SHEET METAL WORKERS' LOCAL UNION NO. 292 ANNUITY FUND
Application for Hardship Distribution

Checklist of Forms and Required Documentation

Please use the checklists below to make sure that you have completed your application. This will expedite the application process. Missing documents and an incomplete application form will delay the processing of your application. Review the forms you are submitting to make sure that you have completed all blanks, signed where necessary, including the signature of a notary public where applicable and answered the questions accurately and completely.

- ❑ Completed Application
- ❑ Certification of Hardship
- ❑ Certificate of Martial/Single Status
- ❑ Spousal Consent
- ❑ Participant's Birth Certificate
- ❑ Participant's Photo ID
- ❑ Marriage Certificate
- ❑ Spouse's Birth Certificate
- ❑ Spouse's Photo ID

Previous Marriages:

- ❑ Judgment(s) of Divorce, including any Qualified Domestic Relations Order(s) and Property Settlement Agreement(s).
- ❑ Death Certificate(s) of former spouse(s)

Reason for Hardship and Required Documents:

MEDICAL: Uninsured expenses for medical care for you, your spouse or your child or dependent

- ❑ Invoice or letter from health care provider describing cost and need.
- ❑ Benefit statement showing insurance won't cover it.
- ❑ Proof of relationship*.

EDUCATION: College, graduate school, approved trade or technical school for you, your spouse or your child or dependent.

- ❑ Invoice or letter from school confirming enrollment AND expenses.
- ❑ Proof of relationship*.

FORECLOSURE/EVICTION: Foreclosure or Eviction from principal residence.

- ❑ Foreclosure Notice.
- ❑ Notice of Foreclosure Sale.
- ❑ Eviction Notice.

HOME PURCHASE: Purchase of Principal Residence.

- ❑ Signed purchase agreement.
- ❑ Closing Disclosure statement.

FUNERAL: Funeral and Burial Expenses for your parent, spouse, child or dependent.

- ❑ Death Certificate.
- ❑ Invoice from funeral home and/or cemetery.
- ❑ Proof of relationship*.

DAMAGE REPAIR: Repair of Damage to Your Principal Residence.

- ❑ Evidence of damage.
- ❑ Proof of ownership**.
- ❑ Repair bill.
- ❑ Proof that insurance proceeds did not cover the expense

SHEET METAL WORKERS' LOCAL UNION NO. 292 ANNUITY FUND
Application for Hardship Distribution

WEDDING EXPENSES: Expenses associated with your child's wedding to occur within the next 18 months.

- ❑ Copies of invoices for wedding expenses.
- ❑ Proof of relationship*.

EXPENSES ON ACCOUNT OF A FEDERALLY DECLARED DISASTER:

- ❑ Proof that the principal residence or principal place of employment at the time of the disaster was located in an area officially designated by FEMA for **Individual Assistance.**
- ❑ **A statement from the insurance carrier** evidencing a denial of coverage for the cost of repairs
- ❑ For prepayment of costs: an **estimate from each contractor/provider/retailer**
- ❑ For building a principal residence destroyed by a casualty: **an executed contract** between you and the contractor
- ❑ **Evidence of damage**
- ❑ **Proof of ownership or employment**
- ❑ **Repair bill**
- ❑ **Temporary Housing:** Invoices for Out-of-pocket costs for rental assistance or hotel/motel lodging while displaced.
- ❑ **Moving & Storage:** Invoice of fees incurred to move and store personal property to prevent further disaster damage.
- ❑ **Income Replacement:** Proof of immediate financial gaps caused by a **loss of income** from temporary or permanent job layoffs due to the disaster.
- ❑ **Medical & Dental:** Proof of Out-of-pocket medical bills for disaster-caused injuries, or replacing lost medical/dental equipment.
- ❑ **Serious Needs Items:** Upfront purchases for emergency, life-sustaining supplies like water, food, prescriptions, infant formula, or diapers.
- ❑ **Transportation:** Costs to repair or replace a primary vehicle damaged by the disaster, or fuel costs needed for transit.
- ❑ **Employment Tools:** Replacing uniforms, tools, books, or specialized computers required for your job or self-employment

EXPENSES FOR VEHICLE REPAIR

- ❑ Invoice from auto repair shop. VIN must be listed on the invoice.

*Proof of relationship is required if expense is for a spouse, parent, child or dependent. Proof of relationship can be provided via marriage certificate, birth certificates, or in the case of a dependent, legal proof that he/she is your dependent.

**Sufficient proof of ownership of principal residence would be a copy of the title or deed to the property.

IMPORTANT! **Several forms contained in this packet are REQUIRED to be signed in front of a Notary Public. The date of your signature MUST match the date of the Notary's signature. Notaries are often employed by banks, real estate agencies and governmental agencies (e.g. city hall). Failure to comply with this requirement will result in a delay in processing your application.**

SHEET METAL WORKERS' LOCAL UNION NO. 292 ANNUITY FUND
Application for Hardship Distribution

ALTERNATIVE PROOF OF AGE DOCUMENTS

(accepted when birth certificate is unavailable)

In order to be eligible for retirement benefits, you are required to produce proof of your age. The following is a list of the documents that may serve as proof of your age. Some of these documents are better proof than others. The list is arranged starting with the best type of proof, and going down to the less desirable types of documents. You are required to furnish the best type of proof that is available. You do not have to furnish the original of any of these documents; you may submit a photocopy.

1. A birth certificate.
2. A baptismal certificate or a statement as to the date of birth shown by a church record, certified by the custodian of such record.
3. Notification of registration of birth in a public registry of vital statistics.
4. Hospital birth record, certified by a custodian of such record.
5. A foreign church or government record.
6. A signed statement by the physician or midwife who was in attendance at birth, as to the date of birth shown on their records.
7. Naturalization record.
8. Immigration papers.
9. Military record.
10. Passport.
11. School record, certified by the custodian of such record.
12. Vaccination record, certified by the custodian of such record.
13. An insurance policy, which shows the age or date of birth.
14. Marriage records showing date of birth or age (applications for marriage license or church record, certified by the custodian of such record; or marriage certificate).
15. Document showing approval of Social Security Pension.
16. Other evidence, such as signed statements from persons who have knowledge of the date of birth, voting records, poll-tax receipts, driver's license, etc.

