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Withdrawal Request Form

Governmental 457(b) and 457(b) OBRA

Use this form if you want to request from your Plan account:
- a cash payment
- a direct rollover to an eligible retirement plan or IRA
- a transfer to purchase Permissive Service Credit under a governmental defined benefit plan, if the plan permits
- a direct payment of Qualified Health Insurance Premiums, if the plan permits
- a transfer to another provider within this Plan or to another 457(b) plan
- a distribution pursuant to a Qualified Domestic Relations Order (QDRO)

If you are requesting a rollover and you are required to take a required minimum distribution (RMD) for this year, but have not yet done so, you must request an RMD before your account can be paid out. Please select one option from Section C. Failure to complete Section C, if required, will result in an RMD being calculated and paid directly to you.

If you have elected a Systematic Withdrawal/Installment Payment Option and are requesting a withdrawal the same day as your Installment Process Date, the withdrawal will be delayed until your installment payment has been processed.

Do not use this form if you want to request:
- ONLY a required minimum distribution (RMD) (use the *Required Minimum Distribution Request Form.*)
- to establish a beneficiary account following the death of a plan participant (use the *Beneficiary Election Form.*)
- installment payments (if your Plan allows, use the *Systematic Withdrawal/Installment Payment Option Request Form.*)
- a distribution pursuant to a QDRO and have not yet established an account in the name of the Alternate Payee (use the *QDRO Assignment Authorization Form.*)
- the payout of your benefits in the form of an annuity (if your Plan offers annuity payments, use the *Annuity Request Form.*)
- an unforeseeable emergency withdrawal (if your Plan allows, use the *Unforeseeable Emergency Withdrawal Request* Form.)

Questions?
Call
Empower Retirement's Customer Service Center
1-800-528-9009

Fax
877-526-2531 or
800-678-8645

Online
www.massmutual.com/govnp

Empower Retirement will not process this form until it is received in good order. Please see the *Important Information* Section for the definition of "Good Order".

Section A - Plan Information

Group No.	Plan Name
107653	CITY OF IRVING DEFERRED COMPENSATION PLAN

Section B - Applicant Information (Participant, Beneficiary or QDRO Alternate Payee)

Please select one:	SSN	Name	Date of Birth
☐ Participant ☐ Beneficiary ☐ QDRO Alternate Payee			

* Legal Address	Email

City	State	Zip Code	Daytime Phone Number

Complete if Beneficiary/QDRO Alternate Payee Original Participant's Name	Complete if Beneficiary/QDRO Alternate Payee Original Participant's SSN

*All future mailings will be sent to your legal address unless changed by you or your Employer and/or Plan Administrator, as applicable, as described under "Stale Address" in the *Important Information* Section. For your mailing address, provide either a street address or P.O. Box, not both. If you provide both, Empower Retirement will follow USPS Guidelines and use the PO Box as your mailing address.

Section C - Reason for Withdrawal (required - you must select only one)

PLEASE SELECT ONE REASON IN SECTION 1, 2, 3, 4 OR 5 BELOW AND PROVIDE A DATE IF REQUESTED.

1. Complete all applicable sections if you are a participant who is no longer in-service.

☐ Severance from Service (Date) Month ☐☐ Day ☐☐ Year ☐☐☐☐

☐ Retirement (Date) Month ☐☐ Day ☐☐ Year ☐☐☐☐

Check if applicable: ☐ I was employed as a qualified public safety employee under this governmental plan. Pursuant to the Defending Public Safety Employees' Retirement Act (P.L. 114-26), I certify that I was age 50 or older in the year that I separated service from the employer sponsoring this qualified governmental plan.

2. Complete if you are a beneficiary. ☐ I have established a beneficiary account.

3. Complete if you are a QDRO alternate payee. ☐ I have established an alternate payee account.

For a QDRO indicate if the Alternate Payee is a: ☐ Spouse or Former Spouse ☐ Non-Spouse

Note: When a distribution is taken on an account established for a non-spouse alternate payee, the participant is responsible for any applicable taxes.

4. Complete if you are an in-service employee.

Important Note: If the Plan permits and you are actively employed with the Employer sponsoring the Plan, you may take a withdrawal for one of the following reasons: **There may be other reasons you may be able to take a withdrawal from the Plan. Check availability with your Plan Administrator.**

☐ Voluntary In Service Withdrawal - I have attained age 59½ (or the minimum age as specified in the Plan) and this is not a Required Minimum Distribution. For a Required Minimum Distribution, see the Plan Administrator for the appropriate form.

☐ Rollover Contribution - I elect to withdraw my Rollover Contribution made to this Plan.

5. Complete if you are requesting a transfer to another provider.

☐ Transfer to purchase Permissive Service Credit for governmental employees under a defined benefit plan.

☐ Transfer to another provider within this Plan

☐ Transfer to another provider in another employer's 457(b) Plan

Severance from Service Date: Month ☐☐ Day ☐☐ Year ☐☐☐☐

☐ Direct payment of Qualified Health Insurance Premiums (refer to the *Important Information* Section for details.)

Severance from Service Date Due to Retirement or Disability: Month ☐☐ Day ☐☐ Year ☐☐☐☐

Note: The existing and new employer must allow for this transfer.

Section D - Payment Amount (required - you must select only one)

I hereby elect my account balance be distributed as a: (Select one option below.)

Note: If both Lump sum full distribution and Direct rollover or Transfer of entire balance are selected Empower Retirement will make payment payable to financial institution provided. If no financial institution is provided, Empower Retirement will make the payment payable to you.

