

Account Number
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Transaction ID
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# 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. You should also confirm that your Broker-Dealer has your most current address prior to submission so that we can withhold appropriate taxes. See the General Instructions and the Marginal Rate Tables contained in the IRS Form W-4R at <https://www.irs.gov/forms-pubs/about-form-w-4r> for additional information. To update your address, contact your investment representative.

### 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       Individual 401(k) Profit Sharing Plan

#### Participant Marital Status

- Check this box if the participant is married. Refer to Section 7 for the spousal signature requirements.

### 2. Reason for Distribution

#### Money Purchase and Profit Sharing Plans

- Check one.
- 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

#### Individual 401(k) Profit Sharing Plans

Eligibility for plan distributions are based on the rules specific to your Plan as determined by your Plan Administrator.

- Plan termination
- Termination of employment or service
- Disability. As defined by the Premiere Select Retirement Plan
- In-service Distribution and attainment of age 59½\* Individual 401(k) employer contributions only
- Hardship Distribution\* Individual 401(k) employer contributions only

\*The withdrawal amount is limited to the amount of attributable employer contributions for at least 2 full plan years for employees with less than 5 years of service.



### 3. Distribution Instructions

**Future Process Date** *Optional*

Refer to instructions for further information.

Date MM DD YYYY
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**Note:** By specifying a future process date, you are directing your Broker-Dealer to schedule your one-time distribution on this specified date. Only cash distributions can have a future process 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 your 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** Distribute your entire PSRP account balance.

**D. Direct Rollover** (Select one option below)

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

Account Number
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- In-Kind Direct Rollover of entire account balance to a Premiere Select Retirement Plan (for plan participants or spouse beneficiaries ONLY) or a Premiere Select Retirement Plan BDA as applicable

Account Number
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- Direct Rollover in Cash of the entire account balance to an outside custodian/trustee as follows:

- |   |  |
|---|--|
| <input type="checkbox"/> Direct rollover to an IRA (for plan participants or spouse beneficiaries ONLY)                               | <input type="checkbox"/> Direct rollover to an Inherited IRA (non-spouse beneficiaries ONLY) |
| <input type="checkbox"/> Direct rollover to an Employer-Sponsored Retirement Plan (for plan participant or spouse beneficiaries ONLY) | <input type="checkbox"/> 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. Intra-Bank Payment (IBP)
  D. Bank Wire  
 B. Check Distribution
  E. Distribution to a Nonretirement Account (via Journal)  
 C. Electronic Funds Transfer (EFT)

You must have IBP standing instructions on your account.

**A. Intra-Bank Payment (IBP) Bank-affiliated Broker-Dealers only.**

- Deposit directly to your bank account via IBP.

**B. 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 <small>maximum 30 characters</small>
Check Stub Information <small>maximum 100 characters</small>

- 3rd Party Check *Paid and/or mailed to an alternate name(s) and/or address.*

- Use standing instructions on file

Line Number

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

**OR**

- Alternate Instructions *Not applicable when using standing instructions.*

Avoid any account number or SSN that compromises a customer's identity. If needed, use the Memo and Check Stub Information fields.

Payee		
Attention <small>maximum 32 characters total including "Attn:"</small>	<b>OR</b>	Care of <small>maximum 32 characters total including "C/O"</small>
Attn:		C/O
Address		
City	State/Province	Zip/Postal Code

Optional for One-Time Check Distributions ONLY. Information provided in the Memo field will print on the check but will not appear visible in the window of the envelope.

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

Your distribution check will be sent via regular mail unless you check this box and provide overnight mail instructions.

- Overnight Mail *Optional.*

Specify overnight carrier and billing account number.

Carrier Name	Carrier Account Number
Carrier Address <small>required for UPS only</small>	

continued on next page



## 4. Payment Method *continued*

### C. Electronic Funds Transfer (EFT)

When using EFT, allow 2–3 business days after the date the distribution is processed for funds to reach your bank or credit union.

