"> <tr> <td>Country of citizenship</td> <td>Foreign tax identifying number</td> </tr> <tr> <td colspan="2">Permanent resident address (street, apt. or suite no., or rural route) <b>Do not use P.O. Box or in-care of address</b></td> </tr> <tr> <td>City or town, state or province. Include postal code where appropriate.</td> <td>Country</td> </tr> <tr> <td colspan="2">Mailing Address (if different from above)</td> </tr> <tr> <td>City or town, state or province. Include postal code where appropriate.</td> <td>Country</td> </tr> <tr> <td colspan="2"><b>Claim of Tax Treaty Benefits</b> (for chapter 3 purpose only)</td> </tr> <tr> <td colspan="2">I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.</td> </tr> <tr> <td colspan="2"><b>Special rates and conditions</b> (if applicable): The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on the line above to claim a _____% rate of withholding on (specify type of income):</td> </tr> <tr> <td colspan="2">Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding:</td> </tr> </table>				Country of citizenship	Foreign tax identifying number	Permanent resident address (street, apt. or suite no., or rural route) <b>Do not use P.O. Box or in-care of address</b>		City or town, state or province. Include postal code where appropriate.	Country	Mailing Address (if different from above)		City or town, state or province. Include postal code where appropriate.	Country	<b>Claim of Tax Treaty Benefits</b> (for chapter 3 purpose only)		I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.		<b>Special rates and conditions</b> (if applicable): The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on the line above to claim a _____% rate of withholding on (specify type of income):		Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding:	
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<b>F How will my income taxes be withheld?</b>		(Continue to the next section after completing.)																			
<p><b>Federal Income Tax</b></p> <ul style="list-style-type: none"> <li>• For your federal income tax withholding election, unless you elect out of withholding below, or otherwise complete the IRS Form W-4R (please go to irs.gov and enter Form W-4R into the search bar or call 1-800-TAX-FORM (829-3676)), federal income tax will be withheld at a rate of 10%. If you choose to make an alternate income tax withholding election, then you must complete and attach Form W-4R to this Withdrawal Form.</li> <li>• <input type="checkbox"/> I elect not to have federal income tax withheld (must have U.S. residence address on file).</li> <li>• I understand that I am still liable for the payment of federal income tax on the taxable amount. I also understand that I may be subject to tax penalties under the estimated tax payment rules if my payments of estimated tax and withholding, if any, are not adequate.</li> </ul>		<p><b>State Income Tax</b></p> <p>I should refer to information from the Department of Revenue for my state of residence. If applicable, <b>I must attach my State Income Tax withholding form to make tax elections when required.</b> In the event the withholding form is required for my withdrawal and not submitted, Service Provider will withhold in accordance with applicable State regulations.</p> <ul style="list-style-type: none"> <li>• State Income Tax withholding is mandatory in some states and will be withheld regardless of any election below.</li> </ul> <p>I would like <b>additional</b> State Income Tax withholding:</p> <p>_____ % or _____ \$</p> <p><i>(This is in addition to any mandatory State Income Tax withheld.)</i></p>																			

Last Name

First Name

M.I.