Cash Options

1. ☐ Lump Sum full distribution
2. ☐ Partial distribution of $ ____________ or ________ % (whole percentages only) and leave the remainder of my account in the Plan (if Plan permits).

Please be aware that when requesting a specific dollar amount that you take into consideration that the payment will be reduced by all applicable federal and state income tax withholdings. See Section E, *Source of Payment for Partial Withdrawals*.

If the amount requested is not available, the request will be processed for the maximum available. In case of termination the account will be closed.

Rollover or Transfer Options (Do not select if requesting a Cash Option in 1 or 2 above)
Direct Rollover or Transfer to the institution named in Section F, *Payment Instructions* (Select one below) Check with your Plan and financial institution for minimum amounts.

3. ☐ Directly roll over or Transfer my entire account balance.
4. ☐ Partial Direct Rollover or Transfer of my account: $ ____________ or ________ % (whole percentages only) **and leave the remainder of my account in the Plan (if Plan permits).**
5. ☐ Partial Direct Rollover or Transfer of my account: $ ____________ or ________ % (whole percentages only) **and pay to me the remaining account balance in a Cash Payment.**
6. ☐ Pay me a Cash Payment of my account: $ ____________ or ________ % (whole percentages only) and directly roll over or Transfer the remaining account balance.

Please be aware that when requesting a specific dollar amount that you take into consideration that the payment will be reduced by all applicable federal and state income tax withholdings. See Section E, *Source of Payment for Partial Withdrawals*.

If the amount requested is not available, the request will be processed for the maximum available. In case of termination the account will be closed.

Please note: If you terminate from your current employer and move your retirement plan from Empower Retirement, you can still access any additional products you acquired through MapMyFinances via www.map-my-finances.com.

Section E - Source of Payment for Partial Withdrawals (complete if applicable)

If you requested a partial withdrawal from your vested account, your payment will be processed pro-rata across all of your contribution sources and investments unless Special Instructions are provided below. For Service Credit requests, Roth sources will be excluded unless you elect an amount below.

Special Instructions: ____

____

Section F - Payment Instructions (required for Rollover or Transfer Options)

Complete this section if you requested a Rollover or Transfer Option in Section D.

1. RMD Note: An RMD must be distributed prior to the rollover if you are required to receive an RMD because you are retired and age 72 (or 70½ if born prior to 7/1/1949) or older in the current year or you are a beneficiary or QDRO alternate payee who is required to take an RMD.

IMPORTANT NOTE: If a prior year's RMD was due and you did not take it, your payment will include all prior year's RMD(s). This may delay your rollover by 5 days.

a. ☐ *I request that Empower Retirement calculate and process my RMD. I have read the rules and options provided on Empower Retirement's Required Minimum Distribution Request Form* and, in lieu of submitting that form, I am selecting this option. Empower Retirement will calculate your RMD using the Uniform Lifetime Table if you are a participant or a QDRO Alternate Payee, and the Single Life table if you are a beneficiary. The taxable portion of your RMD payment is subject to **10% federal tax withholding** unless you elect not to have withholding apply in Section H. If no selection is made, Empower Retirement will withhold at the default rate of 10% federal income tax and any applicable state taxes.

b. ☐ A completed *Required Minimum Distribution Request Form* is attached. Please process my RMD in accordance with the selections made.

Section F - Payment Instructions (required for Rollover or Transfer Options) - cont'd

2. Direct Rollover Please indicate the financial Institutions(s) to make the check(s) payable for the Direct Rollover transaction(s) requested below.

- If your account includes Non-Roth contributions (e.g., pre-tax, after-tax and employer) and Roth contributions and you have elected a distribution of your entire account in Section D, you **must** name a Financial Institution for each. If no Financial Institution is named **your distribution will be made payable to you in a separate check**.
- If no address is provided below, your check will be mailed to your address provided in Section B unless an alternate address is provided in Section G.
- If the Account Number for your rollover is unclear the request will be processed without an Account Number.

a. ☐ Non-Roth account only (e.g., pre-tax, after-tax* and employer contributions) to a: (Select one)

☐ Traditional IRA ☐ Eligible Retirement Plan

*If your account includes after-tax contributions, do you want to directly roll these funds over to an eligible retirement plan that accepts after-tax rollovers? Please note: After-tax contributions may only be rolled over to a 401(a) qualified plan, 401(k) qualified plan, 403(b) or Traditional IRA.

☐ Yes ☐ No (If no choice is made, your after-tax contributions will be paid to you in a separate check.)

Financial Institution Name for Non-Roth Rollovers	Account No.
Financial Institution Address	

b. ☐ Designated Roth account only to one of the following: (Select one)

☐ Roth IRA ☐ Eligible Retirement Plan that accepts Roth rollovers

Financial Institution Name for Roth Rollovers	Account No.
Financial Institution Address	

c. ☐ Non-Roth account only to a Roth IRA (i.e., Roth Conversion). I understand that the taxable amount paid from my non-Roth account will be reported on IRS Form 1099-R as taxable income and that I may elect voluntary federal withholding on this amount in Section H, which may be subject to a premature distribution penalty. You should consult with your tax advisor before making this election.

Financial Institution Name for Roth IRA for Conversion	Account No.
Financial Institution Address	

3. Transfer to Purchase Permissive Service Credits Please indicate the name of the recipient plan to make the check payable and the mailing address. Note: Roth sources will not be included unless indicated in the Special Instructions in Section E.

