[PLAN SPONSOR LETTERHEAD]

SAMPLE LETTER AGREEMENT FOR NON-APPROVED VENDORS HOLDING PLAN ASSETS

Date	
Vendor Contact Vendor Name	
ADDRESS	
Re:	403(b) Plan ("403(b) Plan")
Dear:	
	("Plan Sponsor") has previously notified
[VENDOR NAME] ("Company") that it is	no longer approved under the 403(b) Plan to
receive salary deferral contributions, effecti	ive The Plan Sponsor
has also notified the Company that participate	pants under the 403(b) Plan are permitted to
transfer their annuity contracts and/or cus	todial accounts held by the Company to an
"approved" vendor only.	

This letter is to advise the Company of certain compliance responsibilities that it has as a former vendor under the 403(b) Plan. The final regulations under Section 403(b) of the Internal Revenue Code require that the Plan Sponsor and the Company share any information necessary for the 403(b) Plan to satisfy the requirements under the regulations. The regulations require the Plan Sponsor to share the following information with the Company upon request:

- (1) The participant's employment status with the Plan Sponsor.
- (2) Any documentation relating to a hardship withdrawal request by a participant and the amount of any hardship withdrawals made from another vendor under the 403(b) Plan.
- (3) Participant loan information relating to another vendor, including the amount of the loan, the current balance, the highest balance within the last 12 months, terms of the loan repayment, and default status.
- (4) A list of all "approved" vendors under the 403(b) Plan.

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(5) Such other information as may be mutually agreed upon to facilitate compliance and reporting.

The regulations require the Company to share the following information with the Plan Sponsor upon request:

- (1) Notice of any hardship withdrawal, including the reason, date and amount of the hardship withdrawal, and whether such withdrawal requires a 6 month suspension of salary deferral contributions.
- Participant loan information, including the amount of the loan, the current balance, the highest balance within the last 12 months, terms of the loan repayment, and default status.
- (3) Account balance information.
- (4) Such other information as may be mutually agreed upon to facilitate compliance and reporting.

The Company can direct any requests for the above information in writing to

Additionally, the Plan Sponsor expects the Company to process any hardship withdrawals or loan requests in accordance with the 403(b) Plan and Code Section 403(b) and the final regulations thereunder.

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may also call	at				•	,
long as the Company co that an authorized repre- the Company's agreemen	mation sharing is required uportinues to hold 403(b) Plansentative of the Company so to share such information my questions regarding to	n assets. The sign this letter relating to the sign than the sign and the sign as the sign	he Plan S ter below he 403(b)	ponsor acknow Plan.	reque: /ledgi	sts ng
	Sincere	ly,				

Date Page 3 of 3

The undersigned, who represents that he/she is an authorized representative of the Company, hereby acknowledges receipt of this letter and agrees that the Company will share the above-described information with the Plan Sponsor as required for compliance with Treasury Regulations Sections 1.403(b)-1 through 1.403(b)-11.

Company Name:	_
Signature:	_
Printed Name:	
Title:	
Date:	
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