- Check one.  EFT *The account owner is an owner of the bank account.*  
**To transfer funds via 1st Party EFT, you MUST have EFT standing instructions on your account.**

Line Number

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

### D. Bank Wire

A wire fee of \$15 will be deducted from your distribution amount and will impact your tax reporting. Refer to the instructions for more information.

- Check one.  Use standing instructions on file 

Line Number

*If you have multiple standing instructions, obtain the line number from your investment representative.*
- OR**
- Alternate Instructions *Not applicable when using standing instructions.*

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	
Further Credit Account Number	Further Credit Name

Use for wiring through an intermediary bank.

If account is outside the U.S., provide this information.

SWIFT Code	Destination Country

### E. 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 **"Tax Withholding — Retirement Plan Withdrawals"** at the end of this form.

**Note:** Combined percentage cannot exceed 100%.

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%
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Minimum 10%, maximum 100% if the distributions are not rollover eligible. Minimum 20%, maximum 100% if the distributions are rollover eligible. Whole numbers, no dollar amounts or decimals.

### 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%
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Maximum 100%. Whole numbers, no dollar amounts or decimals. If the percentage rate entered is less than your state's minimum withholding requirements, your state's minimum will be withheld.

### For Connecticut Residents:

- Connecticut requires withholding on distributions from retirement accounts. If you are exempt from state tax you have the option to elect out of tax withholding.
- You confirm that your state tax withholding election, is true, complete, and accurate.

## 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.
- Have viewed, read, and understand the IRS Instructions for Form W-4R.
- Certify that the address associated with this account is current and up to date.
- 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 is being made pursuant to the Premiere Select Retirement Plan or Qualified 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.

### Plan Administrator certification

- Certify that I have reviewed this request in accordance with the plan document.
- Acknowledge that the plan participant is eligible for the distribution and has sufficient funds in his/her account.
- Indemnify the Trustee and NFS and their agent(s), successors, affiliates and employees from any liability in processing the distribution instructions.

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

## 7. Spousal Consent *Notarized signature of spouse is required for ALL married participants.*

This section is required for Money Purchase Plans and Individual 401(k) distributions greater than \$1,000. It may be required for Profit sharing plans. Check with your investment representative to determine if this section is required to process your request.

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 in return for allowing your spouse to take an immediate in-service or hardship withdrawal.
- You understand that this withdrawal will not be repaid to the account and that this may reduce the benefit payment that would otherwise be payable to you upon your spouse's death.

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

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 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 permitted when a participant attains age 59½, if the plan is terminated, due to death of participant if the from a PSRP-BDA, 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.

For an individual 401(k) plan, distributions are also permitted at Normal Retirement Age and for eligible in-service and hardship withdrawals approved by the plan administrator.

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.

Generally, retirement plan distributions are taxed as ordinary income and may also be subject to a 10% early distribution penalty for individuals under age 59½. Please consult your tax advisor for further information.

## 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 4.

**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 4. 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 4. 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 4.

**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. Intra-Bank Payment (IBP)

IBP is a same-day transfer system that enables distributions from your IRA to be deposited to your bank account carried at your Broker-Dealer's affiliated bank. If you would like the distributions to be deposited directly to your bank account via IBP, you must have IBP instructions on your account.

##### B. 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.

##### C. Electronic Funds Transfer (EFT)

**1st Party EFT.** If you would like the distributions to be deposited directly to your individually owned bank account (the retirement plan account 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.

##### D. 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.

##### E. 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.

This distribution is not eligible for a hardship withdrawal.

#### 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. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its possessions. 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. See the "Tax Withholding — Retirement Plan Withdrawals" at the end of this form for your state's withholding rules. Your state of residence will determine your state income tax withholding requirements, if any. Your state of residence is determined by your legal address of record provided for the retirement plan account.

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.

