

# Instructions for Completing The ExpertPlan Distribution Request Form

The information provided by the Plan Administrator/Sponsor will be used to process participant distributions from the ExpertPlan record keeping system. If you have additional questions, please contact the Client Service Team at (800) 543-5776. Forms received in good order will be processed within 3 to 5 business days.

**Important Note:** If requesting a distribution from a 403(b) arrangement, non-qualified deferred compensation plan, SIMPLE IRA, SEP IRA or SARSEP, do NOT use this form. Please use the ExpertPlan 403(b)(7) Distribution Form, Executive Plus Distribution Request Form or the ExpertPlan Distribution Request Form for SIMPLE IRA, SEP IRA and SARSEP distributions, as applicable.

**TaxPak Clients:** All year-end tax reporting will be based on the information provided on this form. Please coordinate the completion of this form with your Plan Administrator. The appropriate codes must be indicated to properly complete the IRS 1099-R forms at the end of the year.

## Who Must Complete This Form

Plan Sponsors/Administrators must complete this form for qualified retirement plan distributions and loans.

## How to Complete This Form

### 1. Plan and participant information

Please complete all plan and participant information. A separate distribution request form must be provided for each participant distribution. If the need arises, you may use separate forms to transact multiple distributions for a single participant, for example, a return of excess contributions and a participant loan. The ExpertPlan Retirement Services assigned Plan Number can be found on any ExpertPlan plan-level report. If the address supplied on the form is different than the address of record, ExpertPlan is hereby instructed to update its system to match the address provided on the form and mail the check to the participant's new address unless directed otherwise.

### 2. Reason for distribution

Choose the applicable reason for the distribution: *Normal* for participants over 59 ½; *New Loan* for a participant who is borrowing from his or her account, or *Default Loan* if the distribution is due to a default; *Disability* for participants who qualify for total disability; *Separation from service* for an employee who is terminating employment; *Required Minimum Distributions*; *Death or Hardship* (Hardship Distributions of employee deferral contributions are not eligible for rollover). If distribution is for either Hardship or Separation from Service, you must choose if the distribution is premature and subject to a 10% penalty with no known exception under 72(q) or (t) of the Internal Revenue Code; or if the distribution is premature and exempt from the 10% penalty under section 72(a) or 72(t) of the Internal Revenue Code (e.g. Qualified Domestic Relations Order

(“QDRO”), to pay medical expenses not in excess of the amounts allowable as a deduction under Code Section 213 or any other exemption under Code Section 72(a) or 72(t). If you choose Return of Excess, you must indicate current or prior year and the amount of earnings, if applicable.

- 1 – Early distribution, no known exception (in most cases, under age 59½)
- 2 – Early distribution, exception applies (under age 59½)
- 3 – Disability
- 4 – Death
- 5 – Prohibited transaction
- 7 – Normal distribution
- 8 – Excess contributions plus earnings/excess deferrals (and/or earnings) taxable in current year
  - A – May be eligible for 10-year tax option
  - B – Designated Roth account distribution
  - D – Excess contributions plus earnings/excess deferrals taxable in 2<sup>nd</sup> taxable year
  - E – Excess annual additions under section 415
  - F – Charitable gift annuity
  - G – Direct Rollover
  - H – Direct Rollover of a Roth 401(k) account distribution to a Roth IRA
  - L – Loans treated as distribution
  - P – Excess contributions plus earnings/excess deferrals taxable in the prior year

## Class B Share Plans

The Contingent Deferred Sales Charge (CDSC) is waived only for reasons of: Death, Disability, Hardship, Loan, Return of Excess, Required Minimum Distributions after age 70½ and Retirement Distribution if the amount of the distribution is less than 10% of the plan's assets (limited to an amount that is at or below 10% of the plan's total assets invested in a Fund). If a reason for the distribution is not indicated, the CDSC will apply.

**Class C Share Plans** The CDSC applicable to C Share redemptions within one year of purchase is waived for all qualified plan redemptions.

### 3. Mandatory and elective withholding instructions

Indicate the mandatory or elective federal and/or state income tax withholding amount to be taken from the gross proceeds of the participant account. Eligible rollover distributions from qualified plans are subject to mandatory 20% federal withholding unless they are directly rolled over to another IRA or qualified plan. The three common exceptions that are typically exempt from any withholding are (1) New Loans (2) Return of Excess contributions, and (3) Distributions less than \$200. Non-spousal beneficiary distributions are not exempt from the 20% mandatory withholding requirement. Some states also require mandatory withholding unless the distribution is directly rolled over to another IRA or qualified plan. State income tax withholding is based upon the participant's state of

residence. Please coordinate the completion of this form with your Plan Administrator.