Plan Name		
Mailing Address		
City	State	Zip Code

4. Direct Payment to Insurer for Qualified Health Insurance Premiums Please indicate the insurer or group health plan for qualified health insurance premiums and the mailing address. You should consult with your tax or legal adviser before making this election.

Insurer Name		
Mailing Address		
City	State	Zip Code

5. Transfer to another Provider within this Plan or to another 457(b) Plan Please indicate the Provider or Plan and mailing address

Provider/Plan Name		
Mailing Address		
City	State	Zip Code

Section G - Delivery Instructions (required)

Select one option below: We will mail a check to you at the legal address provided in Section B unless you select delivery instructions below.

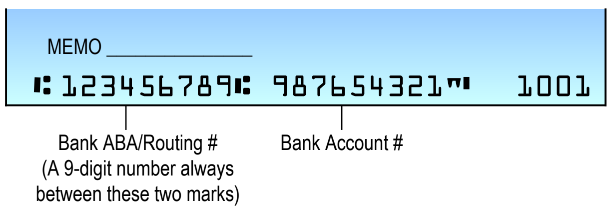
1. ☐ **Send my distribution via Direct Deposit** Empower Retirement will not charge a fee for this service. Send my distribution via Direct Deposit to a bank account in which I am an authorized account holder. (Not applicable to Rollover distributions.)

   Direct deposits will be made 3-5 business days from date of processing. The Direct Deposit fields below are required to be completed. The default account type of Checking will be used if not provided. I understand that if I do not fully complete the fields below; or provide a voided check; or the bank information that I have provided is invalid, a check will be mailed. I authorize Empower Retirement to initiate a debit to my account for any overpayment (s) made in error.

   To help protect our customers' assets, Empower Retirement may independently validate bank and customer account information before processing a wire/Direct Deposit/EFT. If we are unable to independently validate the bank and customer account information or sufficient documentation to support the wire/Direct Deposit/EFT is not provided, we will mail a check to the address of record. It should be noted that we are not always able to independently validate credit unions or smaller banks. <u>Please provide a voided check with your request to assist with this process</u>. If the account cannot be validated, a check will be mailed even if a voided check or financial instrument is submitted with distribution request.

☐ Checking	☐ Savings	Bank Name								
Bank ABA/Routing (9 digits)										Bank Account No.

Please note that we can only send funds via direct deposit to banks with a valid U.S. routing number.



2. ☐ **Wire Transfer my Payment** I understand that a fee will be deducted from my distribution for this service for each wire requested, including a wire for Roth contribution(s); your financial institution may also charge a fee. If Empower Retirement is unable to process the wire due to inaccurate or unclear Financial Institution information provided below; the ABA routing number provided is not wire capable; or the Financial Institution fails to accept the transfer, your distribution will be sent in a check made payable to you and mailed to your address provided in Section B.

   To help protect our customers' assets, Empower Retirement may independently validate bank and customer account information before processing a wire/Direct Deposit/EFT. If we are unable to independently validate the bank and customer account information or sufficient documentation to support the wire/Direct Deposit/EFT is not provided, we will mail a check to the address of record. It should be noted that we are not always able to independently validate credit unions or smaller banks.

Wire Capable ABA No.	Account No. or further credit to ABA#

As some ABA routing numbers are NOT federal wire capable, please be sure to check with your financial institution for proper wire instructions. Wires to Credit Unions may take more time and have more detailed instructions. You may include detailed wire instructions below or attach them to this form.

Name on Account (must include participant's name)
Additional Crediting Instructions/ participant's account number

3. ☐ **Mail my check(s)** We will mail a check to you at the legal address provided in Section B, or a financial institution address provided in Section F, unless you select an alternative mailing address below. Note: Checks will be mailed within seven days after the processing date.

Mailing Address		
City	State	Zip Code

4. ☐ **Express mail my check(s)** I understand a fee will be deducted from my distribution for this service for each check requested, including a check for Roth contribution(s). Note: Express mail is not available to a PO Box. If a physical address is not provided, your distribution will be mailed to you via regular mail to your legal address provided in Section B or your alternate address if provided in Section G above.

Section H - Federal Income Tax Withholding

Empower Retirement is required to withhold a mandatory 20% for federal income tax on the taxable portion of your benefit being paid to you that qualifies as a rollover eligible distribution. You may voluntarily elect to have additional withholding below.

☐ In addition to the mandatory 20% withholding, I want an additional amount withheld of $ ____________ OR ______ % (whole % only)

☐ For my Roth Conversion (Non-Roth to Roth, See Section F), I voluntarily elect to withhold $ ____________ OR ______ % (whole % only)

Make this election only if you requested a rollover which requires an RMD in Section F.

☐ For my RMD, withhold at the default rate of 10%, plus I voluntarily elect to have additional withholding of ______ % (whole % only).

☐ For my RMD, do NOT withhold federal income tax.

Section I - State Income Tax Withholding (Applicant completes)

You may skip this Section if you reside in a state with no income tax or withholding requirement on retirement income.

The taxable portion of your payment may be subject to state tax withholding requirements. While Empower Retirement will withhold based on your state's income tax rules and your election, if applicable, you are responsible for ensuring you satisfy your individual state income tax liability. If you make an election that is not in compliance with your state's income tax withholding rules, then Empower Retirement will default to your state's income tax withholding requirements.