SHEET METAL WORKERS' LOCAL UNION NO. 292 ANNUITY FUND
P.O. Box 189
Troy, Michigan 48099-0189
(248) 641-4992 ♦ TOLL-FREE: (888) 646-6565

APPLICATION FOR HARDSHIP DISTRIBUTION

I am applying for a hardship distribution from the Sheet Metal Workers' Local Union No. 292 Annuity Fund (the Fund) and certify that the information listed below is correct. **You are strongly encouraged to consult with a professional tax advisor before you take a hardship distribution from the Plan.**

Name ___________________________ Social Security Number __________________ Date of Birth _________________

Full Address ____

Home Phone Number _____________________ Alternate Phone Number _____________________

Spouse's Name _________________________ Social Security Number __________________ Date of Birth _____________

I am requesting a distribution in the amount of **$_______________** which is required to meet an immediate and heavy financial need and may include any federal, state, or local income taxes or penalties reasonably anticipated to result from the distribution.

The reason for my request is (check applicable box, complete blanks, and attach the documentation listed):

- ☐ I (or my spouse or dependent) have incurred uninsured expenses for medical care (or need the funds to obtain medical care) in the amount of $____________ and those expenses are deductible under Internal Revenue Code §213(d), determined without regard to whether the expenses exceed 7.5% of my adjusted gross income. (A copy of the invoice, or letter from my health care provider describing the cost and need for the procedure, along with benefit statement or other evidence that insurance will not cover the expense, are attached.)
- ☐ I (or my spouse, child or dependent) am attending college (or an approved trade or technical school or graduate school) and require $____________ for the next 12 months of tuition, related educational fees, and room and board expenses. (A copy of the invoice or letter from the school confirming enrollment and expenses is attached.)
- ☐ I need $____________ to prevent eviction from my principal residence or foreclosure on the mortgage on my principal residence. (A copy of the Notice of Foreclosure Sale, eviction notice or foreclosure notice is attached.)
- ☐ I need $____________ for use in the purchase of my principal residence. I will not use any of it for a mortgage payment. (A copy of the signed purchase agreement and closing disclosure statement are attached.)
- ☐ I need $____________ for payment of burial or funeral expenses for my deceased parent, spouse, child, or dependent. (A copy of death certificate and funeral home bill showing the costs of the burial or funeral are attached.)
- ☐ I need $____________ for expenses to repair damages to my principal residence that would qualify as a casualty deduction, determined without regard to whether the expenses exceed 10% of my adjusted gross income. (Evidence of the casualty, repair bill, and proof that insurance proceeds did not cover the expense are attached.)
- ☐ I need $____________ for expenses for my child's wedding to occur within the next 18 months from the date of this application. (copies of invoices for expenses associated with the wedding).
- ☐ I need $____________ for expenses due to a Federally declared disaster. (Evidence of damage, repair bill, proof that insurance proceeds did not cover the expense & proof of ownership are attached.)
- ☐ I need $____________ for expenses for the repair of my principal vehicle used to commute to and from work. (Limited to $5,000.00)

In lieu of providing supporting documentation, you may complete the Self Certification found on page 2.

I hereby certify, subject to the penalty of perjury, that the above information is, to the best of my belief and knowledge, true and complete. **<u>Any person who supplies a false certification in claiming a benefit forfeits any right he or she may have to the benefit and, upon discovery, becomes liable for full repayment of any money received as a consequence</u>**.

____ _______________________

Signature of Participant **Date**

OFFICE USE ONLY: Plan Manager Signature (when applicable) ___________________________________ Date:______________

CERTIFICATION OF HARDSHIP

I certify that the distribution requested does not exceed the amount of my immediate and heavy financial need (including any federal, state, or local income taxes or penalties reasonably anticipated to result from the distribution). I have attached documents supporting my hardship distribution request, and I agree to provide any additional documentation that is requested, such as birth certificates and/or marriage certificates required to establish my relationship(s) to others as required.

I certify that I cannot meet this immediate and heavy financial need through other assets and resources including assets of my spouse and minor children that are reasonably available to me; reimbursement or compensation by insurance or otherwise; or by borrowing from the Fund or other commercial sources on reasonable commercial terms in an amount sufficient to satisfy the need.

I certify that I have obtained all other currently available distributions (including ESOP dividends), other than hardship distributions and loans, available under any other retirement plans maintained by my employers.

I understand that any amounts paid to me from the Fund as a result of this request are not a loan, cannot be returned to the Fund, will constitute taxable income to me and will also be subject to a 10% early distribution penalty unless an exception applies. I further understand that withholding will be based on the withholding rules for retirement plan distributions unless I elect otherwise.

I hereby certify, subject to the penalty of perjury, that the above information is, to the best of my belief and knowledge, true and complete. **Any person who supplies a false certification in claiming a benefit forfeits any right he or she may have to the benefit and, upon discovery, becomes liable for full repayment of any money received as a consequence**.

IMPORTANT: DO NOT SIGN BELOW UNLESS YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC

____________________________________ ________________________________

Participant's Signature **Date**

Place Notary Stamp/Seal Here

Subscribed to and sworn to before me,
This _______ day of _________________, 20____.

____

Notary Signature

Notary Public, _______________________ County

State of ___________________________________

My Commission expires _____________________

***Notice to Notaries: Federal Law (i.e., the Retirement Equity Act of 1984) requires that the above Form must be executed in the presence of an authorized Plan representative or a Notary Public. Accordingly, it is most important that you not only witness the actual signature identified above, but also examine their credentials to satisfy yourself that they are, in fact, the same persons as the ones identified.**

SELF CERTIFICATION OF AMOUNT NECESSARY TO SATISFY NEED

(Only sign this section if you are not providing supporting documentation in response to the Application of Hardship Distribution on page 1)

I self-certify that the reason for my financial need is qualified under the terms of the Plan, that the amount requested does not exceed the amount required to relieve the financial need, and that this financial need cannot be satisfied from other reasonably available sources or assets.