**TaxPak Clients:** If no tax withholding option is selected or properly completed, ExpertPlan will automatically apply a 20% federal withholding and any mandatory state withholding on all distributions not directly rolled over to an IRA or other qualified plan.

#### Qualified Plans

For Qualified Plan distributions that are not directly rolled over, the Plan Administrator/Sponsor is required to request that the 20% federal withholding be applied. If a participant has additional withholding needs, such as state or local tax withholding, please enter this amount in Section 3. All requested state or local tax withholding amounts for distributions from a qualified plan will be made payable and mailed to the Plan Administrator/Sponsor unless TaxPak services apply. The Plan Administrator/Sponsor must then forward the federal and state/local tax amounts (unless TaxPak services apply) to the proper address of the applicable taxing authority. State income tax withholding is based upon the participant's state of residence.

Roth distributions will only be tax free (qualified) if they are made after a participant has reached age 59½, died or has become permanently disabled and the distribution is made 5 years after the initial Roth contribution.

Effective January 1, 2008, non-Roth accounts may be directly rolled over to a Roth IRA. Such rollovers must be included in income but federal income tax withholding is voluntary. Unless otherwise directed by a TaxPak client, ExpertPlan will not withhold federal income tax from non-Roth accounts that are directly rolled over to a Roth IRA. Amounts withheld from a rollover of non-Roth accounts to a Roth IRA for federal income tax purposes may be subject to the 10% penalty tax for early distributions if the participant is under age 59½.

#### 4. Amount and Source(s) of Distribution Instructions

Choose the amount, source and mutual fund name to be distributed.

##### Class B share Plans

The applicable CDSC will be taken from remaining assets for partial distributions.

##### Amount

Indicate either vested percentage or dollar amount of the distribution for each mutual fund. If all sources are 100% vested and you are directing distribution of all sources, check the box provided to indicate this.

##### Source

Identify the source of money you would like to distribute:

AT	After-Tax
CU	Catch-up
EE	Employee Deferral
ER	Employer Matching
LR	Loan Repayment
PS	Profit Sharing
RO	Rollover
SH	Safe Harbor
RA	Roth Plan Employee Deferral

RR	Employer Match toward Roth Plan Employee Deferral
RU	Roth Plan Catch-Up
RT	Roth Plan Taxable Rollovers
RP	Roth Plan Non-Taxable Rollovers
Other	Please write in any additional source of money codes and the percentage for each code.

##### Mutual Fund Name

Indicate the name of the fund within each source from which assets are to be distributed. Check the "All Mutual Funds" box if all assets are to be withdrawn.

##### Transfer of Non-Vested Account Balance

Indicate how you would like us to process non-vested shares that remain after a distribution. Failure to provide alternative instructions will be deemed by ExpertPlan Retirement Services as direction to establish a Money Market Forfeiture Account using the Money Market option offered by your plan. Alternatively you may choose one of the transactions in Section 4B for the non-vested portion of the account. The participant's non-vested account balance will be transferred to the plan's Money Market Forfeiture Account unless ExpertPlan is instructed differently.

***Please note: All participant salary deferrals are 100% vested. Please consult your Third Party Administrator or Financial Advisor for more details regarding the vesting rules for other types of contributions***

##### Fees

For Plans that use ExpertPlan's TaxPak Service, ExpertPlan will charge a \$65.00 distribution fee; for Plans that do not use ExpertPlan's Tax Pak service, there will be a \$50.00 distribution fee. Additional Administrative fees may be charged to a participant's account. These include, but are not limited to, fees related to 1099-R, RIA's, TPA service fees and/or Trustee/Custodian fees. (Fees will be processed current day and the remaining portion of the distribution will be processed the next day with a current trade date.)

#### 5. Method of Distribution Instructions

Please be advised that the assets in the participant account, including direct rollovers, will be liquidated, and the participant will receive a check for the amount of your distribution. Indicate how the distribution should be made.

A plan is required to offer a non-spousal beneficiary the option of a direct rollover into an "inherited" IRA. Distributions attributable to non-Roth accounts in a qualified retirement plan or 457(b) plan that is eligible for rollover may be rolled over to a Roth IRA. While distributions from a non-Roth account that are rolled over to a Roth IRA are includible in income for the year of the rollover, federal income tax withholding on direct rollovers of non-Roth accounts to a Roth IRA is voluntary. For TaxPak clients, unless otherwise directed, ExpertPlan Retirement Services *will not* withhold federal income tax on distributions of non-Roth accounts that are directly rolled over to a Roth IRA. Such direct rollovers are not subject to the 10% federal penalty tax on premature distributions.