#### 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.



# Federal and State Tax Withholding— Retirement Plan Withdrawals

## Helpful to Know

- Federal and state tax withholding rules can change, and the information cited below may not reflect the current withholding from a federal or state perspective. Consult your tax advisor, the IRS, and/or your state taxing authority to obtain the most up-to-date information pertaining to your situation.
- The IRS requires Fidelity to provide you with the Marginal Rate Tables and the Tax Withholding Instructions from the *IRS Form W-4R*.
- Each state sets its own withholding rates and requirements on taxable distributions. We apply these rates unless you direct us not to (where permitted) or you request a higher rate.
- Your account's legal/residential address determines which state's tax rules apply. You should confirm that the address on your account is current prior to submitting your request.
- You are responsible for paying your federal, state, and local income taxes and any penalties, including penalties for insufficient withholding.
- The federal and state tax withholding rate, if indicated, must be provided as a whole number from 1% to 100% for any one-time withdrawals, or from 1% to 99% for any automatic withdrawals.

## Federal Tax Withholding Information

### 2022 Marginal Rate Tables

You may use these tables to help you select the appropriate withholding rate for this payment or distribution. Add your income from all sources and use the column that matches your filing status to find the corresponding rate of withholding. See the *General Instructions* section for more information on how to use this table. (Note: This is an excerpt from the *IRS Form W-4R*. For the complete copy, please go to [Fidelity.com/W-4R](https://www.fidelity.com/W-4R) or [IRS.gov/pub/irs-pdf/fw4r.pdf](https://www.irs.gov/pub/irs-pdf/fw4r.pdf).)

Single or Married filing separately		Married filing jointly or Qualifying widow(er)		Head of household	
Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more
\$0	0%	\$0	0%	\$0	0%
12,950	10%	25,900	10%	19,400	10%
23,225	12%	46,450	12%	34,050	12%
54,725	22%	109,450	22%	75,300	22%
102,025	24%	204,050	24%	108,450	24%
183,000	32%	366,000	32%	189,450	32%
228,900	35%	457,800	35%	235,350	35%
552,850*	37%	673,750	37%	559,300	37%

\*If married filing separately, use \$336,875 instead for this 37% rate.

## General Instructions

**Nonperiodic payments—10% withholding.** Your payer must withhold at a default 10% rate from the taxable amount of nonperiodic payments **unless** you enter a different rate. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. Note that the default rate of withholding may not be appropriate for your tax situation. You may choose to have no federal income tax withheld. See the specific instructions below for more information. Generally, you are not permitted to elect to have federal income tax withheld at a rate of less than 10% (including “-0-”) on any payments to be delivered outside the United States and its possessions.

**Note:** If you don't give Form W-4R to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can't honor requests to have a lower (or no) amount withheld. Generally, for payments that began before 2022, your current withholding election (or your default rate) remains in effect unless you submit a new withholding election.

**Eligible rollover distributions—20% withholding.** Distributions you receive from qualified retirement plans (for example, 401(k) plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over to an IRA or qualified plan are

subject to a 20% default rate of withholding on the taxable amount of the distribution. You can't choose withholding at a rate of less than 20% (including "-0-"). Note that the default rate of withholding may be too low for your tax situation. You may choose to enter a rate higher than 20%.

Note that the following payments are not eligible rollover distributions: (a) qualifying "hardship" distributions, and (b) distributions required by federal law, such as required minimum distributions. See Pub. 505 for details. See also *Nonperiodic payments—10% withholding* above.

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## Specific Instructions for IRS Form W-4R

### Line 1b

For an estate, enter the estate's employer identification number (EIN) in the area reserved for "Social security number."

### Line 2

**More withholding.** If you want more than the default rate withheld from your payment, you may enter a higher rate on line 2.

**Less withholding (nonperiodic payments only).** If permitted, you may enter a lower rate on line 2 (including "-0-") if you want less than the 10% default rate withheld from your payment. If you have already paid, or plan to pay, your tax on this payment through other withholding or estimated tax payments, you may want to enter "-0-".