State Income Tax Withholding rules are subject to change at any time. For current state specific tax information pertaining to your resident state, you should contact your tax advisor or your state income tax department. Also note, state tax rules may apply differently depending on your type of distribution (i.e., lump sum, periodic, non-periodic, etc.). In addition, some states allow for an exclusion from income distributions from certain retirement plans - to confirm whether you may qualify to exclude all or a portion of your distribution from income for state taxation purposes, you should consult your plan sponsor or state income tax department.

If your state's income taxes are determined based on wage tables, Empower Retirement is unable to calculate a net amount, you will need to ensure that you have grossed up accordingly. Your request may be delayed if a net amount is requested.

If you do not see your state listed below, it is a result of your state not permitting state income tax withholding.

Any tax information included in this written or electronic communication was not intended or written to be used, and it cannot be used by the taxpayer, for the purpose of avoiding any penalties that may be imposed on the taxpayer by any governmental taxing authority or agency.

Your state tax income tax withholding options are:

AR, DE, IA, KS, MD, MA, NC, NE, OK, VT, VA	These states require mandatory state income tax withholding on taxable distributions. Empower Retirement is required to withhold state income taxes based on state law. You may not elect out of state income tax withholding.
CA, ME, OR, DC	These states require mandatory state income tax withholding. Empower Retirement is required to withhold state income taxes based on state law unless you elect out of withholding: ☐ I elect no state income tax withholding. Note: The District of Columbia only requires mandatory withholding on a “lump sum” distribution that brings your account balance to zero. If you are requesting a “lump sum” distribution, then you may not opt out of withholding.
AL, AZ, CO, ID, IL, IN, KY, LA, MS, MO, MT, NJ, NM, NY, ND, OH, PA, RI, WV, WI	These states permit voluntary state income tax withholding. You may voluntarily elect state income tax withholding by providing a dollar amount or percentage below. If no election is made for these voluntary states identified, then Empower Retirement will not apply any withholding. ☐ I voluntarily elect to withhold an amount of $ ____________ (whole dollar amount) or ______ %. Note: **IL** only permits voluntary state income tax withholding on periodic payments. Lump sum distributions do not allow for state income tax withholding. If a tax election is requested on a lump sum distribution, Empower Retirement will not apply any withholding. **AZ** only permits voluntary state income tax withholding on periodic payments where you may only elect one of the following percentages 0.8%, 1.3%, 1.8%, 2.7%, 3.6%, 4.2%, 5.1%. If any other percentage or dollar amount is requested above Empower Retirement will not withhold. If a tax election is requested on a lump sum distribution, Empower Retirement will not apply any withholding. If additional amount is requested for periodic payments, please complete section below.
GA, MN, SC, UT	These states permit voluntary state income tax withholding. You may voluntarily elect state withholding by selecting the box below. If no election is made for these voluntary states identified, then Empower Retirement will not apply any withholding. Please note only Gross Distribution requests are permitted when applying state tax withholding. ☐ Withhold based on my state's tax table formula, if applicable (Empower Retirement will apply the default tax allowance.)
CT, MI	These states require mandatory state income tax withholding. Empower Retirement is required to withhold state income taxes based on state law unless you provide an alternate dollar amount or percentage withholding instruction below along with completing your state specific W-4P withholding certificate and submitting it with this form. If a W-4P is not provided, Empower Retirement will default to your state's mandatory max withholding amount. Note: CT residents, W-4P is only allowed for partial distributions. ☐ I elect to withhold an amount of $ ____________ (whole dollar amount) or ____________ %
Additional State Income Tax Withholding	I elect to have an additional ____________ % or $ ____________ (whole dollar amount) if state income tax withheld from my payments. This withholding will be in **ADDITION** to any withholding selected above.

Section J - Applicant Certification and Authorization (required)

I hereby instruct the Plan to distribute my account balance in the manner indicated on this form and understand that my election is irrevocable once processed. I certify that all the information I provided on this form is true and accurate to the best of my knowledge and belief. I understand that providing false or misleading information on this form may constitute fraud and be subject to severe penalties. I acknowledge that:

- I understand that a contingent deferred sales charge or surrender charge may apply.

- I have received and read the *Distribution Notice* and *Special Tax Notice* and the *Important Information* Section of this form.

- If I elected a Direct Rollover, I have verified that the IRA institution and/or eligible retirement plan will accept the rollover and have completed the applicable paperwork with the receiving institution or plan.

- If I elected a Transfer (to purchase permissive service credit or provider-to-provider) I have verified that the retirement plan and/or Trustee will accept the transfer and have completed the applicable paperwork with the receiving plan or Trustee.

- I have reviewed the state income tax withholding rules in Section I and the attached Fraud Warning Statements, as applicable to my state. I understand that the state income tax withholding rules described in Section I and the attached Fraud Warning Statements may have changed.

- I consent to an immediate distribution as selected on this form and affirmatively waive the minimum 30-day notice waiting period.

Note: If the check associated with this request is returned to Empower Retirement by the U.S. Postal Service as undeliverable, we are unlikely to resend it until you provide us with your updated address. Failure to provide us with your current and valid address may result in the check being considered abandoned property under the laws of the State where the check was mailed (unless preempted by ERISA).

Note: You may receive confirmation of your distribution prior to receiving your check.

