Distribution Options

For Defined Contribution and 403(b) Plans Without Life Annuities

Take the Time to Decide

What will you do with your retirement savings?

Life is full of changes. We retire. We change jobs. We get laid off. And sometimes, we experience the death of a loved one. As a recipient of this brochure, it's likely you're experiencing one such life-changing event right now.

And change requires decisions. How will you react? What will you do next?

In this case, it means you need to decide what to do with the money you've accumulated in your employer-sponsored retirement plan. But you need to make this choice carefully, because the decision you make will affect not only how much you pay in taxes today but the way you manage your money in the future.

This brochure provides you with information about the options available for your retirement plan distributions. Sit down and read it thoroughly, so you can make a well-informed decision about your future.

Before you make your selection: The law requires that you receive the Special Tax Notice Regarding Plan Payments and Rollover Options, included in this booklet. The Notice describes the tax consequences of your benefit decision and your options for rolling over your distribution.

You have the right to take at least 30 days to select your option. If you return your completed form in less than 30 days, you are requesting that the distribution be made as soon as possible. If you ended your employment recently, you should wait to request a distribution until your employer has deposited your final contribution.

Normal plan fees will be deducted from your account before your benefit is paid. If the fees are more than your vested account balance, no check will be issued.

Consider the Options

The distribution choices available to you depend on the balance in your account and your plan's cashout amount for small account balances (maximum $5,000). For your plan's cashout amount, please contact your plan administrator.

- If your vested account balance does not exceed your plan's cashout amount, your benefit must be distributed as a lump sum or a rollover. If you do not provide instructions, your vested balance will remain in the plan until your plan's next cashout date and then be paid as follows. If your vested balance is $1,000 or less on the cashout date, a check will automatically be sent to your last known address. If your vested balance is over $1,000, but not over your plan's cashout amount on the cashout date, federal law requires that your benefit be rolled over to an individual retirement account set up in your name. Cashout dates are scheduled at least once per year. Prior to the cashout date, a letter describing your options will be sent to your last known address.
- If your vested account balance exceeds your plan's cashout amount, you can choose any of the benefit options your plan provides. If you do not provide instructions, your money will remain in the plan until you are required to begin taking distributions.

You have a number of options if your account balance exceeds the cashout amount.

1. **Leave money in the plan.** If you leave money in the plan, you will continue to enjoy the same investment options you had as an employee. You can review those options on Personal Savings Center on The Standard's website (www.standard.com/retirement), or by calling 800.858.5420. The same type of fees that have been applicable to your investments while you were an active participant will continue to apply if you leave your funds in the plan, and there may be an additional fee charged for the administration of your account. The types of fees that are charged are shown in the plan expenses section of the plan's summary plan description. If you choose this option, your money will remain invested until you request a distribution. When you reach the later of your plan's Normal Retirement Age or the tenth anniversary of your participation in the plan, payments must begin unless you elect in writing to leave your money in the plan until age 70½.
2. **Rollover.** You can choose to have your distribution rolled over directly to an IRA, another qualified plan, a tax-sheltered 403(b) annuity or a governmental 457 plan. For a detailed description of rollover options and the tax consequences of rolling over your distribution, see the Special Tax Notice.

   If you are rolling over to another qualified plan, you should obtain a letter from the new plan administrator stating that the plan is qualified under Code Section 401(a), and that the rollover will be accepted.
3. **Lump sum.** You may have all or part of your benefit paid directly to you in cash. However, this may adversely affect the accumulation of your retirement benefits. If you have all or part of the benefit paid to you in cash, the law requires that 20 percent of the distribution's taxable portion be withheld for federal income taxes. If required, state taxes also will be withheld. Within 60 days of receiving a lump sum payment, you can choose to roll it over into a traditional IRA, another qualified plan, a tax-sheltered 403(b) annuity or a governmental 457 plan. If you do not roll it over, you will be subject to an additional 10 percent penalty, unless you are age 59½ or you terminated service after reaching age 55. Please consider carefully all the information provided in the Special Tax Notice.
4. **Payments from account.** If your plan allows, you may specify an amount you would like to receive on a monthly basis. See page 5 for a description of this option.
5. **Required Minimum Distribution.** If you have terminated service (or are still employed and own more than 5 percent of the company), federal law requires that you begin taking distributions from the plan at age 70½. If you select this option, The Standard will calculate the amount of your required minimum distribution based on your account total that we administer and send you a check each year. The balance of your account will remain invested in the plan. See page 5 for more information about required minimum distributions.

Frequently Asked Questions

If you have questions about your benefits, you're not alone. The following section may provide answers to your questions. If you still have questions after reading this section, you can call a customer service representative at 800.858.5420 or email savings@standard.com.