____________________________________ ________________________________

Participant's Signature **Date**

CERTIFICATION OF MARITAL/SINGLE STATUS

Federal Law requires the Trustees to confirm whether a previous spouse is entitled to any portion of your pension benefits. As such, it is necessary that we request the following certification and supporting documentation. **Failure to complete this form fully, *including signing it in front of a notary public*, and providing ALL documentation requested, will result in a delay of the processing of your application.**

Your Name: ______________________________ SSN: ______________________

Current marital status:

☐ SINGLE, NEVER MARRIED

☐ SINGLE, PREVIOUSLY MARRIED*

☐ MARRIED, NO PREVIOUS MARRIAGES

☐ MARRIED, WITH PREVIOUS MARRIAGE(S)*

☐ LEGALLY SEPARATED*

*If you have had previous marriages, please list the names of your ex-spouses, the date(s) of marriage and date(s) of divorce (if any of your previous marriages ended due to the death of your spouse at the time, please list the date of death):

Former Spouse's Name	Date of Marriage	Date of Divorce/Death

Please provide complete signed copies of ALL marriage certificates, Judgment(s) of Divorce, Divorce Decree(s), Separation Agreement(s), Qualified Domestic Relations Order(s), Property Settlement Agreement(s), and any other similar or related orders in the Court's file that relate to the distribution of property, including all attachments to such documents related to the termination of your previous marriage(s). If you provide a copy of the docket report for your divorce case(s), the review required by the Fund can be significantly expedited. If any previous spouse(s) has passed away, please provide a copy of the death certificate(s). If you do not have these documents, you should contact the appropriate court through which the proceedings occurred in order to obtain certified copies.

I hereby certify, subject to the penalty of perjury, that the above information is, to the best of my belief and knowledge, true and complete. Any person who supplies a false certification in claiming a benefit forfeits any right he or she may have to the benefit and, upon discovery, becomes liable for full repayment of any money received as a consequence.

IMPORTANT: DO NOT SIGN BELOW UNLESS YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC

______________________ ______________________ ______________

Your Signature **Your Social Security No.** **Today's Date**

Place Notary Stamp/Seal Here

Subscribed to and sworn to before me,
This _______ day of ________________, 20____.

____
Notary Signature

Notary Public, ______________________ County

State of ______________________________

My Commission expires ____________________

***Notice to Notaries*: Federal Law (i.e., the Retirement Equity Act of 1984) requires that the above Form must be executed in the presence of an authorized Plan representative or a Notary Public. Accordingly, it is most important that you not only witness the actual signature identified above, but also examine their credentials to satisfy yourself that they are, in fact, the same persons as the ones identified.**

INCOME TAX WITHHOLDING

Distributions of pre-tax contributions plus earnings on all contributions are subject to federal income tax. Hardship withdrawals are not eligible for rollover. Your requested distribution amount (or the maximum amount allowable if lower) will be increased by 14.25% to accommodate your potential Federal tax liability of 10%, and your potential Michigan State tax liability of 4.25%. **This will be the default tax withholding option**. If you so choose, you can opt to have no tax withholding or adjust the amount of the increase. An example is illustrated below:

Example: If the amount of hardship distribution requested is $5,000.00, then the amount withdrawn from your account will be $5,830.90. That will be the gross distribution, with Federal tax withholding of $583.09 and Michigan state tax withholding of $247.81, resulting in a net distribution check of $5,000.00.

***TAX WITHHOLDING – Check one*:**

☐ I have consulted with my tax advisor and read the Special Tax Notice, and I accept the ***default*** tax withholding as noted above.

☐ I have consulted with my tax advisor and read the Special Tax Notice, and I elect to have ***NO*** income tax withheld from my payment.

☐ I have consulted with my tax advisor and read the Special Tax Notice, and I elect to have __________ ***(percentage or amount)*** Federal income tax withheld from my payment and __________ ***(percentage or amount)*** State income tax withheld from my payment

SPOUSAL CONSENT TO A HARDSHIP DISTRIBUTION

****This form should be completed by your spouse****

I acknowledge that I have read and understand the following:

a. My spouse is a Participant in the Sheet Metal Workers' Local Union No. 292 Annuity Fund.

b. The Fund is a defined contribution profit sharing plan which provides for distributions required to meet an established immediate and heavy financial need and my spouse has requested such a distribution.

c. I fully understand that the amount distributed is not a loan, it cannot be returned to the Fund, will constitute taxable income to my spouse and will also be subject to a 10% early distribution penalty unless an exception applies.

d. I fully understand that the effect of this distribution will be to reduce the amount that may be payable to me from the Fund upon the death of my spouse.

I acknowledge that I have read and understand the information set out in this form and I hereby consent to my spouse's request for a distribution to meet the established immediate and heavy financial need indicated on the application form.

IMPORTANT: DO NOT SIGN BELOW UNLESS YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC

Signature of Spouse	**Date**	**Signature of Applicant**	**Date**

I have witnessed the execution of the foregoing consent by ______________________, who identified herself/himself to me.

____
Signature of Witness Date

Place Notary Stamp/Seal Here

Subscribed to and sworn to before me,
This _______ day of ________________, 20____.

____
Notary Signature

Notary Public, ______________________ County

State of ______________________________

My Commission expires ______________________

HARDSHIP FOR MEDICAL
INVENTORY OF INVOICES

DATE OF INVOICE	DATE OF SERVICE	PROVIDER	PATIENT	AMOUNT
			GRAND TOTAL:	

If you need more room, please contact the Fund Office for additional forms.

Instructions:
List the invoices above for which you are seeking reimbursement - all sections must be completed. All invoices that you submit with your application must be listed on this sheet. These must be invoices direct from the medical care physician or facility and must be current. Balance-due statements and notices from collection agencies will not be accepted. Please do not submit duplicate invoices.

