

Account Number

Transaction ID

Premiere Select® Retirement Plan

One-Time Distribution Request

Use this form to request a single distribution from your **Premiere Select Retirement Plan Account or Retirement Plan Beneficiary Distribution Account**, referred to as "PSRP Account" or "account," held through National Financial Services LLC ("NFS"). Type on screen or fill in using CAPITAL letters and black ink. **Read the attached Customer Instructions and Terms and Conditions before completing this form.**

1. Plan Participant or Beneficiary

Provide all information requested.

Participant or Beneficiary First Name	Middle Name	Last Name
Plan Name		
Plan Administrator		

Money Purchase Plan Profit Sharing Plan

2. Reason for Distribution

- Check one.
- Attainment of age 59½
 - Plan termination
 - Death of participant *For Premiere Select Retirement Plan – Beneficiary Distribution Accounts only*
 - Termination of employment or service
 - Disability *As defined by the Premiere Select Retirement Plan*

3. Distribution Instructions

Refer to instructions for further information. ▶

Future Process Date *Optional*

Date MM DD YYYY

Note: By specifying a future process date, you are directing your Broker/Dealer to schedule your one-time distribution on this specified date. If you do not specify a future process date, your Broker/Dealer will execute your transaction request in accordance with standard procedures.

- A. Partial Distribution in Cash**

Amount
\$

Be sure to consider the effect of any fees due that are associated with the payment method selected in Section 5.

- B. Partial Distribution In-Kind to my non-retirement brokerage account**

Provide the security name(s) and share/unit amount(s) for the security position(s) to be distributed in-kind.

Investment Name	CUSIP or Symbol	Number of Shares or All

- C. Full Distribution** (Please distribute my entire PSRP Account balance.)

continued on next page



3. Distribution Instructions *continued*

D. Direct Rollover (Select one option below)

- In-Kind Direct Rollover of my entire account balance to my Premiere Select IRA (for plan participants or spouse beneficiaries ONLY) or my Premiere Select IRA-BDA as applicable

Account Number

- In-Kind Direct Rollover of my entire account balance to my Premiere Select Retirement Plan

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- Direct Rollover in Cash of the entire account balance to an outside Custodian/Trustee as follows:

- Direct rollover to an IRA (for plan participants or spouse beneficiaries ONLY) Direct rollover to an Inherited IRA
- Direct rollover to an Employer-Sponsored Retirement Plan (not available to beneficiaries) Qualified rollover contribution to a Roth IRA or Inherited Roth IRA

Name of Trustee/Custodian		
Plan Account Number	Attention	
Street Address		
City	State	Zip/Postal Code
Trustee/Custodian Telephone Number		

4. Payment Method *Choose one. Refer to instructions for default provisions if choices in this section are left blank.*

- Check one and provide additional details, as applicable, in this section.
- A. Check Distribution** **C. Bank Wire**
- B. Electronic Funds Transfer (EFT)** **D. Distribution to a Nonretirement Account (via Journal)**

A. Check Distribution *Choose 1st Party Check or 3rd Party Check and provide additional details as applicable.*

- 1st Party Check *Paid and mailed to name and mailing address on record.*

Check one, if applicable.

- Use standing instructions on file

Line Number

If you have multiple standing instructions, obtain the line number from your investment representative.

OR

- Additional Information *Not applicable when using standing instructions.*

Information provided in the Memo field will print on the check but will not appear visible in the window of the envelope.

Memo <i>maximum 30 characters</i>
Check Stub Information <i>maximum 100 characters</i>

continued on next page

4. Payment Method *continued*

Obtain the correct routing number from the bank. Different routing numbers may be used for Bank Wires and EFT transactions.

Bank Routing Number	Bank Name	
Bank Account Number <i>Final destination</i>	Payee Name(s) Exactly as on Bank Account	
Payee Address		
City	State/Province	Zip/Postal Code

Use to provide an additional message to receiving bank.

Details

Use for wiring through an intermediary bank.

Further Credit Account Number	Further Credit Name
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If account is outside the U.S., provide this information.

SWIFT Code	Destination Country
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D. Distribution to a Nonretirement Account

Use standing instructions on file

Line Number

If you have multiple standing instructions, obtain the line number from your investment representative.

OR

Distribute to the following account:

Account Number

5. Tax Withholding Elections

Complete this section only if the account owner is a U.S. person (including a U.S. resident alien). If you are requesting a direct rollover of your PSRP account, do not complete this section as withholding will not apply to this distribution. Your withholding election will apply to this distribution only. **See the Notice of Withholding section in the attached Customer Instructions and Terms and Conditions.**

Note: Combined percentage cannot exceed 99%.