All distribution checks, including those for direct rollovers, will be sent to the participant's address of record unless directed otherwise. If no election is made, ExpertPlan is directed to make the check payable to the participant and mail the check to the plan's address of record. Please also be advised that after the assets in the account are liquidated, the proceeds will not be invested in the market until you deposit the distribution check into the designated rollover account.

For requests of a single lump sum payment in cash to a participant, if the participant's address of record is different than what is indicated in Section 1 of the distribution form, ExpertPlan is hereby instructed to update its system to match the address provided on the form and mail the check to the participant's new address unless directed otherwise. If the distribution is to a beneficiary or due to a QDRO, the name and Social Security number of the recipient must be provided.

**6. Discretionary Trustee or Third Party Administrator signatures.**

The Discretionary Trustee or an authorized representative from the client's Third Party Administrator must sign this form if the distribution is from a Qualified Plan. Every distribution request from a Qualified Plan can be authorized by the designated Discretionary Trustee or Sponsor. The signature certifies that the stated reason for distribution is true and correct. Only signatures previously authorized by the plan and on file in our records will be accepted.

# ExpertPlan Distribution Request Form

Please complete this form in its entirety. Incomplete forms may be returned, resulting in processing delays.

**TaxPak Clients:** Since federal and mandatory state income tax withholding and reporting will be based on the information provided, please coordinate the completion of this form carefully with your Plan Administrator. If no withholding option is selected, ExpertPlan will automatically apply 20% federal withholding and mandatory state income tax withholding based on the required amount in certain states on all distributions not directly rolled over to an IRA or other qualified plan. State income tax withholding is based upon the participant's state of residence.

## 1 Participant Information

Plan Name	ExpertPlan Number	
Participant's Name	Social Security or Account Number	
Participant's Address	Date of Birth	
City State	Zip	Date of Termination

## 2 Reason for Distribution

Select only one of the options under Part A. Consult with your Third Party Administrator for the proper code to use in Part B. If more than one option is chosen in Part A, it could cause a delay in the processing of the distribution.

A. Reason for Distribution: ☐ Termination ☐ Retirement ☐ RMD ☐ Other: \_\_\_\_\_

B. Distribution Code:

- ☐ Normal (over age 59½) ☐ Required Minimum Distributions [7]  
☐ Separation from Service (choose one) \_\_\_\_\_ Non-Exempt [1] \_\_\_\_\_ Exempt [2] from 10% penalty  
☐ Hardship (Profit Sharing & 401(k) plans only) Earnings cannot be taken as part of a hardship withdrawal  
\_\_\_\_\_ Non-Exempt [1] \_\_\_\_\_ Exempt [2] from 10% penalty (TaxPak only)  
☐ Loan Default \$ \_\_\_\_\_ (Not for use by clients who signed the Loan Recordkeeping Services Agreement)  
[applicable code dependent on age; also please complete Section 3D]  
☐ New Loan \$ \_\_\_\_\_ [L] (Not for use by clients who signed the Loan Recordkeeping Services Agreement)  
☐ Death [4] ☐ Disability [3]  
☐ QDRO (Qualified Domestic Relations Order) Please indicate the proper distribution code: \_\_\_\_\_  
Provide QDRO Recipient's Social Security Number: \_\_\_\_\_  
☐ Return of Excess ( \_\_\_\_\_ Deferrals OR \_\_\_\_\_ Contributions)  
☐ Current Year [8] ☐ Prior Year [P] \_\_\_\_\_  
☐ Second Prior Year [D] \_\_\_\_\_ \$ \_\_\_\_\_ Amt of Excess (include earnings if applicable)  
☐ Direct rollover to an IRA [G]  
☐ Direct rollover to another Qualified Plan [G]  
☐ Direct Rollover to a Roth IRA [G]  
☐ Direct rollover from a Roth 401(k) to a Roth IRA [H]  
☐ Roth 401(k) (choose one):  
\_\_\_\_\_ Qualified or \_\_\_\_\_ Nonqualified [B] First Year of 5-Year Period: \_\_\_\_\_  
Roth distributions are only considered qualified if they are made after a participant has reached age 59½, died or has become permanently disabled and the distribution is made 5 years after the initial Roth contribution.  
Taxable Amount or Earnings: \$ \_\_\_\_\_ Non-Taxable Amount or Designated Roth Contributions: \$ \_\_\_\_\_  
(Note: The RR Source of Money is treated as a pre-tax contribution and subject to tax upon distribution.)