Q. Can I request my distribution online?

A. You may request your distribution online if your plan allows. Login to the Personal Savings Center at www.standard.com/retirement. You must submit the paper distribution request form if your request is due to death or a Qualified Domestic Relations Order or if you are requesting that your benefit be paid as an annuity or mailed to a foreign address.

Q. How much do I have in my account?

A. Before making choices about your retirement account, you may have questions or want to find out your account balance. You can call a customer service representative at 800.858.5420 or email savings@standard.com for help. You can also visit www.standard.com/retirement.

Q. How will my distribution be calculated?

A. The market value of your account changes every business day. Your distribution will be calculated on the date of your payment. If any portion of your account is subject to a vesting schedule, your vested balance will be based on plan provisions.

Q. How is my vested balance calculated?

A. Your employee contributions are 100 percent vested. If your plan has an employer contribution that is subject to a vesting schedule, your years of service are used to determine your vested percentage for that account. To calculate your vested balance, the vested percentage for each contribution type is multiplied by the applicable account balance. Generally, participants who terminate service due to death, disability or retirement are 100 percent vested in all accounts. If you'd like more information, you can call a customer service representative at 800.858.5420 or email savings@standard.com.

Q. How much will be withheld from my check for taxes?

A. If you choose to receive any portion of your benefit in a lump sum, or if you select payments from account for less than 10 years, 20 percent of the distribution's taxable portion will be withheld for federal income taxes. You may request additional federal income tax withholding on taxable amounts. An additional amount may be withheld for state income tax if required. See the Special Tax Notice.

Q. What if I don't provide instructions by returning the distribution request form or requesting a distribution online?

A. If your plan provides for automatic distribution of small account balances, and your vested account balance is more than your plan's cashout amount (maximum $5,000), your money will remain invested in the plan. If your vested account balance is $1,000 or less on the next cashout date, a check will be sent to your last known address. If your vested account balance is more than $1,000, but not more than your plan's cashout amount on the next cashout date, federal law requires that your account balance be rolled over to an IRA established for you by the plan administrator. Cashout dates are scheduled at least once per year. Prior to the cashout date, a letter describing your options will be sent to your last known address. Contact your plan administrator for information on your plan's provisions and see the Special Tax Notice for additional information.

Q. What if I have an outstanding loan?

A. Your outstanding loan balance, plus any accrued interest, will be deducted from your total vested benefit before payment is made. For tax purposes, your outstanding loan balance is treated the same as a cash distribution. If you are receiving any of the remainder of your benefit in cash, 20 percent of the taxable amount of the loan will be withheld for federal income tax and subtracted from your cash payment. State income tax also may be withheld. If you are not receiving any of your benefit in cash, nothing will be withheld for federal or state income taxes. You can roll over your outstanding loan balance by paying it to a traditional IRA, another qualified plan, a 403(b) annuity or a governmental 457 plan. The deadline to roll over your loan balance is generally the 60-day period following receipt of your distribution; however, if your loan offset occurred due to your termination of employment or the termination of the plan, then you have until the due date of your federal income tax return (including extension) for the year of distribution.

Q. What if I have a foreign address?

A. If your distribution will be mailed to an address outside the U.S. or its territories, you must provide additional information so we can process your distribution with the correct tax withholding.

- If you are a U.S. citizen or resident alien, provide IRS Form W-9.
- If you are a nonresident alien, provide IRS Form W-8BEN.

These forms and instructions can be obtained on the IRS Web site, www.irs.gov/pub, or you can call The Standard at 800.858.5420 to request them. After you have completed the form that applies to you, mail the original with your distribution request. Fax copies cannot be accepted. See the Special Tax Notice for information on taxation of such distributions.

Q. What if I am a beneficiary receiving a death benefit?

A. The law differentiates between a surviving spouse and other (non-spouse) beneficiaries. Generally, a surviving spouse is the person to whom the participant was married throughout the one-year period ending on the earlier of the participant's death or the commencement of benefit payments from the plan.

The surviving spouse must begin taking payments from the plan by Dec. 31 of the year following the year of the participant's death, or by Dec. 31 of the year the participant would have attained age 70½, whichever is later.

Distributions to surviving spouses are generally subject to the same withholding requirements as plan participants. A surviving spouse's rollover options are described in the Special Tax Notice.

Non-spouse beneficiaries must begin taking payments within one year of the participant's death or must take the entire amount by Dec. 31 of the year containing the fifth anniversary of the participant's death.

For a detailed description of rollover options and their tax consequences, see the Special Tax Notice.

Q. What are payments from account?

A. Payments are made in an amount specified by the participant or beneficiary until such time as the vested benefit is exhausted.