U.S. Social Security Number

Number

<b>F How will my income taxes be withheld?</b>		<i>(Continue to the next section after completing.)</i>	
		<ul style="list-style-type: none"> <li>• Certain states allow an election for no State Income Tax withholding depending on the reason and type of withdrawal I have selected. For these states only, State Income Tax will be withheld unless I elect otherwise below.</li> </ul> <p>If the checkbox is not marked below, I choose to have State Income Tax withheld from my withdrawal. I would also like to have <b>additional</b> State Income Tax withholding:</p> <p style="text-align: center;">% or \$ _____ (This is in addition to any elective State Income Tax withheld.)</p> <p><input type="checkbox"/> Do not withhold State Income Tax (if election is permitted and I have attached the proper election form if required by my state).</p> <ul style="list-style-type: none"> <li>• Certain states do not require mandatory State Income Tax withholding but allow to elect State Income Tax withholding.</li> </ul> <p><input type="checkbox"/> I would like State Income Tax withheld - <b>Optional</b> State Income Tax withholding:</p> <p style="text-align: center;">% or \$ _____ (If this optional income tax election is permitted. I also have attached the proper income tax election form if required by my state to elect this optional withholding.)</p>	
<b>G</b>	<b>Signatures and Consent</b> (Signatures must be on the lines provided.)		
	<i>(After receiving ALL required signatures, continue to the next section.)</i>		
	<b>My Consent</b> (Please sign on the 'My Signature' line below.)		
	<p>I acknowledge that I have received, read, understand and agree to all pages of this Hardship Withdrawal Request form and affirm that all information that I have provided is true and correct. I understand the following:</p> <p>Hardship Need Certification</p> <p>I acknowledge and I agree:</p> <ul style="list-style-type: none"> <li>• The hardship withdrawal requested does not exceed the amount of my financial need (including any amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the withdrawal).</li> <li>• I have obtained all available withdrawals (other than hardship withdrawals) to the extent such withdrawals do not increase the amount of my financial need) under the Plan and all other plans maintained by the employer.</li> <li>• I confirm that I have taken all eligible withdrawals under the plan.</li> <li>• I represent that I have insufficient cash or other liquid assets reasonably available to satisfy the financial need.</li> </ul> <p>I understand the following:</p> <ul style="list-style-type: none"> <li>• Any election on this Hardship Withdrawal form is made voluntarily and is effective for 180 days.</li> <li>• I am liable for any income tax and/or penalties assessed by the IRS and/or state tax authorities for any election I have chosen.</li> <li>• Once a payment has been processed, it cannot be changed or reversed.</li> <li>• In the event that any section of this form is incomplete or inaccurate, Service Provider may not process the transaction requested on this form and may require a new form or that I provide additional or proper information before the transaction can be processed.</li> <li>• Funds may impose redemption fees on certain transfers, redemptions or exchanges if assets are held less than the period stated in the fund's prospectus or other disclosure documents. I will refer to the fund's prospectus and/or disclosure documents for more information.</li> <li>• Under penalty of perjury, I certify that the U.S. Social Security number or U.S. Taxpayer Identification number I have provided in Section A is correct. I am a U.S. person if I marked the U.S. Citizen or U.S. Resident Alien box in Section A of this form.</li> <li>• <b>Additional authentication may be necessary before my withdrawal is processed and/or payment released.</b></li> </ul> <p>Any person who presents a false or fraudulent claim is subject to criminal and civil penalties.</p> <p><b>My Signature</b> _____ <b>Date (Required)</b> _____</p> <p><i>A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.</i></p> <p><b>My Spouse's Consent</b> (If applicable, please have the Spouse sign on the 'Spouse's Signature' line below.)  <i>Not Applicable if I am unmarried or my vested account balance is less than \$5,000.00</i></p> <p><b>If I am legally married, I must obtain my spouse's consent to request this withdrawal.</b></p> <p><b>Spouse to complete:</b> I (name of spouse), _____, the Participant's spouse, have read and understand the withdrawal request. I understand that I can refuse to consent to the withdrawal request and that my consent cannot be revoked or withdrawn once given. I further understand and voluntarily consent that the withdrawal to be made will reduce any future benefit I may be entitled to. Being fully apprised of these facts, I hereby voluntarily consent to this withdrawal request.</p>		

