TRANSAMERICA®

The enclosed materials are to assist you with your request for a hardship withdrawal from the IUE-CWA 401(k) Retirement Savings and Security Plan.

You must meet the hardship criteria in order to qualify for this withdrawal. The hardship criteria includes:

- Medical expenses
- Purchase of primary residence
- Post-secondary educational expenses
- Prevention of eviction/ foreclosure
- Burial or funeral expenses or
- Expenses of repairing casualty damage to your principal residence

Before you request the hardship withdrawal, it is important that you know that you will not be able to make contributions (or receive any company matching contribution) for 6 months from the date of the hardship withdrawal. Hardship withdrawals will only include proceeds from Elective Contributions. Also, you are required to have taken out a plan loan prior to becoming eligible for a hardship withdrawal.

Please read the enclosed Special Tax Notice Regarding Plan Payments which contains important information and details your payment options. After carefully reviewing all information, please mail or fax the Hardship Withdrawal Form along with the appropriate documentation to:

Mail: IUE-CWA 401(k) Plan
2001 E. 3rd Street,
Bloomington, IN 47401

Fax: 812-671-9696

Please note, you have the option of expediting the delivery of your check. By checking the applicable box on the form, you agree to pay a fee (up to $50) for this service. Your check will be mailed to you by overnight delivery the day the check is written based on the settlement period(s) of the investments being liquidated for your withdrawal or distribution. If you elect any other distribution method, including direct deposit, prior to delivery of your check, your withdrawal or distribution may be delivered by that method and you will not receive a refund of this fee.

If you have any questions or require further assistance, please call a Customer Service Representative at our toll free number 888-976-8171.

IUE-CWA 401(k) Retirement Savings and Security Plan
HARDSHIP WITHDRAWAL FORM (Plan# 651794)

- Use this form to request a payment of benefits while you are still employed.
- Your choices on this form may affect your taxes. You may want to consult a tax or financial advisor.
- If your distribution will be sent to an address outside of the United States, Puerto Rico, the U.S. Virgin Islands or Guam, you must also submit either an IRS Form W-9 to certify you are a U.S. person or a Form W-8BEN if you are a non-resident alien with respect to the U.S. To obtain these forms or for assistance in determining which form you should submit, please go to the IRS website at www.irs.gov or consult with a tax advisor. If you do not submit one of these forms along with this form, 30% tax withholding will be applied to your distribution.
- Please return your completed form (mail or fax) to:
  Mail: IUE-CWA 401(k) Plan, 2001 E. 3rd Street, Bloomington, IN 47401
  Fax: 812-671-9696

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1. ## Participant Information
Please print clearly in **CAPITAL LETTERS**.

(To be filled out by Participant)

Marital Status
☐ Married
☐ Not Married

_________-__________-__________ Social Security Number

__________-__________-__________ Date of Birth (MM-DD-YYYY)

____________________ Last Name

____________________ First Name

________ MI

____

Mailing Address City State Zip Code

(__________)____________________ Daytime Telephone Number

(__________)____________________ Evening Telephone Number

____________________________________ E-mail Address

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2. ## Withdrawal Amount
I request a hardship withdrawal from my Elective Contributions, in the amount of:

$__________________ *(The amount of your withdrawal may include the amount necessary to pay taxes or penalties you expect to result from the withdrawal - such as the 10% additional tax on early withdrawals. Please note that your withdrawal will be limited to the lesser of the amount stated or the maximum amount available for a hardship withdrawal.)*

Expedited Check Delivery is available (Deliveries will not be made to P.O. Boxes)

☐ By checking this box, I agree to pay a fee (up to $50) for expedited delivery of my check. I understand that my check will be mailed to me by overnight delivery the day the check is written based on the settlement period(s) of the investments being liquidated for this withdrawal or distribution. I understand that if I elect any other distribution method, including direct deposit, prior to delivery of my check, my withdrawal or distribution may be delivered by that method and I will not receive a refund of this fee.

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3. ## Reason for Withdrawal
I have a financial hardship and need the withdrawal in order to *(Complete only if you have already requested all other available distributions. Amount requested may not be in excess of your immediate financial need):*

☐ **pay medical expenses for myself, my spouse or my dependents.**
(Attach a copy of a medical bill and proof of the portion not covered by insurance.)

☐ **purchase a home that will be my principal residence (not including mortgage payments).**
(Attach a signed copy of a purchase and sale agreement.)