I hereby certify, subject to the penalty of perjury, that the above information is, to the best of my belief and knowledge, true and complete. **Any person who supplies a false certification (or duplicate invoices) in claiming a benefit forfeits any right he or she may have to the benefit and, upon discovery, becomes liable for full repayment of any money received as a consequence**.

YOUR SIGNATURE

DATE

Michigan Department of Treasury
4924 (Rev. 01-25)

MI W-4P

Withholding Certificate for Michigan Pension or Annuity Payments

INSTRUCTIONS: Use Form MI W-4P to provide your information to pension and retirement benefits administrators to determine the amount of Michigan income tax to withhold from your pension, retirement benefit or annuity payments. You may also use this form to choose not to have any Michigan income tax withheld from your payments. Military pensions and pensions paid by the Railroad Retirement Board are not subject to tax or withholding.

Entities subject to Michigan taxes that disburse pension or annuity payments are required to collect withholding if the payment is expected to be taxable unless **you opt out using this form** (see instructions for line 1). Entities over which Michigan does not have jurisdiction are not required to withhold Michigan income tax from your pension or annuity payment(s). If your pension administrator does not withhold, you may need to make estimated income tax payments to avoid owing penalty and interest. For further information, see General Instructions on page two, the *Michigan Estimated Income Tax for Individuals* (MI-1040ES) or consult a tax advisor.

If you have more than one pension administrator, you will need to complete a form for each pension or annuity. If you do not file form MI W-4P, the administrator may withhold even if you will not owe tax on your pension income. **See instructions on page two.**

GENERAL INFORMATION

Name	Social Security Number	
Mailing Address (Number, Street, P.O. Box)		
City	State	ZIP Code

Marital Status

☐ Single ☐ Married, joint return ☐ Married (withhold the same as "Single")

☐ 1. Check this box if your payments are not taxable or you wish to opt out of default withholding methods described in the instructions. If you would like to calculate your own amount of withholding (greater than zero), also see line 3 or line 4, if your administrator allows.
NOTE: Opting out may result in a balance due on your MI-1040 which may be subject to additional penalty and/or interest.

2. Enter number of personal exemptions allowed on your *Michigan Income Tax Return* (MI-1040). If you file form(s) MI W-4 (wages) or multiple form MI W-4Ps, your personal exemptions claimed on all the forms combined should not exceed your total allowable personal exemptions claimed on your MI-1040. 2. ______

Voluntary Withholding from Pension or Annuity Payment:

3. **Voluntary percentage amount** you want withheld from each pension or annuity payment (if permitted by your pension administrator). This amount must be a percentage. 3. ______ %

4. **Voluntary dollar amount** you want withheld from each pension or annuity payment (if permitted by your pension administrator). 4. ______ 00

AUTHORIZATION

Signature	
Printed or Typed Name and Title	Date

Sign and return this completed form to the administrator of your pension or annuity. Keep a copy for your records.

Visit www.michigan.gov/taxes for additional information.

Instructions for Completing MI W-4P, *Withholding Certificate for Michigan Pension or Annuity Payments*

General Instructions

Throughout these instructions, the terms pension, retirement, and annuity benefits and payments may be used interchangeably.

Your pension, retirement, or annuity payments may be taxable or partially taxable, and your administrator may be required to withhold Michigan income tax. If withholding is too low, an underpayment may result on your annual return (Form MI-1040). Underpayments may be subject to penalty and interest.

Some benefits qualify as “retirement and pension benefits” under the law and some or all of those benefits may not be taxable on your annual return, depending on your year of birth and other factors. Your pension administrator is only required to withhold on the benefits expected to be taxable. However, you may request more or less withholding by completing this form and submitting it to your pension administrator.

Significant income tax changes took effect in 2024 that may reduce your taxable retirement, pension, or annuity payments. Several default withholding rules are described below and should generally allow the administrator to withhold the correct amount; however, they may not apply to every taxpayer or every situation. Please consult a tax advisor or use Treasury’s pension estimator on our website at **www.michigan.gov/taxes/iit**, to calculate your taxable benefits. In addition, see *Revenue Administrative Bulletin (RAB) 2023-22* for more information.

The following default rules will be used by your administrator to determine the taxable portion of your benefits. If you do not submit this form to your pension administrator, the amount of tax withheld from your retirement or pension benefits will be automatically calculated based on the following general rules:

- Recipients of qualifying public safety retirement benefits are not taxed on any qualifying public retirement benefits, and may subtract qualifying private pension and retirement benefits up to $65,897 if single or married filing separately, or $131,794 if married filing a joint return. Private pension limits are reduced by the subtraction claimed for public pension sources. See the MI-1040 Instruction Booklet and *RAB 2023-22* for more information.
- Recipients born before 1946 may subtract all qualifying pension and retirement benefits received from public sources, and may subtract qualifying private pension and retirement benefits up to $65,897 if single or married filing separately, or $131,794 if married filing a joint return. Private pension limits are reduced by the subtraction claimed for public pension sources.
- For 2025, recipients born in 1946 through 1966 may generally subtract qualifying retirement and pension benefits up to $49,423 if single or married filing separately, or $98,846 if married filing jointly. If greater, a taxpayer may be eligible for the standard deduction of $20,000 for single or married filing separately or $40,000 for married filing jointly, against all income. Regardless which option is most beneficial on the retiree’s annual return, a pension administrator may assume that up to $49,423 or $98,846 of payments are not taxable.
- For 2025, payments to recipients born after 1966 will generally be fully subject to tax and withholding after deducting personal exemptions.

If you prefer to opt out of the default rules and calculate your own taxable benefits and withholding, check the box on line 1 and use line 3 or line 4, if allowed by your administrator, to determine the percent or amount of tax you want the administrator to withhold.

Multiple pensions: If you (and your spouse) receive multiple pension payments, your withholding on those payments may not cover your entire tax liability. Married couples where each spouse receives retirement benefits may choose to have withholding calculated as if each was single on the MI W-4P and select one personal exemption in order to have sufficient withholding to cover the tax liability. Taxpayers with multiple pensions may need to make quarterly estimated payments (MI-1040ES) or consult a tax advisor to ensure the proper amount is withheld or paid through estimated payments.