Check one in each column.

The state of residence in the legal address on this PSRP Account will determine the state income tax withholding requirements for your distributions.

Federal

- Do NOT withhold federal taxes
 Withhold federal taxes at the rate of:

Percentage
.0%

Minimum 10%, maximum 99% if the distributions are not rollover eligible. Minimum 20%, maximum 99% if the distributions are rollover eligible. Whole numbers, no dollar amounts.

State

- Do NOT withhold state taxes unless required by law
 Withhold state taxes at the minimum rate
 Withhold state taxes at the rate of:

Percentage
.0%

Maximum 99%. Whole numbers, no dollar amounts. If the percentage rate entered is less than your state's minimum withholding requirements, your state's minimum will be withheld.

6. Signatures and Dates *Form cannot be processed without signatures and dates.*

By signing below, you:

- Certify that you have carefully read, fully understand, and agree to comply with, the **Customer Instructions and Terms and Conditions**, including the **Notice of Withholding** attached to this **Premiere Select Retirement Plan One-Time Distribution Request**.
- Certify that the information supplied on this form is complete and accurate.
- Certify that you understand the reason for distribution options applicable to you (or to the PSRP Account beneficiary or beneficiaries) and you have requested a reason for distribution option that is consistent with your status (or the PSRP Account beneficiary's status, if applicable).
- Confirm, if you are not a U.S. person (including a resident alien individual), you have previously submitted IRS Form W-8BEN.
- Acknowledge receipt of the Special Tax Notice regarding the mandatory 20% federal income tax withholding.
- Acknowledge, if requesting distributions via EFT, that NFS cannot verify the account registration at the receiving institution. By signing below, you and the Plan Administrator:
- Certify that this distribution plan is being made pursuant to the Premiere Select Retirement Plan and Trust Agreement.
- Indemnify the Trustee of your PSRP Account and NFS and their agent(s), successors, affiliates, and employees from any liability in the event that you fail to meet the IRS requirements regarding distributions from your Premiere Select Retirement Plan Account or Retirement Plan Beneficiary Distribution Account, as applicable.

Participant or Beneficiary Name <i>First, M.I., Last</i>	
Participant or Beneficiary Signature	Date <i>MM - DD - YYYY</i>
SIGN ▶	▶
Plan Administrator Name <i>First, M.I., Last</i>	
Plan Administrator Signature	Date <i>MM - DD - YYYY</i>
SIGN ▶	▶

7. Spousal Consent *For PSRP Participant Accounts ONLY. Notarized signature of spouse is required for ALL married participants.*

By signing below, you:

- Consent to the distributions indicated on this form.
- Acknowledge that you are giving up your right to receive a payment benefit that would otherwise be payable to you.

Spouse Name <i>First, M.I., Last</i>	
Spouse Signature	Date <i>MM - DD - YYYY</i>
SIGN ▶	▶

NOTARY STAMP OR SEAL

Premiere Select® Retirement Plan One-Time Distribution Request Customer Instructions and Terms and Conditions

The attached Premiere Select Retirement Plan One-Time Distribution Request form ("form") should be used to request one-time distributions from your Premiere Select Retirement Plan Account ("PSRP Participant Account") or Premiere Select Retirement Plan Beneficiary Distribution Account ("PSRP-BDA" together with PSRP Participant Account, "PSRP Account"), to change an existing one-time distribution plan, or to delete an existing one-time distribution plan. If you wish to request one-time distributions from more than one PSRP Account, you must complete a separate form for each PSRP Account.

Please read these Customer Instructions and Terms and Conditions carefully before completing the attached form. You are responsible for complying with IRS rules governing retirement plan distributions, including required minimum distributions ("RMDs"). If you fail to meet any IRS requirements regulating retirement plan distributions, you may be subject to tax penalties. If you have any questions regarding your specific situation, please consult with your tax advisor.

Please read the attached Special Tax Notice for more information on the tax consequences of certain plan distributions/payments.

In general, distributions to married participants from all Money Purchase Plans and certain Profit Sharing Plans must be made in the form of a Qualified Joint and Survivor Annuity ("QJSA"), or if a participant dies before distributions under the Plan have begun, in the form of a Qualified Pre-Retirement Survivor Annuity ("QPSA"), unless the participant's spouse waives the annuity requirements in writing. Please consult your tax advisor for more information.