**Suggestion for determining withholding.** Consider using the Marginal Rate Tables on page 1 to help you select the appropriate withholding rate for this payment or distribution. The tables are most accurate if the appropriate amount of tax on all other sources of income, deductions, and credits has been paid through other withholding or estimated tax payments. If the appropriate amount of tax on those sources of income has not been paid through other withholding or estimated tax payments, you can pay that tax through withholding on this payment by entering a rate that is greater than the rate in the Marginal Rate Tables.

The marginal tax rate is the rate of tax on each additional dollar of income you receive above a particular amount of income. You can use the table for your filing status as a guide to find a rate of withholding for amounts above the total income level in the table.

To determine the appropriate rate of withholding from the table, do the following. Step 1: Find the rate that corresponds with your total income not including the payment. Step 2: Add your total income and the taxable amount of the payment and find the corresponding rate.

If these two rates are the same, enter that rate on line 2. (See *Example 1* below.)

### Payments to nonresident aliens and foreign estates.

Do not use Form W-4R. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

**Tax relief for victims of terrorist attacks.** If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, enter "-0-". See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

If the two rates differ, multiply (a) the amount in the lower rate bracket by the rate for that bracket, and (b) the amount in the higher rate bracket by the rate for that bracket. Add these two numbers; this is the expected tax for this payment. To get the rate to have withheld, divide this amount by the taxable amount of the payment. Round up to the next whole number and enter that rate on line 2. (See *Example 2* below.)

If you prefer a simpler approach (but one that may lead to overwithholding), find the rate that corresponds to your total income including the payment and enter that rate on line 2.

**Examples.** Assume the following facts for *Examples 1* and *2*. Your filing status is single. You expect the taxable amount of your payment to be \$20,000. Appropriate amounts have been withheld for all other sources of income and any deductions or credits.

**Example 1.** You expect your total income to be \$60,000 without the payment. Step 1: Because your total income without the payment, \$60,000, is greater than \$54,725 but less than \$102,025, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$80,000, is greater than \$54,725 but less than \$102,025, the corresponding rate is 22%. Because these two rates are the same, enter "22" on line 2.

**Example 2.** You expect your total income to be \$42,500 without the payment. Step 1: Because your total income without the payment, \$42,500, is greater than \$23,225 but less than \$54,725, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$62,500, is greater than \$54,725 but less than \$102,025, the corresponding rate is 22%. The two rates differ. \$12,225 of the \$20,000 payment is in the lower bracket (\$54,725 less your total income of \$42,500 without the payment), and \$7,775 is in the higher bracket (\$20,000 less the \$12,225 that is in the lower bracket). Multiply \$12,225 by 12% to get \$1,467. Multiply \$7,775 by 22% to get \$1,710.50. The sum of these two amounts is \$3,177.50. This is the estimated tax on your payment. This amount corresponds to 15.9% of the \$20,000 payment (\$3,177.50 divided by \$20,000). Rounding up to the next whole number, enter "16" on line 2.