Estimated Payments: There are penalties for not paying enough state income tax during the year, either through withholding or estimated tax payments. Taxpayers who choose not to have tax withheld from their retirement benefits may be required to make estimated tax payments. Refer to Form MI-1040ES for estimated tax requirements.

When should I complete this form? Complete Form MI W-4P and give it to the administrator of your retirement benefits as soon as possible.

Your tax situation may change from year to year; you may want to evaluate your withholding each year. You can change the amount to be withheld by submitting an updated Form MI W-4P to your pension administrator at any time.

Is every pension administrator required to withhold Michigan tax? Only companies over which Michigan has taxing jurisdiction are required to withhold Michigan tax from your retirement benefits. If your pension administrator does not fall under Michigan jurisdiction, you may request to have Michigan tax withheld, but the company is not required to do so. If no taxes are withheld from your payments, it is likely you will be required to make estimated payments in place of the withholding. Contact your pension and/or annuity administrator to verify whether tax will be withheld from your payments.

Line-by-Line Instructions

Marital Status: Only check the “Married, joint return” box if your spouse does not also receive qualifying retirement or pension benefits or if your spouse opts not to consider any subtraction while computing their retirement withholding. Checking this box indicates to your administrator that they may allow the larger, joint limitations in computing your withholding and unless used properly, could result in underpayment on your annual return.

Line 1: You may opt out of withholding tax from your retirement benefits if you believe you will not have a balance due on your MI-1040. If you (and your spouse) opt to have no Michigan tax withheld from your retirement benefits by checking the box on line 1, it may result in a balance due on your MI-1040 and penalty and/or interest may apply.

If you prefer to opt out of the default rules (see General Instructions) and calculate your own taxable benefits and withholding, check the box on line 1 and use line 3 or line 4, if allowed by your administrator, to determine the percent or amount of tax you want the administrator to withhold.

Line 2: Enter personal exemptions you are claiming for withholding. If you file form(s) MI W-4 (wages) or multiple form MI W-4Ps, your personal exemptions claimed on all the forms combined should not exceed your total allowable personal exemptions claimed on your MI-1040.

Line 3: You may designate additional withholding if you expect to owe more than the amount withheld. The amount on line 3 must be a percentage. Check with your pension administrator to see if they permit additional withholding.

Line 4: If allowed by your pension administrator, you may enter an additional dollar amount to be withheld from each payment.

Failure to have sufficient tax withheld from your retirement benefits may result in a balance due on your MI-1040 and penalty and/or interest may apply.

FREQUENTLY ASKED QUESTIONS
Regarding Hardship Distributions

QUESTION: What types of immediate and heavy financial needs are eligible for hardship distributions?

ANSWER: You can obtain a Hardship Distribution, with the proper documentation and proof, if you have an immediate and heavy financial need for one of the following reasons:

- Deductible expenses for medical care previously incurred by the participant, the participant’s spouse, or the participant’s dependents or necessary for them to obtain medical care;
- Costs directly related to the purchase of the participant’s principal residence (excluding mortgage payments);
- Payments necessary to prevent the eviction from, or foreclosure on a mortgage of, the participant’s principal residence;
- Payment of tuition, related educational fees, and room and board expenses, for the next 12 months of post-secondary education for the participant, his spouse, children, or legal dependents;
- Funeral or burial expenses for the participant’s spouse, parent, child or legal dependent;
- Expenses for the repair of damage to the participant’s principal residence (that qualify for the casualty deduction under the Internal Revenue Service);
- Expenses associated with a wedding of a child of the participant, to occur within the next 18 months;
- Expenses on account of a federally declared disaster by the Federal Emergency Management Agency (FEMA), provided that the Participant’s principal residence or principal place of employment at the time of the disaster was located in the area designated by FEMA for individual assistance due to the particular disaster;
- Expenses for the repair of your principal vehicle used to commute back and forth to your employment. Limited to $5,000.00.

QUESTION: What types of financial needs are NOT eligible for hardship distributions?

ANSWER: The Internal Revenue Service and the Plan provisions do not allow hardship distributions for anything other than the reasons listed in the answer above. Some <u>examples</u> of financial needs that are NOT ELIGIBLE are: Overdue credit card, utility, phone, or cable bills; purchase or lease, registration or insurance of a vehicle; vacations; routine maintenance or repairs to your principal residence; funeral luncheons; mortgage payments; legal fees.

QUESTION: Will I be responsible for all of the taxes for this distribution, including the 10% excise tax?

ANSWER: YES. A default Federal income tax withholding of 10% will be deducted from this distribution unless you elect otherwise. In addition, if you are under age 59 ½, you may be subject to an additional 10% Federal excise tax (early distribution tax) when you file your income tax return. You are strongly encouraged to consult with a professional tax advisor before applying for this distribution.

QUESTION: Am I allowed to take future hardship distributions from this Fund?

ANSWER: YES, if you are qualified at that time. **But you are limited to one hardship distribution per 12 month period.**

QUESTION: How much can I take out of my account?

ANSWER: You may take a maximum of 50% of your account balance, but no more than $50,000; maximum of $5,000 for expenses related to vehicle repair. **However, the amount that may be distributed to you cannot exceed the amount of your financial need and the resulting taxes**. For example – if you are in foreclosure and the foreclosure notice indicates that the foreclosure will be cancelled if you pay $4,323.79, then your net distribution will not be more than $4,323.79, plus an amount sufficient to pay the resulting taxes.

QUESTION: Are there any other limits on the amount available from my account?

ANSWER: The amount distributed cannot include employer contributions based on work performed less than twenty four months prior to the first day of the month immediately preceding the date of the distribution or based on work performed prior to January 1, 1998, including any earnings on those contributions.

QUESTION: Is there an application fee?

ANSWER: There are no application fees, however, John Hancock, the Fund's recordkeeper charges $50.00 for each hardship distribution.

QUESTION: Is this distribution considered a loan from my account? Do I have to pay it back? Can I pay it back if I want to?