☐ **pay tuition and related educational fees for the next 12 months of post-secondary education for me, my spouse or my dependent.**
(Attach a copy of the tuition bill.)

☐ **pay amounts to prevent my eviction from my principal residence or foreclosure of the mortgage on my principal residence.**
(Attach a copy of the eviction or foreclosure notice that indicates the amount past due.)

☐ **pay burial or funeral expenses for my deceased parent, spouse, child or dependent.**
(Attach a copy of the death certificate and mortuary bill.)

☐ **pay expenses for the repair of damage to my principal residence caused by fire, storm or other casualty.**
(Attach a copy of the repair bill, estimate or signed work order for the repair, or a copy of IRS Form 4684.)

If I have requested a financial hardship withdrawal above, I understand that as a condition of my withdrawal, (1) the amount requested may not be in excess of my immediate financial need, including amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the withdrawal, (2) I have obtained all distributions and non-taxable loans currently available under all of my employer's plans, (3) I will be ineligible to make any employee contributions to this plan or any other plan maintained by my employer (other than health or welfare plans) for the required period, and (4) upon request of the plan administrator, I will provide independent written evidence of my financial hardship amount.

4. Tax Withholding Election

Federal Income Tax Withholding - 10% withholding applies unless you elect otherwise.

☐ Do not withhold federal income tax

State Income Tax Withholding - State Tax withholding rules vary by state. Each state either (a) permits state tax withholding if elected, (b) does not permit state tax withholding, (c) has mandatory state tax withholding, or (d) allows you to opt out of state tax withholding by completing your state's form. If your address of record is within a state that does not permit state tax withholding, no taxes can be withheld. If your address of record is within a state that has mandatory state tax withholding, state taxes must be withheld from your distribution in accordance with your state's rules. If your address of record is within a state that allows an independent election to opt out of the withholding if you submit that state's form, state tax will be withheld unless you elect otherwise by submitting the required state tax opt out form. Please consult a tax advisor if you have questions regarding state tax withholding.

☐ Do not withhold state income tax (if independent election is permitted)

☐ Withhold state income tax:______%

5. Participant Signature

I request the hardship withdrawal indicated above. I have read the Special Tax Notice Regarding Plan Payments. I have also read the Notice of Distribution Options, and I understand my distribution choices, including my right to defer payments to me under the plan.

____ _______-_________-__________

Signature of Participant Today's Date (MM-DD-YYYY)

6. Spousal Consent **(This section must be completed if you are married)**

I am the spouse of the participant whose signature appears above. I agree that my spouse can receive retirement benefits in the form selected above. I understand that my spouse cannot choose a different form of retirement benefits unless I agree to the change. I understand that I do not have to sign this spousal consent. I am signing this spousal consent voluntarily.

____ ______-__________-__________

Signature of Spouse Today's Date (MM-DD-YYYY)

WITNESSED:

____ ______-__________-__________

Signature of Notary Public ***(stamp or seal required)*** Date (MM-DD-YYYY)

My commission expires: ___________________

7. Plan Authorization **(Internal use only)**

____ _______-_________-__________

Fund Office Approval Date (MM-DD-YYYY)

IMPORTANT UPDATE TO HARDSHIP WITHDRAWAL FOR CASUALTY LOSS REQUIREMENTS
EFFECTIVE MAY 15, 2018

The 2017 tax reform legislation (H.R. 1) limits safe harbor hardship withdrawals to repair damage to a personal residence as a result of a casualty loss to losses attributable to a federally declared disaster (i.e., a disaster that is determined by the President to warrant federal assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act). For example, under the legislation, expenses to repair damage caused by a house fire would not justify a hardship distribution unless the fire is the result of a federally declared disaster.

As a result, participants requesting a hardship withdrawal for casualty loss must provide proof that the damage to their principal residence is the result of a fire, storm, shipwreck or other casualty attributable to a federally declared natural disaster such as a hurricane or wildfire.

Documentation requirements described in your Plan's Hardship Withdrawal Request Form for a casualty loss have been superseded. Instead, all four of the following documents are required to be included with your Plan's Hardship Withdrawal Request Form.

- Copy of repair estimate or bill which provides a description of the repair work;
- Insurance carrier statements indicating the amount covered or not covered;
- Copy of your FEMA Approval or Denial Notification; and
- Statement that includes the date and identity of the federally declared disaster along with the City, State and County where your principal residence is located.