The period over which payments are to be made cannot exceed:

- the life expectancy of the participant
- the life expectancies of the participant and designated beneficiary
- if a death benefit, the life expectancy of the beneficiary, or
- 60 months, if the participant's beneficiary is the estate.

Q. What if I am an alternate payee under a Qualified Domestic Relations Order?

A. Alternate payees may choose any of the benefit options available to other participants, except a joint and survivor annuity with the alternate payee's spouse as joint annuitant.

Distributions to alternate payees who are spouses or former spouses are subject to 20 percent federal withholding. The Special Tax Notice describes the rollover options available to an alternate payee, or an alternate payee may leave money in the plan until the employee's required beginning date (see next question).

Q. What is a required minimum distribution?

A. The IRS has developed rules that determine when you must begin taking distributions from the plan and how much you must take.

If you have terminated employment, you must begin taking distributions during the year you reach age 70½. However, the first distribution may be delayed until April 1 of the following year. Subsequent distributions must be paid by Dec. 31 each year. This means that in the year after attaining age 70½, participants may receive two minimum distribution payments; the first one on or before April 1, and the second one on or before Dec. 31.

If you are still employed, you are not required to begin taking minimum distributions, unless you are classified as a 5 percent owner of the employer, either directly or through attribution of stock ownership.

The amount of your required distribution is calculated based on your life expectancy factor from the Uniform Lifetime Table published by the IRS. This factor is divided into your account balance. The result is your minimum distribution payment for that year.

The account balance used to calculate minimum distributions is the value on the prior Dec. 31. If the first payment is not made until April 1 of the following year, the account balance from the second preceding December is used.

If you are married and your spouse is your sole beneficiary and more than 10 years younger than you, the Joint Life Expectancy Table is used to determine your life expectancy factor. This results in an extended distribution period.

Minimum distribution payments cannot be rolled over. Since 20 percent federal withholding does not apply, you can elect whether or not you want federal withholding.

Special Tax Notice

Regarding Plan Payments and Rollover Options

Part 1: For Payments Not From a Designated Roth Account

Your Rollover Options

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

This notice describes the rollover rules that apply to payments from the Plan that are not from a designated Roth account (a type of account with special tax rules in some employer plans). If you also receive a payment from a designated Roth account in the Plan, information regarding those payments is provided in Part 2 of this Notice. The Plan Administrator will tell you the amount that is being paid from each type of 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 can tell you what portion of a payment is eligible for rollover.

If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?

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

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

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

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

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

- There is no exception for payments after separation from service that are made after age 55.
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse).

- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to $10,000 used in a qualified first-time home purchase, and (3) payments 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 tax?

Generally, state income tax will be withheld at the default rate unless you make a different election. For specific state or local income tax rules (including withholding rules) check with your state's revenue department or your tax advisor. If your state requires its own W4-P form to make a tax withholding election, you may obtain a copy from your state's revenue department and include a completed copy with your distribution request.

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 generally 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 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.

Exceptions to the 60-day rollover deadline

If you miss the 60-day rollover deadline, you may still qualify for an exception either by obtaining a waiver or if the rollover relates to a special rule for loan offsets.

- **Obtaining a waiver:** 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. There are three ways to obtain a waiver: (1) you qualify for an automatic waiver, (2) you self-certify that you met the requirements of a waiver, or (3) you request and receive a private letter ruling from the IRS. For more information, see IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs).
- **Special rule for loan offsets:** 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 is taxed (including for the 10 percent early withdrawal penalty tax, if applicable); however, you may roll over the amount of the loan offset to an IRA or employer plan within 60 days of the offset. Further, if a loan offset occurs due to your termination of employment (or due to the termination of the plan) then instead of 60 days, your deadline to roll over the loan offset is not until the due date of your federal individual income tax return (including extension) for the year in which the plan offsets the loan.

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 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 59 ½ (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 59 ½ 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 "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 the payment 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 do a rollover to a designated Roth account in the Plan

You cannot roll over a distribution to a designated Roth account in another employer's plan. However, you can roll the distribution over into a designated Roth account in the distributing Plan. If you roll over a payment from the Plan to a designated Roth account in the Plan, the amount of the payment rolled over (reduced by any after-tax amounts directly rolled over) will be taxed. However, the 10% additional tax on early distributions will not not apply (unless you take the amount rolled over out of the designated Roth account within the 5-year period that begins on January 1 of the year of the rollover).

If you roll over the payment to a designated Roth account in the Plan, later payments from the designated Roth account that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a designated Roth account is a payment made both after you are 59 ½ (or after your death or disability) and after you have had a designated Roth account in the Plan for at least 5 years. In applying this 5-year rule, you count from January 1 of the year your first contribution was made to the designated Roth account. However, if you made a direct rollover to a designated Roth account in the Plan from a designated Roth account in a plan of another employer, the 5-year period begins on January 1 of the year you made the first contribution to the designated Roth account in the Plan or, if earlier, to the designated Roth account in the plan of the other employer. Payments from the designated Roth account that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies).