ANSWER: NO. This is NOT a loan from your account. It is a special type of distribution from your account as defined by the IRS. You cannot pay it back.

QUESTION: Why do I have to certify that I have exhausted all other methods of resolving this financial need?

ANSWER: The IRS is very strict regarding non-retirement distributions from a profit sharing fund. Because this money is meant to provide you with regular income at the time of your retirement, it is necessary to protect these assets with strict regulations and controls. The IRS determines the conditions under which you may obtain a Hardship Distribution. One of those conditions is to encourage you to seek other financial means to resolve this need, such as savings, consumer loans, reimbursement from insurance companies, etc. The application contains a Certification of Hardship which you must sign in front of a Notary Public, certifying that you have exhausted all other means of resolving this financial need.

QUESTION: Must the entire application form be completed?

ANSWER: If you are currently married, YES, every form of the application must be completed. If you are single, every form must be completed EXCEPT for the Spousal Consent Form.

QUESTION: I am married. Does my spouse have to complete the Spousal Consent Form?

ANSWER: YES. This is REQUIRED.

QUESTION: If I am single, do I have to complete the Certification of Marital/Single Status Form?

ANSWER: YES. All applicants are required to complete this Form.

QUESTION: I was previously married, but it was many years ago or did not last long, do I still have to submit the Judgment of Divorce from that marriage?

ANSWER: YES. The Fund Office is required to verify whether ANY ex-spouse has been awarded a portion of your account. The only way for us to verify this is to review all Judgments of Divorce, Qualified Domestic Relations Orders and Property Settlement Agreements that you may have, *even if the divorce occurred prior to your participation in the Annuity Fund.*

SPECIAL TAX NOTICE REGARDING

SHEET METAL WORKERS LOCAL NO. 292 ANNUITY FUND

PLAN PAYMENTS

YOUR OPTIONS FOR ELIGIBLE ROLLOVER DISTRIBUTIONS

You are receiving this notice because you are eligible to receive a payment from the Sheet Metal Workers Local No. 292 Annuity Fund (the "Plan") that you can transfer (roll over) to an IRA, Roth IRA or designated pre-tax or Roth account in an employer plan. This notice is intended to help you decide whether to roll over the payment (or some portion of it).

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GENERAL INFORMATION ABOUT ROLLOVERS

This notice explains how you can continue to defer federal income tax on your retirement savings in the Sheet Metal Workers Local No. 292 Annuity Fund (the "Plan") and contains important information you will need before you decide how to receive your Plan benefits. It describes the rules that apply to payments from the Plan that are from both a pre-tax account and a designated Roth account.

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

What can I do with an amount that is eligible for rollover?

When an amount payable (that is, an amount you are eligible to take as a payment from the Plan) is eligible for rollover, you generally may choose some combination of the following:

- Leave it in the Plan, that is, do not take the payment,
- Roll it over into another employer plan, or a designated Roth account in another employer plan,
- Roll it over into a Roth or regular IRA, or
- Take it, don't roll it over, and pay any required taxes.

Whether these options are available to you depends on your circumstances and the terms of the Plan. For example, you may be required to take a payment (and not roll it over) based on your age or if your benefit is below a certain threshold.

How can a payment affect my taxes?

For pre-tax contributions, you will be taxed on a payment from the Plan if you do not roll it over. If you are under age 59½ 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 59½ (or if an exception to the 10% additional income tax applies).

After-tax contributions included in a payment from a designated Roth account aren't taxed, but earnings might be taxed. The tax treatment of earnings included in the payment depends on whether the payment is a qualified distribution. If a payment is only part of your designated Roth account, the payment will include an allocable portion of the earnings in your designated Roth account.

If the payment from the Plan isn't a qualified distribution and you don't do a rollover to a Roth IRA or a designated Roth account in an employer plan, you will be taxed on the portion of the payment that is earnings. If you are under age 59½, a 10% additional tax on early distributions (generally, distributions made before age 59½) will also apply to the earnings (unless an exception applies).

If the payment from the Plan is a qualified distribution, you won't be taxed on any part of the payment even if you don't do a rollover. A qualified distribution from a designated Roth account in the Plan is a payment made after you are age 59½ (or after your death or disability) and after you have had a designated Roth account in the Plan for at least 5 years. In applying the 5-year rule, you count from January 1 of the year the first contribution was made to the designated Roth account. However, if you did a direct rollover to a designated Roth account in the Plan from a designated Roth account in another employer plan, your participation will count from January 1 of the year the first contribution was made to the designated Roth account in the Plan or, if earlier, to the designated Roth account in the other employer plan.

How can a rollover affect my taxes?

If you do a rollover, you won't have to pay tax until you receive payments later. If the payment is a qualified distribution from a Roth account and you do a rollover, you won't be taxed on the amount you roll over and any earnings on the amount you roll over won't be taxed when paid later.

What types of retirement accounts and plans may accept my rollover?

For pre-tax-contributions, 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 (such as a section 401(k) plan), a section 403(b) plan, or a governmental section 457(b) plan) that will accept the rollover. The rules of the IRA or employer plan that receives the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, IRAs aren't subject to spousal consent rules, 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. For additional information on IRAs, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*, and IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*.

For after-tax contributions, you may roll over the payment to either a Roth IRA (a Roth individual retirement account or Roth individual retirement annuity) or a designated Roth account in an employer plan (a tax-qualified plan, section 403(b) plan, or governmental section 457(b) plan) that will accept the rollover. The rules of the Roth IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the Roth IRA or employer plan (for example, Roth IRAs cannot provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the Roth IRA or the designated Roth account in the employer plan. In general, these tax rules are similar to those described elsewhere in this notice, but differences include:

- If you do a rollover to a Roth IRA, all of your Roth IRAs will be considered for purposes of determining whether you have satisfied the 5-year rule (counting from January 1 of the year for which your first contribution was made to any of your Roth IRAs).
- If you do a rollover to a Roth IRA, you must keep track of the aggregate amount of the after-tax contributions in all of your Roth IRAs (in order to determine your taxable income for later Roth IRA payments that aren't qualified distributions).
- Eligible rollover distributions from a Roth IRA can only be rolled over to another Roth IRA.