Please follow all of the other instructions contained in, complete all applicable sections of, and obtain any applicable signatures to, the Form.

To determine if your casualty loss qualifies as a federally declared natural disaster, please visit www.fema.gov/disasters.

TRANSAMERICA
Retirement Solutions

Explanation of Distribution Options

This information only applies to defined contribution retirement plans that are not subject to the joint and survivor annuity requirements. The information provided in this Explanation is intended to be general in nature; not all plan provisions and options are available under your plan. To confirm the specific terms of your plan, please refer to your Summary Plan Description or contact your Plan Administrator.

General

As a plan participant, you may have the right to receive benefits when you reach your normal retirement age under the plan or terminate employment, provided your plan account has monies in it available for your withdrawal. If your plan allows in-service withdrawals for hardship or upon your attainment of age 59 1/2 or for any other reasons, you may also elect to receive benefit payments if you have satisfied the applicable plan requirements.

Please note, the plan may provide that if the cash value of your benefit is less than a specified amount (generally $5,000 or less, if any), your benefit will be paid to you in a single sum, or automatically rolled over to an IRA (if required by federal law) unless you elect otherwise.

Under the provisions of the plan, you may request that your benefit be paid under the optional form of benefit which is best suited to your particular needs and circumstances. The amount of monthly income payable will depend upon the form of payment elected, your age (and your designated beneficiary's age) as well as your vested account balance as of your retirement date, or, if earlier, date of this election.

Summary of Forms of Benefit (Availability of the following options will depend upon plan provisions)

Single Sum Payment: The vested balance in your account will be paid in a single sum.

Installment Payment (specific limitations may apply to this option under the terms of your plan): The vested balance in your account will be paid in monthly, quarterly, semi-annual or annual installment payments.

Partial Payment: The vested balance in your account will be paid in partial payments.

Fixed Period Certain Annuity - No "Life" Guarantee: A monthly income is payable to you beginning on your benefit starting date, in equal installments over a specified period of not less than 12 nor more than 240 months. If you die during the specified period elected, the income will be continued for the remainder of the specified period to your designated beneficiary. You may elect that such payment to your beneficiary is to be made in a single sum.

Straight Life Annuity - No "Years" Certain: A lifetime monthly income is payable to you, beginning on your benefit starting date and continuing until the last payment due before your death. If you die after your benefit starting date, there will be no death benefit payable. If you are married, you may elect this form of payment only with your spouse's consent.

Life Annuity with Period Certain: A lifetime monthly income is payable to you, beginning on your benefit starting date and continuing until the last payment due before your death. If you die during the period certain which begins on your benefit starting date, the monthly income will be continued to your designated beneficiary for the remainder of the period certain. The beneficiary may elect that such payment be made in a lump sum.

Joint and Survivor Annuity: A lifetime monthly income is payable to you, beginning on your benefit starting date and continuing until the last payment due before your death. Upon your death, your joint annuitant will receive a monthly income for life equal to, depending on the provisions of your plan, at least one-half (and not more than 100%) of the amount of monthly income you were receiving. If you are married, your joint annuitant must be your spouse unless your spouse consents to another annuitant on a form provided by the Plan Administrator.

Election of Annuity Benefit

If you are married (and your plan provides annuities as a form of benefit) and you wish to elect an annuity form of benefit, other than a Joint and Survivor Annuity with your spouse as your joint annuitant, your spouse must consent to your election, in writing, witnessed by your Plan Administrator or a Notary Public, during the 180 day period before your benefit starting date. If you are married and wish to designate a person other than your spouse as your joint annuitant, you must obtain your spouse's written consent to your beneficiary designation. (If established to the satisfaction of your Plan Administrator that your spouse cannot be located, spousal consent is not required.) Your spouse's consent must be made on a special form available from your Plan Administrator.

Comparison of Forms of Benefit

These examples compare benefits under forms of payment that may be available under the plan. These examples are based on specific assumptions and certain interest rates and mortality rates. The amounts shown are estimates, provided to illustrate the differences among the various options and are not intended to represent the actual amount payable to you. Upon your request, a more precise calculation will be provided. Your request should be sent to the address below if in writing. If you wish to call in your request, see the number provided below for you to call.

Assume a participant retiring at age 65 has a beneficiary of the same age and a $200,000 account balance.

