

HARDSHIP WITHDRAWAL CERTIFICATION

NAME OF PLAN: _____

NAME OF PARTICIPANT: _____

DATE: _____

A - REASON FOR DISTRIBUTION

To be eligible for a hardship withdrawal, you must have an immediate and heavy financial need. Your plan permits hardship distributions for the immediate and heavy financial needs listed below. By selecting one of the options below, you certify that the hardship distribution is on account of the selected reason and that you have, will retain and make available to your employer or plan administrator upon request documentation to substantiate the hardship.

- to pay for medical care or, if necessary, to obtain medical care for you, your spouse, or your dependents (or your primary beneficiary, but only if permitted by the plan). Medical expenses that are covered by insurance are not eligible expenses. (See IRS Publication 504 for a description of qualifying medical expenses.)
- to pay costs directly related to the purchase of your principal residence (excluding mortgage payments).
- to pay tuition, related educational fees, and room and board expenses for up to the next twelve (12) months of post-secondary education for you, your spouse, or your dependents (or your primary beneficiary, but only if permitted by the plan).
- to prevent foreclosure of the mortgage on your principal residence or eviction from your principal residence.
- to pay burial or funeral expenses of your parent, spouse, children, or other dependents (or your primary beneficiary, but only if permitted by the plan).
- to pay expenses for the repair of damage to your principal residence that would qualify for the casualty deduction under the Internal Revenue Code without regard to the limit on casualty losses that are deductible for income tax purposes under IRC 165(h).
- to pay expenses and losses (including loss of income) incurred by you on account of a federally declared disaster provided your principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA as qualifying for individual assistance with respect to the disaster.

Note: You must have supporting documentation to substantiate the hardship selected above, which may include bills, contracts, estimates, and other information that will verify your eligibility for a hardship distribution. This documentation must be retained and made available to your employer or plan administrator upon request.

B - DISTRIBUTION AMOUNT

You may only withdraw the amount you need to meet the immediate and heavy financial need. However, your distribution is taxable and additional taxes may apply. For this reason, you may also withdraw an additional amount to pay any federal, state, or local income taxes or penalties anticipated to result from the distribution.

C- WITHDRAWAL AMOUNT

Hardship withdrawal amount: \$ _____

HARDSHIP WITHDRAWAL CERTIFICATION

D - OTHER DISTRIBUTIONS MUST BE RECEIVED FIRST

To receive a hardship withdrawal, you must first receive any non-hardship distributions currently available to you under the plan or any other plan of deferred compensation maintained by your employer.

E - WAIVER OF 30-DAY PERIOD FOR SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

In general, you have the right to a period of at least 30 days to consider the decision of whether to elect a withdrawal from the day that you receive the *Special Tax Notice Regarding Plan Payments* from your Plan Administrator. By signing on the following page, you are waiving the 30-day period.

In addition to federal (and possibly state) income tax, you may also owe an additional 10% penalty tax to the IRS if you have not yet reached age 59 ½. For further information, please review the *Special Tax Notice Regarding Plan Payments* and consult your tax advisor.

F – CERTIFICATION AND ACKNOWLEDGEMENT

To receive a hardship withdrawal, you must provide a written certification regarding the circumstances of the withdrawal. By signing below, you hereby certify:

- That you have insufficient cash or other liquid assets reasonably available to you to satisfy the hardship need selected in Section A above. Examples of liquid assets that may be available to you to meet the hardship need include the following:
 - reimbursement or compensation by insurance or otherwise;
 - by reasonable liquidation of your assets; or
 - by borrowing from commercial sources on reasonable commercial terms.
- That the withdrawal amount requested is not more than the amount required to satisfy the financial need selected in A above and, if applicable, to cover income taxes or penalties resulting from the distribution.
- You have previously obtained all distributions, other than hardship distributions, available under all retirement and deferred compensation plans maintained by your employer.
- That the distribution is for the financial need selected in A above, and that you have and will retain documentation to substantiate the hardship.
- That the information provided in this Hardship Withdrawal Certification is true and accurate and that you will retain all source documentation and make it available to your employer or plan administrator, on request, to validate your eligibility for a hardship withdrawal.
- That you received the *Special Tax Notice Regarding Plan Payments* from your Plan Administrator and that you are waiving the 30-day period to consider whether to receive a distribution.

By signing below, I certify that the information provided herein is true and accurate, that I have and will retain appropriate documentation which will be provided if requested by the plan administrator in the event of an IRS audit, independent audit, or if otherwise needed by the plan. I acknowledge receipt of the *Special Tax Notice Regarding Plan Payments* and I waive the 30-day waiting period to consider my decision to receive a distribution.

Participant Signature: _____

Date: _____