If you are not a plan participant

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

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

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

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

If you are a surviving beneficiary other than a spouse. If you receive a payment from the Plan because of the participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited IRA. Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

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

If you are a nonresident alien

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

Other special rules

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

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

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

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

For More Information

You may wish to consult with the Plan Administrator or 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, Distribution 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.

Part 2: For Payments From a Designated Roth Account

Your Rollover Options

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

This notice describes the rollover rules that apply to payments from the Plan that are from a designated Roth contribution account. If you also receive a payment from the Plan that is not from a designated Roth account, you should review Part 1 of this Notice, and the Plan Administrator will tell you the amount that is being paid from each account.

Rules that apply to most payments from a designated Roth account 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?

After-tax contributions included in a payment from a designated Roth account are not taxed, but earnings might be taxed. The tax treatment of earnings included in the payment depends on whether the payment is a qualified distribution. If a payment is only part of your designated Roth account, the payment will include an allocable portion of the earnings in your designated Roth account.

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

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

A qualified distribution from a designated Roth account in the Plan is a payment made after you are age 59½ (or after your death or disability) and after you have had a designated Roth account in the Plan for at least 5 years. In applying the 5-year rule, you count from January 1 of the year your first contribution was made to the designated Roth account. However, if you did a direct rollover to a designated Roth account in the Plan from a designated Roth account in another employer plan, your participation will count from January 1 of the year your first contribution was made to the designated Roth account in the Plan or, if earlier, to the designated Roth account in the other employer plan.

Where may I roll over the payment?

You may roll over the payment to either a Roth IRA (a Roth individual retirement account or Roth individual retirement annuity) or a designated Roth account in an employer plan (a tax-qualified plan or section 403(b) plan) that will accept the rollover. The rules of the Roth IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the Roth IRA or employer plan (for example, no spousal consent rules apply to Roth IRAs and Roth IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the Roth IRA or the designated Roth account in the employer plan. In general, these tax rules are similar to those described elsewhere in this notice, but differences include:

- If you do a rollover to a Roth IRA, all of your Roth IRAs will be considered for purposes of determining whether you have satisfied the 5-year rule (counting from January 1 of the year for which your first contribution was made to any of your Roth IRAs).
- If you do a rollover to a Roth IRA, you will not be required to take a distribution from the Roth IRA during your lifetime and you must keep track of the aggregate amount of the after-tax contributions in all of your Roth IRAs (in order to determine your taxable income for later Roth IRA payments that are not qualified distributions).
- Eligible rollover distributions from a Roth IRA can only be rolled over to another Roth IRA.

How do I do a rollover?

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

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

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

If you do a direct rollover of only a portion of the amount paid from the Plan and a portion is paid to you, the portion directly rolled over consists first of earnings.

If you do not do a direct rollover and the payment is not a qualified distribution, the Plan is required to withhold 20% of the earnings for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover to a Roth IRA, you must use other funds to make up for the 20% withheld.

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 S corporation stock is held by an IRA).

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

If you receive a payment from a Roth IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions on the earnings paid from the Roth IRA, unless an exception applies or the payment is a qualified distribution. In general, the exceptions to the 10%

additional income tax for early distributions from a Roth IRA listed above are the same as the exceptions for early distributions from a plan. However, there are a few differences for payments from a Roth IRA, including:

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

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

Special Rules And Options

Exceptions to the 60-day rollover deadline

If you miss the 60-day rollover deadline, you may still qualify for an exception either by obtaining a waiver or if the rollover relates to a special rule for loan offsets.

- **Obtaining a waiver:** 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. There are three ways to obtain a waiver: (1) you qualify for an automatic waiver, (2) you self-certify that you met the requirements of a waiver, or (3) you request and receive a private letter ruling from the IRS. For more information, see IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs).
- **Special rule for loan offsets:** 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, if the distribution is a nonqualified distribution, the earnings in the loan offset will be taxed (including the 10 percent early withdrawal penalty tax, if applicable); however, you may roll over the amount of the earnings in the loan offset to a Roth IRA or designated Roth account in an employer plan within 60 days of the offset. Further, if a loan offset occurs due to your termination of employment (or due to the termination of the plan) then instead of 60 days, your deadline to roll over the earnings in the loan offset is not until the due date of your federal individual income tax return (including extension) for the year in which the plan offsets the loan.

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

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

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

If you receive a nonqualified distribution and 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 is not a qualified distribution and that you do not roll over, special rules for calculating the amount of the tax on the earnings in the payment might apply to you. For more information, see IRS Publication 575, Pension and Annuity Income.