Age 65 Commencement

Form of Benefit	Benefit to Participant	Benefit to Spouse/Beneficiary After Participant's Death
Qualified Joint and Survivor Annuity		
50%	$ 914.31 per month	$ 457.16 per month
66.7%	$ 890.56 per month	$ 593.71 per month
75%	$ 879.15 per month	$ 659.36 per month
100%	$ 846.58 per month	$ 846.58 per month
Straight Life Annuity	$ 993.76 per month	
Life Annuity with 5 Years Certain	$ 988.91 per month	
Life Annuity with 10 Years Certain	$ 974.01 per month	
Period Certain 5	$ 3,392.05 per month	
Period Certain 10 Years	$ 1,814.58 per month	

Any annuity elected will be provided by purchasing an annuity contract from an insurance company with your vested account balance under the plan. Dollar amounts shown do not reflect any required tax withholding, ongoing account expenses, or possible fees charged by the annuity provider.

Election Rights

You have at least 30 days to consider which form of benefit payment you want to elect. If, after receiving this Explanation, you affirmatively elect a distribution, your distribution may be made less than 30 days from the date this Explanation was given to you. If you elect an annuity form of payment:

- Your distribution election is revocable until the later of (a) your benefit starting date, or (b) prior to the expiration of the 7-day period that begins the date after you receive this Explanation;
- Your benefit starting date is a date after the date you received this Explanation;
- Distribution in accordance with your benefit election is paid more than 7 days after the date this Explanation was provided.

Consequences of Your Taking the Distribution Instead of Deferring Receipt of the Distribution

If you are eligible to receive a distribution from the plan, but also have the right to defer receipt of such distribution because, e.g., the value of your nonforfeitable account balance exceeds $5,000 (or such lower automatic cash-out limit set by the plan), your decision not to defer receipt of your distribution includes the following consequences if you do not directly (or indirectly within 60 days of receipt of the distribution) roll over your distribution to an IRA or another eligible retirement plan: (1) you will be taxed on the taxable amount of the distribution in the year the distribution is made and will no longer be able to defer the taxation of the distribution, (2) an IRS early distribution 10% penalty tax may apply to the taxable portion of your distribution if you receive the distribution either before attaining age 59 ½ or after separating from service before the year in which you attain age 55, and (3) you will lose the opportunity to defer the taxation of future earnings on your distribution.

Please note that some currently available investment options may not be generally available on similar terms outside the Plan. In addition, fees and expenses (including administrative or investment-related fees) outside the Plan may be different from fees and expenses that apply to the Plan's accounts. Please contact your financial advisor for additional information.

Your plan may include other provisions that might affect your decision whether to defer receipt of a distribution. You should review the plan's summary plan description before deciding to elect a distribution, and discuss this issue with your tax advisor. A copy of the plan's summary plan description is available from the Plan Administrator.

Right to Request Participant-Specific Information

You have the right to request specific information with respect to each form of benefit available to you under the plan, including a description of the financial effect of electing each form of benefit available to you under the plan. Written requests should be sent to your Plan Administrator.

IMPORTANT UPDATE
INDIRECT ROLLOVER PERIOD EXTENDED FOR CERTAIN LOAN OFFSETS
EFFECTIVE FOR PLAN YEARS BEGINNING AFTER DECEMBER 31, 2017

If your distribution includes an outstanding loan, which has not been previously subject to tax, your loan may be defaulted and taxed to you unless you pay it off. Prior law allowed you to avoid tax on the amount of a defaulted loan if, using outside funds, you rolled over such amount to an IRA or eligible employer plan within 60 days of the distribution.

<u>Effective for taxable years after December 31, 2017</u>, the 2017 tax reform legislation (H.R. 1) extended the current 60 day period to your federal tax filing deadline, including extensions, for the year in which your distribution is made. This extended rollover period is only available if the loan default is due to your severance from employment or termination of the plan, and only to the extent of the taxable amount of your loan default.

Pending further IRS guidance, the Special Tax Notice provided with your Rollover Request Form will continue to reference the 60 day rollover period. This Important Update notifies you of the extended rollover period. Please contact your advisor or the institution to which you are making your rollover if you have any questions.

Special Tax Notice Regarding Plan Payments

YOUR ROLLOVER OPTIONS

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

This notice describes the rollover rules that apply to payments from the Plan that are not from a designated Roth account (a type of account with special tax rules in some employer plans).