If this distribution is being made from an inherited Money Purchase Plan account, then the distribution options outlined below are only available if the participant elected out of the QJSA or QPSA and, if married, obtained written spousal consent to the waiver. Please contact the Plan Administrator to determine if any waivers were made. If the plan participant was unmarried, then the QJSA/QPSA requirements do not apply.

If the distribution is being made from an inherited Profit Sharing Plan account, then the QJSA/QPSA requirements do not apply if both of the following are met: (1) the plan participant elected not to receive distributions in the form of a life annuity, (2) the plan participant's spouse takes the distribution within 90 days following the date of the participant's death.

Upon depletion of all assets in your PSRP Account, a \$125 liquidation/termination fee and a final year annual maintenance fee, if applicable, as described in your Premiere Select Retirement Plan Account Application or in some other manner acceptable to the Trustee of your PSRP Account, Fidelity Management Trust Company ("Trustee"), if applicable, will be collected from the final distribution amount. If your one-time distribution plan results in an account balance that is less than the amount of any fees due, which include the termination fee and the annual maintenance fee, for a particular year, NFS may instead process a full distribution of your entire account balance and collect the applicable fees at that time. Please note that this could result in a payment amount that is less than the amount requested due to the payment of the applicable fees. In addition, your PSRP Account may be closed.

If you have any questions, please consult your Broker, Financial Advisor, or Investment Professional ("investment representative").

Write your account number in the boxes in the upper right-hand corner of the form.

1. Plan Participant or Beneficiary

Please provide the name and Social Security number of the participant or beneficiary. Please provide the name of the Plan and Plan Administrator and indicate the plan type. If you have both a Money Purchase and a Profit Sharing Plan, you must complete a separate one-time distribution request form for each plan type.

2. Reason for Distribution

Please indicate the reason for this distribution, choosing only one. Distributions from a PSRP Account are only permitted when a participant attains age 59½, if the plan is terminated, due to death of participant if the PRSP Account is a beneficiary distribution account, termination of employment or service, or disability as defined by the Premiere Select Retirement Plan. If one of these distributable events does not occur, then the distribution cannot be processed. Distributions for any other reasons can result in plan disqualification.

If you are a participant and are under age 59½ and you request a distribution, your distribution will be taxed as ordinary income and may also be subject to a 10% early distribution penalty. Please consult your tax advisor for details.

If you wish to take death distributions from inherited Premiere Select Retirement Plan assets, you must first transfer the assets to a PSRP-BDA, and then take the death distributions from the PSRP-BDA. If you wish to request a transfer pursuant to a divorce of the Premiere Select Retirement Plan participant, do not complete this form. Contact your investment representative for additional instructions.

3. Distribution Instructions

Future Process Date – Optional

You may specify a future process date for this distribution request (available for distributions in cash ONLY). For partial distributions, the future process date can be up to six months from the date the request is submitted. Full distributions are limited to seven business days from the date the request is submitted.

Note: The future process date cannot cross years; and for individuals who are under age 59½, it cannot be the date you turn age 59½ or beyond.

Choose one of the 4 options listed.

Option A. Partial Distribution in Cash – The distribution will be paid from the balance in your core account. Please provide a specific gross dollar amount to be distributed and select one payment method in Section 5.

Option B. Partial Distribution In-Kind* – Please provide the security name(s) and share/unit amount(s) to be re-registered into your non-retirement brokerage account and provide the account number in Section 5A. If more space for investment information is needed, please list the information requested on the form along with your name, account number and Tax Identification/Social Security number on a separate sheet of paper, sign and date it, and attach it to the form.

Option C. Full Distribution* – (Distribution of your entire PSRP Account balance) Please select the appropriate payment method(s) in Section 5. Distributions made in cash will be made from your core account. It is your responsibility to ensure there are sufficient funds available in the core account to process the distribution. If there are insufficient funds available in the core account, the distribution will not be processed. If you are requesting all or a portion of your full distribution be made in-kind, provide your non-retirement brokerage account number in Section 5A.

Option D. Direct Rollover – Required minimum distributions, after tax contributions and certain substantially equal periodic payments are not eligible for rollover. If the distribution is to be rolled over to a Premiere Select IRA (only if you are the plan participant or if you are a spouse beneficiary) or Premiere Select IRA-BDA, or is for a qualified rollover contribution to a Premiere Select Roth IRA (only if you are the plan participant or if you are a spouse beneficiary) or Roth IRA-BDA, please provide your account number or attach a Premiere Select IRA Application to establish a new account. To roll over assets from your PSRP account to an IRA/Inherited IRA held by another Custodian or to another employer-sponsored retirement plan or for a qualified rollover contribution to a Roth IRA or Inherited Roth IRA held by another Custodian, you must provide the name of the Custodian or Trustee, as applicable.