Important Note for Applicants with a Non-U.S. or Non-U.S. Territory residence address:
☐ Please check this box if you are *not* a resident of the United States or a United States Territory.
If the current address is not an address within the U.S. or one of its territories, the Applicant receiving the distribution is required to fill out and return a *Citizenship Statement* form with the distribution request. Failure to provide a *Citizenship Statement* will result in U.S. Federal taxes being withheld at a rate of 30% for recipients with a non-U.S. residence address. Please ask your Plan Sponsor for a *Citizenship Statement* form or call Empower Retirement's Customer Service Center for a copy.

____ _________________________

Signature of Participant/Beneficiary/Alternate Payee Date

Section K - Plan Administrator Certification and Authorization (required)

As Plan Administrator or an authorized representative of the Plan, I hereby direct Empower Retirement to distribute from the Plan's group annuity contract or funding agreement as a withdrawal from the applicant's account the amount necessary to pay the benefit in the manner indicated in this form in accordance with the terms of the Plan and applicant election. I have verified the Applicant Information and Distribution Reason and certify that it is true and accurate to the best of my knowledge and that I have obtained any spousal consent for distribution forms (and, if applicable, provided the applicant with a *Qualified Joint and Survivor Annuity Notice Form* and received applicable consent) that may be required by the Plan and the Internal Revenue Code. If Section F of this form has not been completed and the participant has reached age 72 (or age 70½ if born prior to 7/1/1949) and is required to receive a Required Minimum Distribution (RMD) for the current year; or the beneficiary or QDRO Alternate Payee are required to receive an RMD for the current year, I authorize the calculation of an RMD using the IRS Uniform Lifetime Tables for a participant or QDRO Alternate Payee, or the Single Life Table for a beneficiary, and payment of an RMD prior to the distribution being processed. I acknowledge that this form does not constitute a delegation by the Plan Administrator of, and the Plan Administrator has not otherwise delegated, its federal income tax withholding duties and liabilities under §3405 of the Internal Revenue Code of 1986, as amended, to the Recordkeeper and that the Recordkeeper is acting as independent contractor of the Plan Administrator or Service Provider in making payments in accordance with these instructions. The Plan Administrator confirms that it is responsible for ensuring that state income tax is withheld in accordance with current state law, and hereby directs Empower Retirement to withhold state tax, as applicable, in the manner provided on this form. The Plan Administrator confirms that it has reviewed its Plan document to confirm that the requested distribution is in fact permitted and assumes all responsibility for any consequences that result from such distribution, including any correction or disqualification that results from an impermissible distribution. I have reviewed the Plan document as well as the Plan's group annuity contract or funding agreement, and I, and not Empower Retirement, have made the determination that the applicant is eligible under the terms of the Plan and contract to receive this distribution. In the event that the distribution is at any time determined to have been impermissible under the terms of the Plan or contract and applicable qualified plan rules, I agree that Empower Retirement and its affiliates shall have no responsibility, financially or otherwise, for any associated correction, costs, taxes, fees, expenses, charges, fines, penalties, excise taxes or any other related amount. For qualified governmental plans: As Plan Administrator I certify that the plan is a qualified governmental plan eligible for the Qualified Public Safety Employee exemption from the 10% early withdrawal penalty pursuant to the Defending Public Safety Employees' Act (P.L. 114-26).

*Please note this signature is not required if the applicant is currently receiving SWO/IPO payments and is simply requesting a one time partial withdrawal.

Please be sure the below signatory is on record as an authorized signer for your Plan at Empower Retirement..

____ _________________________

Authorized Plan Signatory/ Representative's Signature Date

____

Authorized Plan Signatory/ Representative's Name (please print)

Completed and signed forms in “good order” may be Faxed to 877-526-2531 or 800-678-8645 or mailed to:

Regular Mail Address:
Empower Retirement
P.O. Box 1583
Hartford, CT 06144-1583

Overnight Mail Address:
Empower Retirement
100 Bright Meadow Boulevard
Enfield, CT 06082

Note: Duplicate requests for a single distribution, such as a fax followed by a mailed original, may result in multiple distributions. Empower Retirement will not be responsible for any increase or decrease in account value based on investment performance or charges that arise from duplicate requests for a single distribution.

Section L - Important Information

Good Order - "Good Order" means that all sections of this Form are complete, the applicant has provided his.her signature authorizing the transaction (if required) and the Plan Sponsor has provided his/her signature authorizing Empower Retirement to process the transaction requested on this Form.

Loans - If you have an outstanding loan balance, your loan note and/or your employer's loan program may provide that your loan balance will be due and payable upon termination of employment. Please contact the Plan Administrator to learn the rules that apply to your Plan. Any outstanding loan principal and due but unpaid interest will be tax reported as taxable income, except for any portion of the loan’s principal that is secured by employee after-tax contributions. The taxable portion of the loan and cash distribution, if any, will be combined to calculate federal and, if applicable, state income tax withholding.

Stale Address - It is important that you notify us if you change your address. Going forward, you or your Employer may change your address in our records. Your address may also be changed as a result of an address confirmation service provided under our agreement with your Employer. Under this service, the addresses in our records are compared against and updated quarterly with addresses received from commercial address update services (e.g., the U.S. Postal Service). If your mail is returned to us or your Employer tells us your address is incorrect, we are likely to suspend future mailings until a new address is obtained. Unless preempted by Federal law, failure to give us a current address may also result in uncashed distributions from your participant account being considered abandoned property under state law, and remitted to the applicable state. To update your address, contact your Employer and/or Plan Administrator, as applicable, or, if permitted by your Plan, log in to our website at www.massmutual.com/govnp and select the change address link under your personal settings.