If you receive a nonqualified distribution, 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 nonqualified distributions 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 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, whether the payment is a qualified distribution generally depends on when the participant first made a contribution to the designated Roth account in the Plan. Also, 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 receive a nonqualified distribution and 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 a Roth IRA, you may treat the Roth IRA as your own or as an inherited Roth IRA.

A Roth IRA you treat as your own is treated like any other Roth IRA of yours, so that you will not have to receive any required minimum distributions during your lifetime and earnings paid to you in a nonqualified distribution before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies).

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

If 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 Roth IRA. Payments from the inherited Roth IRA, even if made in a nonqualified distribution, will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited Roth IRA.

Payments under a qualified domestic relations order. If you are the spouse or a 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 as described in this notice).

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 (only including payments from the designated Roth account in the Plan) are less than $200, 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 can do a 60-day rollover.

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

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

For More Information

You may wish to consult with the Plan Administrator, or 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, Dsitributions 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.

TheStandard®

Reset

Standard Retirement Services, Inc.
1100 SW Sixth Avenue P9A Portland OR 97204-1020
Phone: 800.858.5420 Fax: 888.418.6806

Retirement Plan Distribution Request (NL)

Use this form if you want to take a cash distribution or rollover from your retirement account. Be sure to read all the way through so you don't miss any important sections. Keep in mind that your request can be delayed if the form isn't clear or complete.

Ways You Can Submit Your Form

- **Online, for faster processing:** You can request your distribution online if your plan allows it. Visit standard.com/login to log in to your account on Personal Savings Center to make a request. Once you log in, you'll see the option under My Account, Request a Distribution from the menu.
- **Email:** Email benefitrequests@standard.com. Include this form and any other related documents as a single attachment to your email. This email is for receiving forms and is not monitored for questions.
- **Mail:** Send your form and any other related documents to 1100 SW Sixth Avenue P9A, Portland, OR 97204-1020.
- **Fax:** Send this form and any other related documents as a single fax to 888.418.6806.

If you have questions about your request, call 800.858.5420 or email savings@standard.com.

1. Retirement Plan Information

COMPLETE THE FOLLOWING (REQUIRED)

Plan Name ______________________________

Plan Number: ____ ____ ____ ____ ____ ____

You can find your plan name and number on your quarterly account statement or on Personal Savings Center at standard.com/login. Once you log in, choose My Plan, About Me and My Plan from the menu to see this information. Your plan administrator should also have this information available.

2. Participant Verification or Alternate Payee

It is **required** to provide Participant information here if you are

- The Participant,
- The beneficiary of deceased Participant, OR
- An alternate payee due to Qualified Domestic Relations Order (QDRO):

Participant first name ______________ Middle initial ______ Last name ______________

Address of record ______________________________

City ______________________ State __________ ZIP ________

SSN ______ - ______ - ______ **Note:** This is the SSN that is on file with your employer and is used to submit taxes.

Date of birth ______ /______ /______

3. What Kind of Distribution Are You Requesting?

Review your summary plan description to learn which options are available and if your plan requires plan administrator/employer approval of this request. You can access your summary plan description on Personal Savings Center (standard.com/login) by choosing My Plan, About Me and My Plan from the menu once you've logged in.

CHECK ONLY **ONE**:

☐ Separated from Service as of ________ / _____ /________
I am no longer working for the employer.

☐ Normal Retirement Age/Early Retirement Age
According to my plan's provisions, I am still employed and eligible to receive normal retirement age/early retirement age.

☐ Total and Permanent Disability as of ______/______/ ________
I am a recipient of Social Security disability.

☐ Qualified Age In-Service Withdrawal
I am 59½ or older and not eligible for normal or early retirement age.

☐ Plan Specific In-Service Withdrawal
I am eligible for a withdrawal that is specific to my retirement plan's provisions and is not covered in one of the above. Examples: Voluntary After-Tax Only; Rollover Source Only.

(The following Distributions require additional information in Section 5:)

☐ Required Minimum Distribution
I am 72 or older and the distribution is for all or part of my required minimum distribution.
Complete Section 5C, Required Minimum Distribution, below.

☐ Qualified Domestic Relations Order
I am an alternate payee who has completed the QDRO process.
Provide your name, address and Social Security number above in Section 2, "Participant Verification or Alternate Payee."

☐ Death of Participant on the Date of________/ ______/ ________
I am a beneficiary of a plan participant; I am requesting distribution of acquired assets. *Please note this requires a death certificate.*
Complete Section 5A, Beneficiary for Death Benefit, below.