* Note: Certain securities may only be issued in specified denominations.

4. Payment Method

If no payment method is selected, your cash distributions will be made by check and sent to your mailing address of record (the first option described below).

A. Check Distribution

1st Party Check. Check will be paid and mailed to the name and mailing address of record. If you wish to use previously provided standing instructions, check the appropriate box.

3rd Party Check. If you want a check paid and/or mailed to a payee and/or address other than the mailing address of record, check this box. You may choose to use standing instructions already on file or you may provide Alternate Instructions for just this one distribution or plan. Note that Alternate Instructions will not be added to your account for use in any future distribution requests.

B. Electronic Funds Transfer (EFT)

1st Party EFT. If you would like the distributions to be deposited directly to your individually owned bank account (the IRA owner is an owner of the bank account), check this box.

3rd Party EFT. If you would like the distributions to be deposited to your joint bank account or a third-party bank account, check this box.

If you would like the distributions to be deposited directly to your bank via EFT, you must have EFT instructions on your account. If the account is not currently set up for standing EFT, a standing instructions form must be completed to establish the EFT instructions. **Note:** EFT instructions may take 4–5 business days to become active. Business days are Monday through Friday. Bank and New York Stock Exchange holidays are not included. If you have multiple sets of standing instructions, provide the line number of the specific set of instructions, as it pertains to this situation. The line number can be obtained from your investment representative.

C. Bank Wire

In order to send a distribution via Bank Wire, the recipient institution must be a member of the Federal Reserve System. A wire processing fee of \$15 will be deducted from the distribution amount indicated on this form, and will affect your reported distribution amount. For example, if you request a distribution of \$1,000, and you do not select the Gross Up option, both the distribution amount wired to your bank account and the distribution amount reported on IRS Form 1099-R will be \$985. The receiving bank may also charge a fee for the receipt of the Bank Wire.

D. Distribution to a Nonretirement Account (via Journal)

If you want cash or securities distributed in-kind to a nonretirement account, provide the nonretirement account number. An application must be completed to establish a new nonretirement brokerage account.

5. Notice of Withholding

Read carefully before completing the Tax Withholding Elections section of the form.

20% Withholding—IRS regulations require federal income tax withholding at the rate of 20% from your Premiere Select Retirement Plan distributions that are eligible to be rolled over if the distributions are not directly rolled over to another eligible retirement plan or to an IRA. Generally, distributions that are not subject to this withholding include: distributions of certain substantially equal one-time payments made over ten or more years and required minimum distributions. Refer to the Special Tax Notice for additional information.

10% Withholding—If the distribution is not considered an eligible rollover distribution, the mandatory 20% withholding does not apply. Instead, your distributions are subject to federal income tax withholding at a rate of 10% unless you elect not to have withholding apply. Withholding will apply to the gross amount of each distribution, even if you have made nondeductible contributions. Moreover, failure to provide a U.S. residential address will result in 10% withholding on the distribution proceeds even if you have elected not to have tax withheld (an IRS requirement). A Post Office Box does not qualify as a residential address.

If federal income tax is withheld from your distribution, state income taxes may also be withheld. Your state of residence will determine your state income tax withholding requirements, if any. Refer to the list below. Your state of residence is determined by your legal address of record provided for your PSRP Account. The information provided is general in nature and should not be considered legal or tax advice.

Whether or not you elect to have federal and, if applicable, state income tax withheld, you are still responsible for the full payment of federal income tax, any state tax or local taxes, and any penalties that may apply to your distribution(s).

Whether or not you elect to have withholding apply (by indicating so on your tax withholding election form), you may be responsible for payment of estimated taxes. You may incur penalties under the IRS and applicable state tax rules if your estimated tax payments are not sufficient.