Qualified Health Insurance Premiums - If you are an eligible retired public safety officer (law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew), you can elect to exclude from income distributions made from the Plan that are used to pay the premiums for accident or health insurance or long-term care insurance. The premiums can be for coverage for you, your spouse, or dependents. If the Plan permits this type of distribution, it must be made directly from the Plan to the insurance provider. You can exclude from income the smaller of the amount of the insurance premiums or $3,000. You can only make this election for amounts that would otherwise be included in your income. The amount excluded from your income cannot be used to claim a medical expense deduction. You should consult with your tax adviser for more detailed information.

Qualified Public Safety Employee ("QPSE") - An employee of a state or of a political subdivision of a state (i.e., a county or city) whose principal duties include services requiring specialized training in the area of police protection, firefighting services or emergency medical services for any area within such jurisdiction. A QPSE who participates in a qualified governmental plan is eligible for the QPSE exemption from the 10% early withdrawal penalty when certain conditions are met.

Fees - For more information about fees, visit the "News" Section on the Participant web portal, Account Access (massmutual.com/serve).

Fraud Warning Statements

Refer to the applicable fraud warnings for your state of residence.
The "Company" refers to Massachusetts Mutual Life Insurance Company 1295 State Street, Springfield, Massachusetts 01111-0001

Alabama - Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution, fines or confinement in prison, or any combination thereof.
Alaska - A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.
Arizona - For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.
Arkansas, Louisiana, Rhode Island, Texas, West Virginia - Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
California - For your protection California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.
Colorado - It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.
Delaware, Idaho, Indiana, Oklahoma - WARNING: Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony.
District of Columbia - WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits, if false information materially related to a claim was provided by the Applicant.
Florida - Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.
Kentucky - Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.
Maine - It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.
Maryland - Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
Minnesota - A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.
New Hampshire - Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.
New Jersey - Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.
New Mexico - ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.
New York - Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousands dollars and the stated value of the claim for each such violation.
Ohio - Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.
Oregon - Any person who, with intent to defraud or knowing that s/ he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud.
Pennsylvania - Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.
Puerto Rico - Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand ($5,000) dollars and not more than ten thousand ($10,000) dollars, or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances be present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.
Tennessee - It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.
Virginia and Washington - It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.
All other states - Any person who knowingly and with intent to defraud, deceive, or injure an insurance company, files a claim containing false, incomplete, fraudulent, or misleading information, may be prosecuted under state law and may be subject to fines and/or confinement in prison.

DISTRIBUTION NOTICE

The Plan is required to provide you with information that explains your distribution options and the federal income tax implications of a Plan distribution prior to the receipt of assets from your account. As a Plan participant you must receive these notices (the "Distribution Notice" and the "Special Tax Notice" enclosed) at least thirty (30) days prior to your distribution. If you received the notice more than one hundred eighty (180) days prior to taking a distribution, you must receive either a new notice or a notice summary. You have the ability to waive the remaining unexpired notice period if you elect a payment from the Plan prior to the expiration of the 30 day period. Please note that the value of your account will continue to increase or decrease based on market performance until it is distributed or forfeited, as appropriate, in its entirety.

Your Right to Defer Distribution and Direct Account Investments.

If you have terminated employment and your balance in the Plan is over $5,000 (or lesser amount if the plan so provides), you may choose to defer the distribution of your account until a later date. If you elect to defer the distribution of your account, you may continue to direct the investment of your account among the investment options offered by the Plan. Your account will continue to be subject to market fluctuation based upon its investment. For more information on the investment options available under the Plan, please consult your Plan enrollment kit, log on to your internet account or contact your Plan Administrator.

Your Ability to Rollover Your Account.

You may elect to have the balance of your account paid to you directly or to the custodian or trustee of another eligible retirement plan (including an IRA). Please note that the taxable portion of the distributed amount will be included in your taxable income at the time of the distribution (unless you elect to directly rollover the balance) and will no longer be invested in the investment options available under the Plan. The attached *Special Tax Notice* explains the federal income tax consequences of eligible rollover distributions and the types of retirement plans which may receive such distributions.

Your Consent Not Required for Distribution of DeMinimus Amounts.

The Plan may pay out certain account balances below $5,000 (or lesser amount if the plan so provides) without your consent in accordance with the terms of the Plan, which are described in the Plan's Summary Plan Description ("SPD"). If your account balance is below $5,000 (or lesser amount if the plan so provides) and otherwise subject to the Plan's cash-out provisions, the Plan may pay a distribution of your account balance to you or to an eligible retirement plan on your behalf as determined by the Plan Administrator. However, in such event the Plan will notify you of the pending distribution and you may generally elect to rollover the distribution.

All notices will be sent to your address of record on file with the Plan; if you move please inform the Plan of your new address to ensure that you continue to receive these important materials.

You should consult with a tax advisor prior to requesting a distribution to determine the financial impact of each form of distribution.

Your Plan's Distribution Option(s)

The distribution options offered in your Plan are described in the Plan's SPD and/or in a Summary of Material Modifications ("SMM"). If your plan requires that you (and your spouse, if you are married) consent to any distribution that is not in the form of a qualified annuity, you must also be provided with a notice describing this annuity form of benefit and the procedures for waiving it, if you would prefer an alternate form of benefit. The SPD and SMM also contain information describing the form and timing of distribution payments. Please contact your Plan Administrator to request a copy of the SPD and/or SMM.