☐ Hardship Withdrawal
I am eligible and qualify for an immediate and heavy financial need as defined by the plan. *Please note this requires additional information to support this claim.*
Complete Section 5B, Hardship Reason, on page 4.

4. Payment Instructions

Please review your summary plan description to see which options are available. You can access it on Personal Savings Center (standard.com/login). Once you log in, select My Plan, About My Plan to see this information. If you have assets in a Personal Choice Retirement Account (PCRA), or a Self-Directed Brokerage Account (SDBA), this account will only be included in your check only if the PCRA or SDBA is available in case assets. If you have assets in a PCRA, or a SDBA, this account will only be included in consideration for your request if there are enough liquid assets to cover the request.

CHECK ONLY **ONE** PAYMENT OPTION FROM A, B, C, D BELOW. THEN, COMPLETE THE PAYMENT INFORMATION WITHIN THAT SECTION. THIS IS NOT REQUIRED IF YOU HAVE SELECTED A REQUIRED MINIMUM DISTRIBUTION.

☐ **A. Cash distribution**

This will be based on plan provisions and eligibility. See your summary plan description to learn more.

CHECK ONLY **ONE:**

☐ Entire available account balance

☐ Partial gross (pre-withholding amount) distribution of $ ______________

☐ Partial Roth (after tax withholding amount) distribution of $_______________

-OR- ☐ **B. Rollover to another retirement plan or eligible IRA**

CHECK ALL THAT APPLY

☐ Entire account balance

☐ All pre-tax assets

☐ All Roth assets

☐ Partial rollover of $ _____________

-OR- ☐ **C. Combination of cash distribution and rollover**

CHECK ALL THAT APPLY

☐ Gross (pre-withholding amount) distribution of $________ ; the remainder balance will be rolled over

☐ All Roth assets distribution of $_________ ; the remainder balance will be rolled over

☐ Rollover of $_________ ; the remainder balance will be paid in cash

☐ Rollover of Roth $_________ ; the remainder balance will be paid in cash

-OR- ☐ **D. Installment distributions**

Only available if allowed by your plan

CHECK **ONLY** ONE

Installment payments made payable to me in the amount of $_________

☐ Monthly ☐ Quarterly ☐ Annually

5. Beneficiary for Death Benefit, Hardship Reason, Required Minimum Distribution

Complete the applicable section below if you selected one of the following in Section 3:

- Designate a beneficiary upon the death of the participant (complete Section A below)
- Hardship withdrawal (complete Section B below)
- Required minimum distribution (complete Section C below)

Only complete the section that applies to the type of distribution you are requesting.

A. Beneficiary for Death Benefit

Complete this section if you're eligible to receive a death benefit from a plan participant's account.

Beneficiary's first name ________________________ Middle initial _________ Last name ________________________

Address of record ____

City ____ State ________________ ZIP ______________

Beneficiary's SSN/EIN/TIN _______ – ______– _________

Beneficiary's date of birth _______ / _____ /_________

Relationship to beneficiary: ☐ Spouse ☐ Child ☐ Domestic Partner ☐ Estate ☐ Other

Benefit percentage ________

If this beneficiary is not receiving 100%, list the name, date of birth, Social Security number and beneficiary percentage for each beneficiary.

____

____

____

B. Hardship Reason

IF YOU ARE CLAIMING A HARDSHIP, CHECK ALL THAT APPLY AND PROVIDE REQUESTED DOCUMENTATION. Please see *Required Documentation for a Hardship Withdrawal* at the end of this form. Hardships are only available if allowed by your plan.

☐ Payment of medical expenses not covered by insurance for me, my spouse or dependents

Name of medical institution____

Date of service ______ / _____ / _______

Amount $ ___________

☐ Purchase or construction of principal residence
Copy of purchase agreement signed and dated by buyer and seller

☐ Payment of tuition and related educational fees for the next 12 months of post-secondary education for self, spouse or dependents

Name of post-secondary institution ____

Dates of classes ____

Tuition due $ ____

Books or living expenses $ ____

Plan Number:________________________________ Participant Name: ______________________________________

☐ Prevention of eviction from or foreclosure on mortgage of principal residence

Eviction notice dated ______ /_____ / ______ (must be in the future and preventable)

Amount past due $____

☐ Funeral expenses for members of immediate family

Relationship ____

Funeral costs $ ____

Funeral home name and address____

☐ Repair of damage to a principal residence due to casualty

Description of loss ____

Name of company completing the repairs ____

C. Required Minimum Distributions

Required minimum distributions are required annual payments from the retirement account for participants who are age 72. See frequently asked questions.

CHECK ALL THAT APPLY IF YOU ARE TURNING 72 WITHIN THE YEAR

☐ I am an in-service employee. Do not automatically process my minimum distribution with this distribution. Calculate and distribute my required minimum distribution.