Withholding Options

State of residence	State tax withholding options
AK, FL, HI, NH, NV, SD, TN, TX, WA, WY	<ul style="list-style-type: none">No state tax withholding is available (even if your state has income tax).
AR, IA, KS, MA, ME,* NE, OK, PR,† VA, VT	<ul style="list-style-type: none">If you choose federal withholding, you will also get state withholding at your state's minimum withholding rate or an amount greater as specified by you.If you do NOT choose federal withholding, state withholding is voluntary.If you have state withholding, you can request a higher rate than your state's minimum but not a lower rate.
CA, DE, GA,‡ NC, OR	<ul style="list-style-type: none">If you choose federal withholding, you will also get state withholding at your state's minimum withholding rate unless you request otherwise.If you do NOT choose federal withholding, state withholding is voluntary.If you have state withholding, you can request a higher rate than your state's minimum but not a lower rate.
DC <i>Only applicable if taking a full distribution of entire account balance.</i>	<ul style="list-style-type: none">If you are taking distribution of your entire account balance and not directly rolling that amount over to another eligible retirement account, DC requires that a minimum amount be withheld from the taxable portion of the distribution, whether or not federal income tax is withheld. In that case, you must elect to have the minimum DC income tax amount withheld by completing the Tax Withholding section.If your entire distribution amount has already been taxed (for instance, only after-tax or nondeductible contributions were made and you have no pretax earnings), you may be eligible to elect any of the withholding options.If you wish to take a distribution of both taxable and nontaxable amounts, you must complete a separate distribution request form for each and complete the Tax Withholding section of the forms, as appropriate.
ME†, MS	<ul style="list-style-type: none">If you choose federal withholding, you will also get state withholding at your state's minimum withholding rate unless you request otherwise.If you do NOT choose federal withholding, state withholding will occur unless you request otherwise.If you have state withholding, you can request a higher rate than your state's minimum but not a lower rate.

Withholding Options

State of residence	State tax withholding options
MI	<ul style="list-style-type: none">• MI generally requires state income tax of at least your state's minimum requirements regardless of whether or not federal income tax is withheld.• Tax withholding is not required if you meet certain MI requirements governing pension and retirement benefits. Reference the MI W-4P Form for additional information about calculating the amount to withhold from your distribution.• If you are subject to MI state tax withholding, you must elect state tax withholding of at least your state's minimum by completing the Tax Withholding section.• Contact your tax advisor or investment representative for additional information about MI requirements.
OH	<ul style="list-style-type: none">• State tax withholding is voluntary. If you choose state withholding, you can choose a higher rate than your state's minimum but not a lower rate.
SC	<ul style="list-style-type: none">• SC requires state withholding if you have not provided a Tax ID or if you have been notified of a name/Tax ID mismatch and have not resolved the issue. Otherwise, state tax withholding is voluntary and you can choose the rate you want (any whole number between 1% and 99%).
All other states (and DC if not taking a full distribution)	<ul style="list-style-type: none">• State tax withholding is voluntary and you can choose the rate you want (any whole number between 1% and 99%).

* When taking a single distribution

† When taking periodic distributions

Important: State tax withholding rules can change, and the rules cited above may not reflect the current ruling of your state. Consult with your tax advisor or state taxing authority to obtain the most up-to-date information pertaining to your state.

This tax information is for informational purposes only, and should not be considered legal or tax advice. Always consult a tax or legal professional before making financial decisions.

6. Signatures and Dates

Section 6 must be signed by both the Participant or Beneficiary, as applicable, and the Plan Administrator.

Before signing the **Premiere Select Retirement Plan One-Time Distribution Request**, please carefully read the **Premiere Select Retirement Plan and Trust Agreement**, as well as all sections of the **Premiere Select Retirement Plan One-Time Distribution Request** and attached **Customer Instructions and Terms and Conditions**. Your one-time distribution request is part of a legal agreement between you, the Plan Administrator, and NFS and by signing in Section 6, as applicable, you are agreeing to be bound by the terms and conditions contained in the above-mentioned documents. Please also print the current date neatly in block letters in the space provided.

7. Spousal Consent

For PSRP Participant Accounts Only: Distributions to married participants from all Money Purchase Pension Plans and certain Profit Sharing Plans must be made in the form of a Qualified Joint and Survivor Annuity unless your spouse waives the right by providing spousal consent in Section 7.

Please note: The spouse's signature must be notarized. Please refer to Article 8 of the Premiere Select Retirement Plan and Trust Agreement for details. A participant may waive a qualified joint and survivor annuity contract, and a spouse may consent to such waiver, provided it is within 90 days before the first plan distribution.

Detach the completed distribution request form and return it to your investment representative.

Keep a copy of this form with the Customer Instructions and Terms and Conditions in your files.

Notice Regarding Retirement Plan Payments— Your Rollover Options and Tax Consequences

You are receiving this notice because all or a portion of a payment you are receiving from the _____ [INSERT NAME OF PLAN] (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. 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?

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 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, 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 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 do a rollover, 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 made before age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies). Other differences are 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 pension 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. 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 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 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.

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.

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