Last Name	First Name	M.I.	U.S. Social Security Number	Number
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<b>G</b> <b>Signatures and Consent</b> <i>(Signatures must be on the lines provided.)</i>		<i>(After receiving ALL required signatures, continue to the next section.)</i>						
<b>My Spouse's Consent</b> <i>(If applicable, please have the Spouse sign on the 'Spouse's Signature' line below.)</i> <i>Not Applicable if I am unmarried or my vested account balance is less than \$5,000.00</i>								
<b>Spouse's Signature</b> _____		<b>Date (Required)</b> _____						
<p><i>The spouse's signature must be notarized by a Notary Public or witnessed by the participant's authorized Plan Administrator. If a Notary Public is used, the date of the spouse's signature on this form in the 'My Spouse's Consent' section must match the date of the Notary Public signature on the separate jurat or notarial certificate or in this section below. Consent must be obtained no more than 180 days prior to the effective date of the original request in order to be effective. If your notary completes a separate jurat or notarial certificate, your spouse must still sign on the above spouse's signature line and enter the date on this form.</i></p> <p><b>ATTENTION Notary Public:</b> Make sure that you have reviewed the notary requirements for your state. If your state requires a separate jurat or notarial certificate, please complete and attach to this request.</p> <p><b>We require that the following information must be included on the separate jurat or notarial certificate:</b> (1) name of document being notarized; (2) the plan name; (3) the plan number; and (4) participant's and spouse's names. Separate jurat or notarial certificates submitted that do not include this information will be rejected and will delay the withdrawal request. If your state does require a separate jurat or notarial certificate and you complete the section below, this statement of notary will be rejected and will delay the withdrawal request.</p> <p>If your state does not require a separate jurat or notarial certificate, you may complete the notary section below.</p>								
<b>Statement of Notary</b>	<b>NOTE: Notary seal must be visible.</b>							
The consent to this request was subscribed and sworn <i>(or affirmed)</i>								
State of _____)	to before me on this _____ day of _____, year _____, by	<b>SEAL</b>						
)ss. <b>(name of spouse)</b> _____								
County/Parish/Borough of _____)	proved to me on the basis of satisfactory evidence to be the person who appeared before me, who affirmed that such consent represents his/her free and voluntary act.							
Notary Public's signature _____		My commission expires ____ / ____ / ____						
<i>A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.</i>								
Notary Public's full name _____ Telephone number _____								
<b>My Authorized Plan Administrator Signature</b> <i>(Please sign on the 'Authorized Plan Administrator Signature' line below.)</i>								
<p>This request is in compliance with the terms of the Plan. A written explanation of the tax rules and any Internal Revenue Service, Department of Labor or other notice requirements applicable to this request have been provided to the participant as required by law. The appropriate consent and waivers have been obtained by the Plan Administrator and Service Provider is authorized to rely on the information provided on this request. I hereby determine that the above participant is entitled to a withdrawal of the amount requested due to hardship and authorize the processing described on this form. I approve this withdrawal as it is presented on this form.</p> <p><b>If Spousal Consent notarization is not obtained, I have personal knowledge and hereby certify that this request was submitted and signed by the participant's spouse.</b></p> <p>I represent that I am an authorized signer on behalf of the above-named Plan and have an authority to instruct Service Provider to process this form.</p>								
<b>Authorized Plan Administrator Signature</b> _____		<b>Date (Required)</b> _____						
<i>A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.</i>								
<b>Print Full Name</b> _____								
<b>H</b> <b>Where should I send this form?</b>								
<p><b>Participant forward this form to:</b></p> <p>Cornell Hart Pension Plan PMB #116 5331 S Macadam Ave Suite 258 Portland, OR 97239</p> <p><b>After all signatures have been obtained, this form can be</b></p> <table border="0"> <tr> <td><b>Sent Regular Mail to:</b></td> <td><b>OR</b></td> <td><b>Sent Express Mail to:</b></td> </tr> <tr> <td>Empower PO Box 173764 Denver, CO 80217-3764</td> <td></td> <td>Empower 8515 E. Orchard Road Greenwood Village, CO 80111</td> </tr> </table> <p>We will not accept hand delivered forms at Express Mail addresses.</p>			<b>Sent Regular Mail to:</b>	<b>OR</b>	<b>Sent Express Mail to:</b>	Empower PO Box 173764 Denver, CO 80217-3764		Empower 8515 E. Orchard Road Greenwood Village, CO 80111
<b>Sent Regular Mail to:</b>	<b>OR</b>	<b>Sent Express Mail to:</b>						
Empower PO Box 173764 Denver, CO 80217-3764		Empower 8515 E. Orchard Road Greenwood Village, CO 80111						

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## Participant Hardship Withdrawal Guide - 401(k)

### The Hardship Withdrawal Request

#### **Before completing the form, please note the following information:**

- All pages of the Hardship Withdrawal Request form ("Withdrawal Form") must be returned.
- Neither this Guide nor this Withdrawal Form are intended to provide tax or legal advice. In the preparation of this Withdrawal Form, and where I deem appropriate, I will seek a consultation with my accountant and/or tax advisor.
- Empower ("Service Provider") cannot release the funds until my Plan Administrator approves the withdrawal from the Plan.
- **I must complete a separate Withdrawal Form for each account or plan number.**
- **If I am a Beneficiary, I need to complete and submit a Death Benefit Claim Request form rather than this Withdrawal Form.**
- **If I am an Alternate Payee, I need to complete and submit an Alternate Payee QDRO Distribution Request rather than this Withdrawal Form.**

#### Changes to My Request

- Any changes to this Withdrawal Form must be crossed out and initialed. If I do not initial all changes, this Withdrawal Form may be returned to me for verification.

#### Incomplete or Inaccurate Information

- In the event that any section of this Withdrawal Form is incomplete or inaccurate, Service Provider may not be able to process the transaction requested on this Withdrawal Form. I may be required to complete a new form or provide additional or proper information before the transaction will be processed.