Skip to Section 6 unless you are selecting another form of distribution in addition to your required minimum distribution.

6. Tax Instruction

A. Federal Taxes

- For distributions eligible to be rolled over but that are taken in cash: U.S. citizens are required have a mandatory federal tax of 20% withheld at the time of the distribution. If you do not make an election below, the mandatory rate will apply.

  ☐ Withhold federal taxes at the rate of _______% (must be at least 20% and a whole number)

- For distributions ineligible for a rollover such as hardships:
  Required minimum distributions and certain installment payments made over a specified period of over 10 years: A default federal tax of 10% may be paid at the time of distribution. If you do not make an election below, this default rate will apply.

  ☐ Do **not** withhold federal taxes

  ☐ Withhold federal taxes at the rate of _______% (must be at least 10% and a whole number)

For Non-Resident Aliens, an additional taxation may apply.
Please submit an IRS Form W-8BEN.

B. State Taxes

Required state income tax may be withheld from your distribution. In some cases, you may elect not to have the withholding apply or you may elect to increase the rate of withholding. In other cases, state income tax withholding is not required. If you do not make an election below, a tax rate will be applied based on the state in which you live. This is determined by using the address we have for you on file.

☐ Do **not** withhold state taxes unless required by your state

☐ Withhold state taxes _______% (must be at your state's minimum and a whole number)

7. Delivery Instructions

If your name or address has changed within the last 14 days, there will be a delay in processing.
Delivery method does not affect processing time. Incomplete requests will delay processing.

☐ **A. Regular Mail**

☐ My address is outside the U.S. or its territories. I have included my IRS Form W-9 or W-8 Ben with this request. **Note:** If not attached, this request will be canceled and you will need to resubmit with the correct forms.

☐ **B. Overnight**

☐ Use next business day delivery to send my distribution check. An additional fee will be deducted from my account. Next business day delivery is not available for PO boxes. A street address must be supplied or the check will be sent via USPS mail.

☐ **C. Rollover Institution Information**

If you don't provide a valid address to the rollover institution, the check will be sent to the address we have on file for you. If you have chosen cash, please leave the mailing address blank.

COMPLETE THE FOLLOWING FIELDS **ONLY** IF YOUR DISTRIBUTION IS PAYABLE TO A ROLLOVER INSTITIUTION

Payee____Account number_______________________

Mailing address____

Attention to____

Return ALL pages of this form, even if some sections are left blank.

8. Required Signatures

A. Participant Acceptance

If this is a hardship withdrawal, I have provided the plan administrator or The Standard with an itemized statement showing the incurred costs. I certify that I have insufficient cash or other liquid assets to satisfy the financial need and that I have already taken all other distributions available to me from the retirement plans offered by my employer.

Further, to the extent required by my plan, I certify the financial need cannot be relieved through:

- Insurance payments
- Borrowing from commercial sources on reasonable commercial terms
- Stopping my elective contributions or voluntary contributions
- Nontaxable loans from this or any other plan maintained by my employer

If this request relates to the hardship of a beneficiary other than a spouse or dependent, I certify that the beneficiary is my named primary beneficiary under the plan.

Certification: I acknowledge receipt and understand the terms and conditions relating to the payment and tax implication of my taxable benefits from the plan as explained in the Special Tax Notice Regarding Plan Payments, I also understand that any securities holdings that I have in my account will be sold once I submit this form, and I agree to this liquidation in order to process my distribution. I certify that the above information is true and correct to the best of my knowledge and that the rollover institution or other employer's plan names in Section 4 is an eligible rollover distribution as defined in Internal Revenue Code 401(a)31(D). I understand the trustee of the plan will rely this information in making the distribution that I have requested. I hereby consent to the payment of my vested account balance.

I understand that I have the right to take at least 30 days to select a benefit option. I elect to receive payment in the form selected. If I am married and selected a required minimum distribution or another form of periodic payments and designated a beneficiary other than my spouse, I elect to waive payment of any survivor benefits to my spouse. I have the right to revoke either election at any time prior to the date my benefit payments commence. I understand that after payments begin, my election is irrevocable.

X______________________________________ X____________________

Participant signature or beneficiary Date

Return ALL pages of this form, even if some sections are left blank.

B. Spousal Consent

Required if: (1) You select the required minimum distribution option in Section E and designated a beneficiary other than your spouse; and (2) Your vested balance exceeds $5,000 on the distribution date. Consent must be witnessed by the plan administrator or designated plan representative or a notary public.

CHECK **ONLY** ONE

☐ Single

☐ Married

☐ Cannot locate spouse *(must be supported by legal documents)*

I understand that my spouse designated a beneficiary other than me, and I consent to that designation. I understand that my consent is irrevocable unless my spouse revokes the election.