# State Tax Withholding Information

State of residence	State tax withholding options
AK, FL, HI, NH, NV, SD, TN, TX, WA, WY	<ul style="list-style-type: none"> <li>No state tax withholding is available (even if your state has income tax).</li> </ul>
AR, IA, KS, MA, ME,* NE, OK, PR,† VA, VT	<ul style="list-style-type: none"> <li>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.</li> <li>If you do NOT choose federal withholding, state withholding is voluntary.</li> <li>If you have state withholding, you can request a higher rate than your state's minimum but not a lower rate.</li> </ul>
CA, DE, GA,† MN, NC, OR	<ul style="list-style-type: none"> <li>If you choose federal withholding, you will also get state withholding at your state's minimum withholding rate unless you request otherwise.</li> <li>If you do NOT choose federal withholding, state withholding is voluntary.</li> <li>If you have state withholding, you can request a higher rate than your state's minimum but not a lower rate.</li> </ul>
CT, MI	<ul style="list-style-type: none"> <li>CT and MI generally require state income tax of at least your state's minimum requirements regardless of whether or not federal income tax is withheld.</li> <li>Tax withholding is not required if you meet certain state requirements governing pension and retirement benefits. Please reference the CT or MI W-4P Form for additional information about calculating the amount to withhold from your distribution.</li> <li>If you are subject to state tax withholding, you must elect state tax withholding of at least your state's minimum by completing the Tax Withholding section.</li> <li>Contact your tax advisor or investment representative for additional information about your state's requirements.</li> </ul>
DC <i>Only applicable if taking a full distribution of entire account balance.</i>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>
ME,† MS	<ul style="list-style-type: none"> <li>If you choose federal withholding, you will also get state withholding at your state's minimum withholding rate unless you request otherwise.</li> <li>If you do NOT choose federal withholding, state withholding will occur unless you request otherwise.</li> <li>If you have state withholding, you can request a higher rate than your state's minimum but not a lower rate.</li> </ul>
OH	<ul style="list-style-type: none"> <li>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.</li> </ul>
SC	<ul style="list-style-type: none"> <li>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.</li> </ul>
All other states (and DC if not taking a full distribution)	<ul style="list-style-type: none"> <li>State tax withholding is voluntary and you can choose the rate you want.</li> </ul>

\*When taking a single distribution

†When taking periodic distributions

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

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.

We do not provide tax or legal advice and we will not be liable for any decisions you make based on this or other general tax information we provide.

# Special Tax Notice Regarding Retirement Plan Payments—Your Rollover Options

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 (generally, distributions 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, any amounts not previously included in your income will be taxed currently (see the section below titled “If you roll over your payment to a Roth IRA”).

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

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. Generally, you will have 60 days after you receive the taxable payment to make the deposit. If you

do not do a direct rollover, the Plan is required to withhold 20% of the taxable 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 (if you were born before July 1, 1949), 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 for premiums of accident and health insurance.



- Qualified birth or adoption distributions from an eligible retirement plan or IRA. However, all, or a portion, of the original distribution may be repaid to an eligible retirement plan or IRA within the first three years following the original distribution.

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 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.

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 from a pension, profit sharing, or 401(k) plan after you attain age 59½;
- 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 qualified public safety employee and you will be at least age 50 in the year of 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 (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 excepted from the additional income tax by federal legislation relating to certain emergencies and due to major disasters that are located in a qualified disaster area as declared by the president of the United States

under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act;

- Phased retirement payments made to federal employees; and
- Payments of up to \$5,000 (in aggregate) made to you from a defined contribution plan if the payment is a qualified birth or adoption distribution.

### **If I do a rollover to an IRA (including a Roth IRA), will the 10% additional income tax apply to early distributions from the IRA?**

If you receive a payment from an IRA (including a Roth IRA; see section below titled, "If you roll over your payment to a Roth 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 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 the 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 that apply to payments from an IRA, including (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.

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 and 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. 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**

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, generally, the Plan. The Plan Administrator can tell you the amount of any net unrealized appreciation.

### **If you were born on or before January 1, 1936**

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

### **If you roll over your payment to a Roth IRA**

If you roll over a payment from the Plan to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. 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 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.** 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 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 he or she was born before July 1, 1949) or age 72 (if he or she was born after June 30, 1949).

**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 ("QDRO")

If you are the spouse or former spouse of the participant who receives a payment from the Plan under a QDRO, you generally have the same options and the same tax treatment that the participant would have (for example, you may roll over the payment to your own IRA, Roth IRA, or 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 (see the section titled "If you roll over your payment to a Roth IRA" above).

## 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% of the taxable amount, the Plan is generally required to withhold 30% of the taxable amount of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, *U.S. Tax Guide for Aliens*, and IRS Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

## Other special rules

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

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

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

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information on special rollover rights related to the U.S. Armed Forces, 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](http://www.irs.gov).

## 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](http://www.irs.gov), or by calling 1-800-TAX-FORM.