How do I do a rollover?

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

<u>If you do a direct rollover</u>, depending on the type of contributions rolled over (pre-tax or after-tax) the Plan will make the payment directly to your IRA, Roth IRA, employer plan or the designated Roth account in an employer plan. You should contact the IRA sponsor, the Roth IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

For pre-tax contributions, if you do a direct rollover of only a portion of the amount paid from the Plan and a portion is paid to you at the same time, the portion directly rolled over consists first of earnings. For example, assume you are receiving a nonqualified distribution of $12,000, of which $2,000 is earnings.

In this case, if you directly roll over $10,000 to an IRA that is a Roth IRA, no amount is taxable because the $10,000 amount rolled over includes the $2,000 in earnings and the remaining $2,000 paid to you is attributable to after-tax contributions.

<u>If you do a 60-day rollover</u>, you will receive a payment from the Plan and then make a deposit (generally within 60 days) into an IRA or Roth IRA, whether the payment is a qualified or nonqualified distribution.

For pre-tax contributions, if you don't 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 amount withheld. If you don't roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional tax on early distributions if you are under age 59 ½ (unless an exception applies).

For after tax-contributions, you can also do a rollover by making a deposit within 60 days into a designated Roth account in an employer plan if the payment is a nonqualified distribution and the rollover doesn't exceed the amount of the earnings in the payment. You can't do a 60-day rollover to an employer plan of any part of a qualified distribution. If you do a 60-day rollover and the payment isn't a qualified distribution, the Plan is required to withhold 20% of the earnings for federal income taxes. This means that, in order to roll over the entire payment in a 60-day rollover to a Roth IRA, you must use other funds to make up for the amount withheld.

How much may I roll over?

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 joint lives or joint life expectancies of you and your beneficiary);
- Required minimum distributions;
- Hardship distributions;
- Corrective distributions of contributions that exceeded tax law limitations;
- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends);
- Payments of certain automatic enrollment contributions that you request to withdraw within 90 days of your first contribution.

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.

If I don't do a rollover, will I have to pay the 10% additional tax on distributions before age $59^1/_2$?

If a payment is from a pre-tax account you will have to pay the 10% additional tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you don't roll over, unless one of the exceptions listed below applies. If the payment is from an after-tax account but is not a qualified distribution and you are under age $59^1/_2$, you will have to pay the 10% additional tax on early distributions with respect to the earnings allocated to the payment that you don't roll over (including amounts withheld for income tax), unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the earnings not rolled over.

The 10% additional tax doesn't apply to the following payments from the Plan:

- Payments made after you separate from service if you are at least age 55 in the year of the separation;
- Payments that start after you separate from service if paid at least annually in substantially equal amounts over your life or life expectancy (or the joint lives or joint life expectancies of you and your beneficiary);
- Payments made due to disability;
- Payments made after your death;
- Corrective distributions of contributions that exceed tax law limitations;
- Payments made directly to the government to satisfy a federal tax levy;
- Payments made under a qualified domestic relations order (QDRO);
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001, for more than 179 days;
- Payments of certain automatic enrollment contributions that you request to withdraw within 90 days of your first contribution.

For more information about the 10% additional tax and the exceptions to the 10% additional tax, see IRS Publication 575, *Pension and Annuity Income*, under the heading *Tax on Early Distributions*. For information on how to claim an exception, see the Instructions for IRS Form 5329, *Additional Taxes on Qualified Plans (Including IRAs) and Other Tax-Favored Accounts.*

If I do a rollover to an IRA or Roth IRA, will the 10% additional tax apply to a later distribution from the IRA or Roth IRA before age 59$^1/_2$?

If you receive a payment from an IRA when you are under age 59 ½, you will have to pay the 10% additional tax on early distributions on the part of the payment that you must include in income, unless an exception applies. If you receive a payment from a Roth IRA when you are under age 59$^1/_2$, you will have to pay the 10% additional tax on early distributions on the earnings paid from the Roth IRA, unless an exception applies or the payment is a qualified distribution. In general, the exceptions to the 10% additional tax for early distributions from an IRA or Roth IRA listed above are the same as the exceptions for early distributions from an employer plan or a designated Roth account in an employer plan. However, there are a few differences for payments from an IRA or Roth IRA, including:

- The exception for payments from a plan made after you separate from service if you are at least age 55 in the year of the separation (or the earlier of age 50 or attainment of 25 years of service under the Plan for qualified public safety employees and private-sector firefighters) doesn't apply to payments from an IRA;
- The exception for payments made pursuant to a QDRO under a plan doesn't apply to an IRA (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to a Roth IRA of a spouse or former spouse); and
- The exception for substantially equal periodic payments from a plan also applies to payments from an IRA but without regard to whether you have had a separation from service.

Also, there are exceptions to the 10% additional tax that do not apply to payments from a plan but that do apply to payments from an IRA or a Roth IRA, including:

- Payments for qualified higher education expenses;
- Payments up to $10,000 used in a qualified first-time home purchase; and
- Payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

For more general information about the 10% additional tax and the exceptions to the 10% additional tax on payments from an IRA, see the Instructions to IRS Form 5329, *Additional Taxes on Qualified Plans (Including IRAs) and Other Tax-Favored Accounts.* See also, IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs),* under the heading *Early Distributions*.

Will I owe state income taxes?

This notice doesn't address any state or local income tax rules (including withholding rules).

SPECIAL RULES AND OPTIONS

If you miss the 60-day rollover deadline

Generally, the 60-day rollover deadline can't be extended. However, the IRS has 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. Under certain circumstances, you may claim eligibility for a waiver of the 60-day rollover deadline by making a written self-certification. Otherwise, to apply for a waiver from the IRS, 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-A, *Contributions to Individual Retirement Arrangements (IRAs),* under the heading *Rollovers*.

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 outstanding amount of the loan (offset amount), typically when your employment ends. The offset amount is treated as a distribution to you at the time of the offset.

