BeneSys
PMB #116
5331 S Macadam Ave., Suite 258
Portland OR 97239
Phone: 503.222.7694 Toll Free: 800.413.4928
Fax: 503.228.0149

Retirement Plan Loan Request (LA)

Use this form if you want to take a loan from your retirement account. Be sure to read all the way through so you don't miss any important sections. Keep in mind that your request can be delayed if the form isn't clear or complete.

Ways You Can Submit Your Form

- **Online, for faster processing:** You can request your loan online if your plan allows it. Visit standard.com/login to log in to your account on Personal Savings Center to make a request. Once you log in, you'll see the option under My Account, Request a loan from the menu.
- **Mail:** Send your form and any other related documents to 5331 S Macadam Ave., Suite 258 Portland, OR 97239.
- **Fax:** Send this form and any other related documents as a single fax sent to 503.228.0149.

If you have questions about your request, call 800.413.4928.

1. Retirement Plan Information

You can find your plan name and number on your quarterly account statement or on Personal Savings Center at standard.com/login. Once you log in, choose My Plan, About Me and My Plan from the menu to see this information. Your plan administrator should also have this information available.

Plan Name: Northwest Sheet Metal Workers Supplemental Pension Plan

Plan Number: 807580

2. Participant Verification

COMPLETE THE FOLLOWING (REQUIRED)

Participant First Name__________ Middle Initial______ Last Name__________

Address of Record __________

City__________ State__________ Zip__________

SSN______-______-______ **Note:** This is the SSN that is on file with your employer and is used to submit taxes.

Return ALL pages of this form, even if some sections are left blank.

3. Reason for Loan

Review your summary plan description to learn which options are available and if your plan requires plan administrator/ employer approval of this request. You can access your summary plan description on Personal Savings Center (standard.com/login) by choosing My Plan, About Me and My Plan from the menu once you've logged in.

☐ General Purpose Loan for a payback period shorter than 60 months

Return ALL pages of this form, even if some sections are left blank.

4. Loan Amount

CHECK ONLY **ONE**:

☐ Maximum amount available (new loan)

☐ Specific amount (new loan) $ _

How Often You're Paid	1 Year	2 Year	3 Year	4 Year	5 Year	Other (Please Complete)
Monthly	☐ 12	☐ 24	☐ 36	☐ 48	☐ 60	☐ ________

Payroll frequency for employee. Please note this information is used to create loan documents.

☐ **Monthly** – Regular pay dates for this employee are on the __10th__ (day of the month)

5. Delivery Instructions

If your name or address has changed within the last 14 days, there will be a delay in processing.
Delivery method does not affect processing time. Incomplete requests will delay processing.

☐ Regular Mail

☐ My address is outside the US or its territories. I have included my IRS Form W-9 or W-8 Ben with this request. **Note:** if not attached, this request will be canceled, and you will need to resubmit with the correct forms.

Please Note:

If you need to permanently change your address of record, please do so with your employer.

Loan checks will either be delivered to the employer or the employee, based on plan provisions.

6. Required Signatures

A. Participant Acceptance

I have read and understand the Explanation of Qualified Joint and Survivor Annuity (QJSA). As required by regulations, I certify that at least seven days have elapsed since I received the QJSA explanation. I elect to waive payment of my benefits in the form of a QJSA and to receive payment in the form selected. I have the right to revoke this election any time prior to the date my benefit payments commence.

X____ X_________________________

Participant Signature or Beneficiary | Date

B. Spousal Consent

THIS SECTION ONLY APPLIES IF YOUR PLAN HAS A QUALIFIED JOINT-SURVIOR ANNUTIY

Your spouse must consent if your vested balance exceeds $5,000 on the loan date. Consent must be witnessed by the plan administrator or notary public.

CHECK ONLY **ONE**

☐ Single

☐ Married

☐ Cannot locate spouse *(must be supported by legal documents)*

I have read and understand the Explanation of Qualified Joint and Survivor Annuity. I acknowledge that my spouse did not select the QJSA and I consent to payment in the form selected. I understand that my consent is irrevocable unless my spouse revokes that election.

____

Spouse's name (printed)

X____ X____________________

Spouse's Signature Date

X____ X____________________

Notary or plan administrator name (printed) Date

Return ALL pages of this form, even if some sections are left blank.

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C. Authorized Signature

TO BE COMPLETED BY THE PLAN ADMINISTRATOR OR TPA **ONLY**

The Standard is authorized to issue a loan to the Employee or Beneficiary named above. The loan will be paid according to the terms of the plan.

I represent that I am an authorized signer on behalf of the above-named plan and have authority to instruct the service provider to process this form. By signing this authorization request, I will be responsible for the oversight and authorization of this transaction.

____

Plan administrator's name (printed)

X____ X______________________

Plan administrator Signature Date