### Section A: What is my personal information?

- All information in this section must be completed.
- The name provided MUST match the name on file with Service Provider.
- Personal information will be kept confidential.
- If I am a Non-Resident Alien, refer to the 'Non-Resident Alien or Other Certification' section of this Guide.
- I have confirmed the address on my account by accessing my account online at [empowermyretirement.com](http://empowermyretirement.com). If the address on my account does not match the address provided in this section, there will be processing delays.
- If I require an address change, I must update my address with my employer who will then need to update the address Service Provider has on file.
- Once the address is updated, I may submit this form with my new address entered in this section.

### Section B: What is my reason for this Hardship withdrawal?

- I must choose the reason for my hardship withdrawal in this section and attach the corresponding required documentation in order for my request to be processed.
- I am required to receive all withdrawals (other than hardship withdrawals), from this and all other plans maintained by the employer (including a related employer).

### Section C: What amount am I requesting for my Hardship withdrawal?

#### Available contribution source(s) for my Hardship withdrawal:

- EER1 EMPLOYEE ROLLOVER
- BTK1 EMPLOYEE PRE-TAX
- The amount I request for hardship may not exceed the amount of my financial need.
- Unless the Net Amount box has been selected, the amount I request will be a gross amount; that is, Federal and/or State Income tax will be withheld from my requested amount.

### Section D: How do I want my withdrawal delivered?

- Once complete request is received in good order, delivery of payment is based on completion of the withdrawal process and the timing of approval.
- I must select a delivery option from the choices provided. If I do not make any selection, all transactions will be sent by United States Postal Service ("USPS") regular mail.
- Below is a description of each delivery option.

#### Check by USPS Regular Mail

- Estimated delivery time is up to 5 business days.
- No additional charge.

#### Check by Express Delivery

- Estimated delivery time is 1-2 business days.
- A non-refundable charge of up to \$40.00 will be deducted, in addition to any withdrawal fees.
- Available for delivery, Monday-Friday, with no signature required upon delivery.
- If the address is a P.O. Box, the check will be sent by USPS Priority Mail and estimated delivery time is 2-3 business days.
- Delivery is not guaranteed to all areas.

#### Electronic deposit (ACH) to the bank account on file

- I have an existing ACH that has been on file for at least fifteen (15) days and I wish to use it for this withdrawal request. If my ACH has not been established on my account for at least 15 days, a check will be sent to my address on file.
- Estimated delivery time is 2-3 business days.

- A non-refundable charge of up to \$15.00 will be deducted, in addition to any withdrawal fees.
- Not available for Direct Rollovers.

#### **Important Information about electronic delivery**

- If requested, your funds can be delivered electronically to your bank account through the Automated Clearing House (ACH) network. By choosing electronic delivery, you are authorizing us to deposit and withdraw funds to and from your account as necessary, including any adjustments that may be needed. Also, you are authorizing your bank to receive deposits and allow withdrawals, including adjustments, in the same manner.
- Your electronic deposit (ACH) banking information must have been previously submitted to us and verified for your protection; otherwise, we will send a check to your address on file.
- You authorize and direct your financial institution not to hold any overpayments on your behalf, or on behalf of your estate or any current or future joint account holder, if applicable.

#### **Section E: Non-Resident Alien or Other Certification**

- If I am a non-resident alien, I must complete the 'Non-Resident Alien or Other Certification' section on this form.
- The withholding rate applicable to my payment is the thirty percent (30%) unless a reduced rate applies because my country of residence has entered into a tax treaty with the U.S. and the treaty provides for reduced withholding rate or an exemption from withholding. In order to claim a treaty rate, I must complete the appropriate fields, tax treaty section, if applicable, and provide a U.S. Taxpayer Identification number. I may call 1-800-TAX-FORM (829-3676) or visit [irs.gov](http://irs.gov) for further information. If I need and as I see applicable, I will consult with my tax advisor to determine my appropriate tax withholding.

#### **Section F: How will my income taxes be withheld?**

- If I do not have sufficient Federal or State Income Tax withheld from the taxable amount of my withdrawal, I will be responsible for payment of estimated tax and/or may incur penalties under estimated tax rules.
- I have attached IRS Form W-4R and/or my State's Income Tax withholding form with my elections, if required. If these forms are required for my withdrawal, and are not submitted, Service Provider will withhold in accordance with applicable Federal and State regulations.
- If I need and as I see applicable, I will consult with my tax advisor to determine my appropriate tax withholding.