____

Spouse's name (printed)

X____ X_________________________

Spouse's signature | Date

X____ X_________________________

Notary or plan administrator name (printed) | Date

Notary seal if required by state

C. Authorized Signature

TO BE COMPLETED BY THE **PLAN ADMINISTRATOR OR TPA ONLY**

The Standard is authorized to make a distribution to the participant or beneficiary named above. The distribution will be paid according to the terms of the plan. If The Standard is designated as the Manager of the Approval Process, **do not** sign this form unless you are taking responsibility for the oversight and/or authorization of this transaction.

INITIAL NEXT TO ALL THAT APPLY. THEN, SIGN AND DATE. YOU MUST INITIAL **AT LEAST ONE** OF THE FOLLOWING

____ **If spousal consent notarization is not obtained.** I certify that this was signed by the spouse of the participant in my presence. *The date that you sign this form must match the date the participant's spouse has signed.*

____ I represent that I am an authorized signer on behalf of the above-named plan and have authority to instruct the service provider to process this form. By signing this authorization request, I will be responsible for the oversight and authorization of this transaction.

____

Plan administrator's name (printed)

X____ X______________________

Plan administrator signature Date

Required Documentation for Hardship Withdrawals

The following guidelines explain the required documentation for hardship withdrawals. Please review the provisions within your Summary Plan Description carefully for the conditions in which you may take a hardship withdrawal. Note: If your dependent has a last name that differs from yours, please submit proof of relationship.

Hardship Reason	Documentation to Submit	Additional Information
Medical Expenses	Ineligible medical expenses should be documented by providing The Standard with copies of medical bills or explanation of benefits statements from your insurance carrier. These must be dated within the last 90 days of your request. The document(s) should provide a breakdown of the amount paid by your insurance and the amount for which you are responsible. For ongoing medical treatment, a statement by a licensed physician providing an explanation of planned treatment and the estimated associated fees is also required. For prepayment of medically necessary services, include the service date, amount due and a statement that prepayment is required.	Expenses eligible for insurance reimbursement that have been previously reimbursed do ***not*** qualify. Expenses for cosmetic surgery are ***not*** eligible unless the surgery is necessary to correct an abnormality, personal injury from an accident or a disfiguring disease.
Purchase of Primary Residence	Past or future costs directly related to the purchase of a primary residence, excluding mortgage payments, should be documented by providing The Standard with a copy of the purchase and sales agreement, amount due and the buyer and seller's signatures. If the residence will be new construction, please submit a construction agreement with anticipated completion date and signatures of the builder/seller and buyer.	Costs related to the purchase of a secondary residence, such as a vacation home, are ***not*** eligible.
Prevention of Eviction or Foreclosure	**To prevent eviction** from a primary residence, documentation should include a notice from the landlord containing: • Landlord's name, address and phone number • Your name and address • Monthly payment amount • Number of months past due • Date payment must be made The notice should clearly indicate that eviction will occur if payment is not made, and it must be dated within the last 90 days of your request. **To prevent foreclosure** of a primary residence, documentation should include a letter from the financial institution indicating that foreclosure will occur if payment is not made. The document must be dated within the last 90 days. Clearly indicate: • Your name • Your address • Monthly payment amount • Number of months past due • Date payment must be made The notice should clearly indicate that eviction will occur if payment is not made, and it must be dated within the last 90 days of your request.	Costs related to prevent eviction or foreclosure of a secondary residence, future mortgage or rent payments on primary or secondary residences are ***not*** eligible.

Hardship Reason	Documentation to Submit	Additional Information
Post-Secondary Education Expense	Documentation for tuition and/or related education fees should be submitted to The Standard and can include: room, board and books related to post-secondary education for you, your spouse, children or dependents. Please include the following documentation, either on the college or university's letterhead or from the school's online enrollment system: • A copy of acceptance or enrollment verification • A copy of the tuition statement and related covered expenses Please ensure that the names of the institution and student are clearly evident.	Expenses for non-post-secondary education, such as elementary or high school, are not eligible. Please note: Post-secondary education includes attendance at a qualified school that offers specialized programs required for your employment.
Burial / Funeral Expenses	Submit documentation for burial or funeral expenses of deceased parents, spouse, children or dependent. Please also include a copy of the bill, invoice or fee estimate from the cemetery or funeral home.	
Casualty Loss	For the repair of damage to your primary residence as a result of a casualty loss, please submit documentation including: • A bill, invoice or estimate for repairs from a contractor • Statement from insurer indicating that loss is not covered under homeowner policy Please also include a written description of the casualty event and related damage, including your name and the address of the property affected by the event.	Damages or loss caused by the home owner(s) is ***not*** eligible.

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