SPECIAL TAX NOTICE
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; or if your payment is from a Designated Roth Account (a type of account with special tax rules in some employer plans), to a Roth IRA or Designated Roth Account in 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. To the extent that the rules differ based on whether the payment is from a Designated Roth Account or from an account that is not a Designated Roth Account, the differences will be identified in each applicable section of this notice. In addition, if you receive a payment from a Designated Roth Account and a payment from an account that is not a Designated Roth Account in the Plan, you may contact the Plan administrator or the Plan's recordkeeper for assistance in determining 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. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

General Information About Rollovers

How can a rollover affect my taxes?

Not a Designated Roth Account:

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 (generally, made before age 59½), (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). If you do a rollover 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; please see the **"If you rollover your payment from an account which is not a Designated Roth Account to a Roth IRA"** section under "Special Rules and Options" below.

Designated Roth Account:

After-tax contributions included in a payment from a Designated Roth Account are not 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 is not a qualified distribution and you do not do a rollover to a Roth IRA or a Designated Roth Account in an employer plan, you will be taxed on the earnings in the payment. If you are under age 59½, a 10% additional income tax on early distributions (generally distributions made before age 59½), will also apply to the earnings (unless an exception applies). However, if you do a rollover, you will not have to pay taxes currently on the earnings and you will not have to pay taxes later on payments that are qualified distributions.

If the payment from the Plan is a qualified distribution, you will not be taxed on any part of the payment even if you do not do a rollover. If you do a rollover, you will not be taxed on the amount you roll over and any earnings on the amount you roll over will not be taxed if paid later in a qualified distribution.

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 your 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 your 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.

Please note that if you have after-tax or Roth money in your plan and that money was formerly held by another service provider who did not supply your current service provider with comprehensive account information at the time the funds were transferred to your current service provider, tax reporting of the distribution may be affected.

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

Not a Designated Roth Account:

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.

Designated Roth Account:

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 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, no spousal consent rules apply to Roth IRAs and Roth IRAs may not 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 will not be required to take a distribution from the Roth IRA during your lifetime and 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 are not 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 do either a direct rollover or a 60-day rollover. The 60-day rollover period may be extended for certain circumstances, including but not limited to loan offsets that are considered “qualified”. For more information, see “If you miss the 60-day rollover deadline”.

<u>If you do a direct rollover</u>, the Plan will make the payment directly to your IRA or an employer plan, or if your payment is from a Designated Roth Account, to your Roth IRA or Designated Roth Account in an employer plan. You should contact the IRA or Roth IRA custodian or the administrator of the employer plan for information on how to do a direct rollover.

<u>If you do not do a direct rollover</u>, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it, or if your payment is from a Designated Roth Account, to your Roth IRA or Designated Roth Account in an eligible employer plan that will accept it. You should contact the IRA or Roth IRA custodian or the administrator of the employer plan for information on how to do an indirect rollover.

Not a Designated Roth Account:

You may make 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). Generally, you will have 60 days after you receive payment to make the deposit. 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).

Designated Roth Account:

You may make a deposit within 60 days into a Roth IRA, whether the payment is a qualified or nonqualified distribution. In addition, you can 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 does not exceed the amount of the earnings in the payment. You cannot do a 60-day rollover to an employer plan of any part of a qualified distribution. If you receive a distribution that is a nonqualified distribution and you do not roll over an amount at least equal to the earnings allocable to the distribution, you will be taxed on the amount of those earnings not rolled over, including the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies). 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.

If you do not do a direct rollover and the payment is not a qualified distribution, the Plan is required to withhold 20% of the earnings for federal income taxes (up to the amount of cash and property received other than employer stock). Generally, you will have 60 days after you receive payment to make the deposit.

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 (if you were born before July 1, 1949) or after age 72 (if you were born after June 30, 1949), 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); and

- Distributions of certain premiums for health and accident insurance.

The Plan administrator or the Plan’s recordkeeper 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?

Not a Designated Roth Account:

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 applies to the part of the distribution that you must include in income and is in addition to the regular income tax on the payment not rolled over.

Designated Roth Account:

If a payment is not a qualified distribution and you are under age 59½, you will have to pay the 10% additional income tax on early distributions with respect to the earnings allocated to the payment that you do not roll over (including amounts withheld for income tax), unless one of the exceptions listed below applies. This tax applies to the part of the distribution that you must include in income and is in addition to the regular income tax on the payment not rolled over.

Exceptions:
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 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 of up to $5,000 made to your from a defined contribution plan if the payment is a qualified birth or adoption distribution;
- Payments up to the amount of your deductible medical expenses (without regard to whether you itemize deductions for the taxable year);
- 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;
- Payments for certain distributions relating to certain federally declared disasters; and
- Phased retirement payments made to federal employees.

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:

- The exception for payments made after you separate from service if you will be at least age 55 in the year of separation (or age 50 for qualified public safety employees) does not apply.
- 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).

If I do a rollover to a Roth 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 on the part of the distribution that you must include in income, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from a Roth IRA listed above are the same as the exceptions for early distributions from a plan.

However, there are a few differences for payments from a Roth IRA, including:

- The exception for payments made after you separate from service if you will be at least age 55 in the year of separation (or age 50 for qualified public safety employees) does not apply.
- 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 a Roth 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 and is not from a Designated Roth Account

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 rolled 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.

Similarly, if you do a 60-day rollover to an IRA of only a portion of a payment made to you, the portion 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, 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 as 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. 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).*

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

Not a Designated Roth Account:

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.