Any offset amount of your pre-tax account that is not rolled over will be taxed (including the 10% additional income tax on early distributions, unless an exception applies). You may roll over offset amounts to an IRA or an employer plan (if the terms of the employer plan permit the plan to receive plan loan offset rollovers).

For distributions from your after-tax account generally, you may roll over all or any portion of the loan offset amount. If the distribution attributable to the offset isn't a qualified distribution and you don't roll over the offset amount, you will be taxed on any earnings included in the distribution (including the 10% additional tax on early distributions, unless an exception applies). You may roll over the earnings included in the loan offset to a Roth IRA or designated Roth account in an employer plan (if the terms of the employer plan permit the plan to receive plan loan offset rollovers). You may also roll over the full amount of the offset to a Roth IRA.

How long you have to complete the rollover depends on what kind of plan loan offset you have. If you have a qualified plan loan offset, you will have until your tax return due date (including extensions) for the tax year during which the offset occurs to complete your rollover. A qualified plan loan offset occurs when a plan loan in good standing is offset because your employer plan terminates, or because you separate from service. If your plan loan offset occurs for any other reason (such as a failure to make level repayments that results in a deemed distribution), then you have 60 days from the date the offset occurs to complete your rollover.

If you receive a payment and you were born on or before January 1, 1936

If you were born on or before January 1, 1936, and receive a lump sum payment that you don't 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*.

If you roll over your pre-tax account to a Roth IRA

If you roll over a payment from the Plan's pre-tax account to a Roth IRA (which, for purposes of this explanation, includes a Roth SIMPLE IRA), a special rule applies under which the amount of the payment rolled over, reduced by any after-tax amounts, will be taxed. In general, the 10% additional tax on early distributions won't apply. However, if you take the amount rolled over out of the Roth IRA within the 5-year period that begins on January 1 of the year of the rollover, the 10% additional tax will apply on the amount includible in gross income (unless an exception applies). If you roll over the payment to a Roth IRA, you won't have to take required minimum distributions from the Roth IRA during your lifetime. Later payments from the Roth IRA that are qualified distributions won't be taxed, including earnings after the rollover. A qualified distribution from a Roth IRA is a payment made after you are age 59½ (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 aren't qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional tax on early distributions (unless an exception applies). For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*, and IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs).*

If you are not a Plan participant

Payments after death of the participant. If you receive a payment after the participant's death that you don't roll over, the payment generally will be taxed in the same manner described elsewhere in this notice. However the 10% additional tax on early distributions and the special rule described under the section "If you were born on or before January 1, 1936" applies only if the deceased 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 or a Roth IRA, you may treat it either as your own or as an inherited one.
>
> An IRA or Roth IRA you treat as your own is treated like any other IRA or Roth IRA of yours. For an IRA, payments made to you before you are age 59 ½ will be subject to the 10% additional tax on early distributions (unless an exception applies) and required minimum distributions from your IRA will be based on your age. For a Roth IRA, you won't have to take any required minimum distributions during your lifetime and earnings paid to you in a nonqualified distribution before you are age 59½ will be subject to the 10% additional tax on early distributions unless an exception applies.
>
> If you treat the IRA as an inherited IRA, payments from the IRA won't be subject to the 10% additional tax on early distributions. However, if the participant had started taking required minimum distributions from the Plan, required minimum distributions must continue to be made from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan,

distributions from the inherited IRA must begin when the participant would have been required to begin required minimum distributions.

If you treat the Roth IRA as an inherited Roth IRA, payments from the Roth IRA won't be subject to the 10% additional tax on early distributions. An inherited Roth IRA is subject to required minimum distributions.

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 or Roth IRA. Payments from the inherited IRA or Roth IRA won't be subject to the 10% additional tax on early distributions. You will have to take required minimum distributions from the inherited Roth IRA.

For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*, and IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*.

Payments under a qualified domestic relations order (QDRO). If you are the spouse or a former spouse of the participant who receives a payment from the Plan under a QDRO, you generally have the same options and the same tax treatment that the participant would have (for example, you may roll over the payment to your own IRA, Roth IRA or to a designated pre-tax or Roth account in an eligible employer plan that will accept it). However, payments under the QDRO won't be subject to the 10% additional tax on early distributions. For more information, see IRS Publication 504, *Divorced or Separated Individuals*.

If you are a nonresident alien

If you are a nonresident alien, for payments from a pre-tax account or if the payment from an after-tax account is not a qualified distribution, and you don't do a direct rollover to a U.S. IRA or Roth IRA or designated pre-tax or Roth account in a U.S. employer plan, the Plan is generally required to withhold 30% (instead of withholding 20%) of the payment (or earnings, for after-tax accounts) 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 IRS Form 1040NR, *U.S. Nonresident Alien Income Tax Return,* and attaching your IRS Form 1042-S, *Foreign Person's U.S. Source Income Subject to Withholding*. See IRS Form W-8BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals),* 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*.

OTHER SPECIAL RULES

If a payment is one in a series of payments for less than 10 years, your choice whether to do 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 (only including payments from the designated Roth account in the Plan) are less than $200, the Plan isn't required to allow you to do a direct rollover and isn't required to withhold federal income taxes. However, you can do a 60-day rollover.

You may have the ability to repay certain distributions from your retirement plan. If you took a qualified reservist distribution, a qualified disaster recovery distribution, a qualified birth or adoption distribution, an emergency personal expense distribution, a domestic abuse victim distribution, or a terminal illness distribution, you generally may repay that distribution to an eligible retirement plan within a certain time period. For more information on repayments of qualified reservist distributions, see IRS Publication 3, *Armed Forces' Tax Guide*. For more information on other repayments, see IRS Publication 575, *Pension and Annuity Income*, or consult a professional tax advisor.

FOR MORE INFORMATION

Neither the Trustees nor the Fund Office personnel are tax advisors. **You are strongly encouraged to consult with a professional tax advisor before you take a payment of your benefits 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-A, *Contributions to Individual Retirement Arrangements (IRAs)*; IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*; and IRS Publication 571, *Tax-Sheltered Annuity Plans* (403(b) Plans). These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.