#### **Federal Income Tax Withholding**

- For your federal income tax withholding election, unless you elect out of withholding, or otherwise complete the IRS Form W-4R (please go to [irs.gov](http://irs.gov) and enter *Form W-4R* into the search bar or call 1-800-TAX-FORM (829-3676)), federal income tax will be withheld at a rate of 10%. If you choose to make an alternate income tax withholding election, then you must complete and attach Form W-4R to this Withdrawal Form.
- I understand that I am still liable for the payment of federal income tax on the taxable amount. I also understand that I may be subject to tax penalties under the estimated tax payment rules if my payments of estimated tax and withholding, if any, are not adequate.

#### **Income Tax Withholding Applicable to Payments Delivered Outside the U.S.**

- If I am a U.S. citizen or U.S. resident alien and my payment is to be delivered outside the U.S. or its possessions, I may not elect out of Federal Income Tax withholding from the taxable amount of my withdrawal.

#### **Income Tax Withholding for a Non-U.S. Person**

- If I am a non-resident alien, I must complete the 'Non-Resident Alien or Other Certification' section on this form.
- The withholding rate applicable to the taxable amount of my payment is thirty percent (30%) unless a reduced rate applies because my country of residence has entered into a tax treaty with the U.S. and the treaty provides for a reduced withholding rate or an exemption from withholding. In order to claim a treaty rate, I must complete the appropriate fields, tax treaty section, if applicable, and provide a U.S. Taxpayer Identification number. I may call 1-800-TAX-FORM (829-3676) or visit [irs.gov](http://irs.gov) for further information. If I need and as I see applicable, I will consult with my tax advisor to determine my appropriate tax withholding.

#### **State Income Tax Withholding**

- If applicable, I will attach my State's Income Tax withholding form to make tax elections when required. In the event these forms are required for my withdrawal and not submitted, Service Provider will withhold in accordance with applicable state regulations.
- If I live in the state that mandates State Income Tax withholding, State Income Tax will be withheld. If I wish to have additional State Income Tax withheld, I may elect so by entering a percentage or dollar amount on the line provided.
- Certain states allow an election for no State Income Tax withholding depending on the reason and type of withdrawal I have selected. For these states only, State Income Tax will be withheld unless I properly elect otherwise on the form.
- Certain states do not require mandatory withholding but allow to elect State Income Tax withholding depending on the reason and type of withdrawal I have selected. If I elect this, State Income Tax will be withheld based on a default rate/rules provided by the state of my residence. I may elect to have an additional State Income Tax withheld by entering a percentage or a dollar amount on the line provided.
- **For more information and applicable forms or documentation that may be required for my state**, refer to the appropriate state tax authority.

#### **Section G: Signatures and Consent**

- **Handwritten signatures are required on this form. Electronic signatures will not be accepted and will result in a significant delay.**

#### **My Consent**

- My signature and the date are required.
- I attest to receiving, reading, understanding and agreeing to all provisions of this Withdrawal Form Request and the Participant Hardship Withdrawal Guide.

#### **My Spouse's Consent (if applicable)**

- If my marital status in Section A is married and my Plan is subject to the spousal consent requirements of ERISA (for vested account balances of \$5,000.00 or greater) or otherwise requires spousal consent, I must have my spouse sign in this section of this Withdrawal Form, and my spouse's signature must be notarized in this section or witnessed by my authorized Plan Administrator.
- My spouse's consent must be obtained no more than 180 days prior to my withdrawal date.

#### **My Authorized Plan Administrator Signature**

- My authorized Plan Administrator's signature is required in order for this Withdrawal Form to be processed.

#### **Section H: Where should I send this form?**

- Once I have completed this Withdrawal Form, including obtaining all signatures, I must forward it according to the instructions listed in this section.
- We will not accept hand delivered forms at Express Mail addresses.

### **Important Note**

- Although every effort is made to keep the information in this Guide current, it is subject to change without notice. Federal, state, and local tax laws may be revised, and new Plan provisions may be adopted by the Plan. For the most up to date version of this Guide, please visit the website at [empowermyretirement.com](http://empowermyretirement.com) or call Client Service at 1-800-338-4015.
- Access to the Voice Response System or the website may be limited or unavailable during periods of peak demand, market volatility, systems upgrades, maintenance or for other reasons.
- For more information about available investment options, including fees and expenses, I may obtain applicable prospectuses and/or disclosure documents regarding Plan investments and fees available from my Plan administrator and/or Plan Service representative. Read them carefully before investing.