Designated Roth Account:

If you receive a payment that is not a qualified distribution and you do not roll it over, you can apply a special rule to payments of employer stock (or other employer securities) that are 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 included in the earnings in the payment will not be taxed when distributed to you from the Plan and will be taxed at capital gain rates when you sell the stock.

If you do a rollover to a Roth IRA for a nonqualified distribution that includes employer stock (for example, by selling the stock and rolling over the proceeds within 60 days of the distribution), you will not have any taxable income and the special rule relating to the distributed employer stock will not apply to any subsequent payments from the Roth IRA or employer plan. Net unrealized appreciation is generally the increase in the value of the employer stock after it was acquired by the Plan.

The Plan administrator can tell you the amount of any net unrealized appreciation. If you receive a payment that is a qualified distribution that includes employer stock and you do not roll it over, your basis in the stock (used to determine gain or loss when you later sell the stock) will equal the fair market value of the stock at the time of the payment from the Plan.

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, typically when your employment ends. The offset amount is treated as a distribution to you at the time of the offset. Generally, you may roll over all or any portion of the offset amount. Any offset amount 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).

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 years 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 sever from employment. If your plan loan offset occurs for any other reason (such as a failure to make level loan repayments that result in a deemed distribution), then you have 60 days from the date the offset occurs to complete your rollover.

If you were born on or before January 1, 1936

Not a Designated Roth Account:

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.*

Designated Roth Account:

If you were born on or before January 1, 1936 and receive a lump sum distribution that is not a qualified distribution and 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 your payment is from a governmental section 457(b) plan

If the Plan is a governmental section 457(b) plan, the same rules described elsewhere in this notice generally apply, allowing you to roll over the payment to an IRA or an employer plan that accepts rollovers. One difference is that, if you do not roll it over, you will not have to pay the 10% additional income tax on early distributions from the Plan even if you are under age 59½ (unless the payment is from a separate account holding rollover contributions that were made to the Plan from a tax-qualified plan, a section 403(b) plan, or an IRA). However, if you do a rollover to an IRA or to an employer plan that is not a governmental section 457(b) plan, a later distribution that is not a qualified distribution made before age 59½ will be subject to the 10% additional income tax on earnings allocated to the payment (unless an exception applies). Other differences include that you cannot do a rollover if the payment is due to an "unforeseeable emergency" and the special rules under ***"If your payment includes employer stock that you do not roll over"*** *and* ***"If you were born on or before January 1, 1936"*** *do not apply.*

If you are an eligible retired public safety officer, and your payment is used to pay for health coverage or qualified long-term care insurance

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

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. In general, the 10% additional income tax on early distributions will not 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 income tax will apply (unless an exception applies).

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 do a rollover to a designated Roth account in the Plan

You cannot roll over a distribution to a designated Roth account in another employer's plan. However, you can roll the distribution over into a designated Roth account in the distributing Plan. If you roll over a payment from the Plan to a designated Roth account in the Plan, the amount of the payment rolled over (reduced by any after-tax amounts directly rolled over) will be taxed. In general, the 10% additional income tax on early distributions will not 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 income tax will apply (unless an exception applies).

If you roll over the payment to a designated Roth account in the Plan, later payments from the Designated Roth Account that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Designated Roth Account is a payment made both 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 this 5-year rule, you count from January 1 of the year your first contribution was made to the Designated Roth Account. However, if you made a direct rollover to a Designated Roth Account in the Plan from a Designated Roth Account in a plan of another employer, the 5-year period begins on January 1 of the year you made the first contribution to the Designated Roth Account in the Plan or, if earlier, to the Designated Roth Account in the plan of the other employer.

Payments from the Designated Roth Account 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).

If you are not a Plan participant

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

If you are a surviving spouse.

Not a Designated Roth Account:

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 the required minimum distributions from your IRA do not have to start until you are age 70½ (if you were born before July 1, 1949) or age 72 (if you were born after June 30, 1949).

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 the participant was born before July 1, 1949) or age 72 (if the participant was born after June 30, 1949).

Designated Roth Account:

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 Roth IRA, you may treat the Roth IRA as your own or as an inherited Roth IRA.

A Roth IRA you treat as your own is treated like any other Roth IRA of yours, so that you will not have to receive 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 income tax on early distributions (unless an exception applies). If you treat the Roth IRA as an inherited Roth IRA, payments from the Roth IRA will not be subject to the 10% additional income tax on early distributions. An inherited Roth IRA is subject to required minimum distributions. If the participant had started taking required minimum distributions from the Plan, you will have to receive required minimum distributions from the inherited Roth IRA. If the participant had not started taking required minimum distributions, you will not have to start receiving required minimum distributions from the inherited Roth IRA until the year the participant would have been age 70½ (if the participant was born before July 1, 1949) or age 72 (if the participant was born after June 30, 1949).

If you are a surviving beneficiary other than a spouse.

Not a Designated Roth Account:

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.

Designated Roth Account:

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 Roth IRA. Payments from the inherited Roth IRA, even if made in a nonqualified distribution, will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited Roth 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 and the same tax treatment that 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). However, 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.
- 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*. You also may have special rollover rights if you were affected by a federally declared disaster (or similar event) or if you received a distribution on account of a disaster.. For more information on special rollover rights related to disaster relief, see the IRS website at www.irs.gov.

Mandatory Cashout Distributions

Not a Designated Roth Account:

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).

Designated Roth Account:

Unless you elect otherwise, a mandatory cashout from the Designated Roth Account in the plan of more than $1,000 will be directly rolled over to a Roth 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).

FOR MORE INFORMATION

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