If you also receive a payment from a designated Roth account in the Plan, you will be provided a different notice for that payment, and the Plan administrator or the payor will tell you the amount that is being paid from each account.

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

GENERAL INFORMATION ABOUT ROLLOVERS

How can a rollover affect my taxes?

You will be taxed on a payment from the Plan if you do not roll it over. If you are under age 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 applies).

Where may I roll over the payment?

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

How do I do a rollover?

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

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

If you do not do a direct rollover, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. You will have 60 days after you receive the payment to make the deposit. If you do not do a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

How much may I roll over?

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

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Required minimum distributions after age 70½ (or after death)
- Hardship distributions
- ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends)
- Cost of life insurance paid by the Plan
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution
- Amounts treated as distributed because of a prohibited allocation of S corporation stock under an ESOP (also, there will generally be adverse tax consequences if you roll over a distribution of S corporation stock to an IRA).

The Plan administrator 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 income tax on early distributions?

If you are under age 59½, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the payment not rolled over.

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

- Payments made after you separate from service if you will be at least age 55 in the year of the separation
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Payments from a governmental defined benefit pension plan made after you separate from service if you are a public safety employee and you are at least age 50 in the year of the separation
- Payments made due to disability
- Payments after your death
- Payments of ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Cost of life insurance paid by the Plan
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO)
- Payments up to the amount of your deductible medical expenses
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001 for more than 179 days
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution.

If I do a rollover to an IRA, will the 10% additional income tax apply to early distributions from the IRA?

If you receive a payment from an IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions from the IRA, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

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

Will I owe State income taxes?

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

SPECIAL RULES AND OPTIONS

If your payment includes after-tax contributions

After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is included in the payment, so you cannot take a payment of only after-tax contributions. However, if you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment. In addition, special rules apply when you do a rollover, as described below.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Plan and at the same time the rest is paid to you, the portion directly rolled over consists first of the amount that would be taxable if not rolled over. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions. In this case, if you directly roll over $10,000 to an IRA that is not a Roth IRA, no amount is taxable because the $2,000 amount not directly rolled over is treated as being after-tax contributions. If you do a direct rollover of the entire amount paid from the Plan to two or more destinations at the same time, you can choose which destination receives the after-tax contributions.

If you do a 60-day rollover to an IRA of only a portion of a payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions, and no part of the distribution is directly rolled over. In this case, if you roll over $10,000 to an IRA that is not a Roth IRA in a 60-day rollover, no amount is taxable because the $2,000 amount not rolled over is treated as being after-tax contributions.

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

If you miss the 60-day rollover deadline

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

If your payment includes employer stock that you do not roll over

If you do not do a rollover, you can apply a special rule to payments of employer stock (or other employer securities) that are either attributable to after-tax contributions or paid in a lump sum after separation from service (or after age 59½, disability, or the participant's death). Under the special rule, the net unrealized appreciation on the stock will not be taxed when distributed from the Plan and will be taxed at capital gain rates when you sell the stock. Net unrealized appreciation is generally the increase in the value of employer stock after it was acquired by the Plan. If you do a rollover for a payment that includes employer stock (for example, by selling the stock and rolling over the proceeds within 60 days of the payment), the special rule relating to the distributed employer stock will not apply to any subsequent payments from the IRA or employer plan. The Plan administrator can tell you the amount of any net unrealized appreciation.

If you have an outstanding loan that is being offset

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

If you were born on or before January 1, 1936

If you were born on or before January 1, 1936 and receive a lump sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, Pension and Annuity Income.

If you roll over your payment to a Roth IRA

If you roll over a payment from the Plan to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. However, the 10% additional income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within 5 years, counting from January 1 of the year of the rollover).

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are 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 are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publication 590-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 distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional income tax on early distributions does not apply, and the special rule described under the section "If you were born on or before January 1, 1936" applies only if the participant was born on or before January 1, 1936.

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

An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies) and required minimum distributions from your IRA do not have to start until after you are age 70½.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70½.

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. Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

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

If you are a nonresident alien

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

Other special rules

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

If your payments for the year are less than $200 (not including payments from a designated Roth account in the Plan), the Plan is not required to allow you to do a direct rollover and is not required to withhold for federal income taxes. However, you may do a 60-day rollover.

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

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

FOR MORE INFORMATION

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, Pension and Annuity Income; IRS Publication 590-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.