Only TaxPak Plans must answer the following two questions.

Does this distribution contain any:

- Pre-1987 deductible voluntary employee contributions? ☐ No ☐ Yes \$ \_\_\_\_\_  
• After-tax voluntary employee contributions? ☐ No ☐ Yes \$ \_\_\_\_\_

## 3 Mandatory and Elective Withholding Instructions (Choose appropriate withholding instructions.)\*

**IMPORTANT NOTE:** Effective January 1, 2010, non-spousal beneficiary distributions are subject to the 20% mandatory federal withholding requirement. Distributions from non-Roth accounts that are rolled over to a Roth IRA are subject to voluntary withholding.

Participant's Name \_\_\_\_\_

Social Security or Account Number \_\_\_\_\_

- A. Please complete for all distributions, **except distributions from non-Roth accounts that are rolled over to a Roth IRA, distribution from Roth 401(k) accounts and Default Loan distributions**. For distributions from non-Roth accounts that are rolled over to a Roth IRA complete B below. For distributions from a Roth 401(k) account complete C below. For Default Loan Distributions complete D below. Note: Please also complete if directing ExpertPlan to distribute a cashout to a non-responding Participant under the Small Balance Rollover Program. In this case, withholding will apply if the cashout is distributed as a cash lump sum payment.

☐ 20% withholding      ☐ \_\_\_\_\_% withholding  
☐ \$\_\_\_\_\_withholding      ☐ \_\_\_\_\_State withholding\*

- B. Please complete for **distributions from non-Roth accounts that are rolled over to a Roth IRA**.

☐ 20% withholding      ☐ \_\_\_\_\_% withholding  
☐ \$\_\_\_\_\_withholding      ☐ \_\_\_\_\_State withholding\*

- C. Please complete for the taxable portion of **distributions from Roth 401(k) accounts**.

☐ 20% withholding      ☐ \_\_\_\_\_% withholding  
☐ \$\_\_\_\_\_withholding      ☐ \_\_\_\_\_State withholding\*

- D. Please complete this section only for the **Loan Default** portion of the distribution (if applicable – not for use by clients who have signed the Loan Recordkeeping Services Agreement). **Note: 20% withholding will be taken unless otherwise noted below.**

☐ 20% withholding      ☐ \_\_\_\_\_% withholding  
☐ \$\_\_\_\_\_withholding      ☐ \_\_\_\_\_State withholding\*

**On the above loan default please indicate the following. [ If deemed, no taxes will be taken unless otherwise stated]**

☐ Deemed Normal [L]      ☐ Deemed Premature [L1]

\*All requested state or local tax withholding amounts from a qualified plan will be made payable and mailed to the Plan Administrator/Sponsor unless TaxPak services have been elected. State income tax withholding is based upon the participant's state of residence. Plans in states that require mandatory withholding may request additional state withholding amounts but may not reduce the state withholding amount below the required amount in such states. Some states do not allow for state withholding, some only allow flat dollar amounts and some have minimum thresholds. All federal withholding amounts from a qualified plan will be made payable and mailed to the Plan Administrator/Sponsor unless TaxPak services have been elected. If you choose not to have any amount withheld, you will remain liable for the payments of any federal income tax on your distribution. You may also be subject to penalty tax if your tax payments including estimated tax payments and any withholdings are not sufficient.

#### **4 Amount and Source(s) of Distribution Instructions** (Only completed sources identified below will be processed.)

- A. Identified Sources:

- ☐ 100% vested in all sources. Redeem all sources 100%.
- ☐ Process a Required Minimum Distribution.
- ☐ Process the sources identified below as indicated. If the dollar amount requested exceeds 97% of the total assets requested in a specific source or fund, ExpertPlan is directed to redeem 100% of the assets in that source.

Source	Vested Percentage	Amount	Mutual Fund Names(s)
Employee	_____ % or	\$ _____	<input type="checkbox"/> All Mutual Funds or <input type="checkbox"/> List Mutual Funds _____ _____ _____
Employer	_____ % or	\$ _____	<input type="checkbox"/> All Mutual Funds or <input type="checkbox"/> List Mutual Funds _____ _____ _____
Profit Sharing	_____ % or	\$ _____	<input type="checkbox"/> All Mutual Funds or <input type="checkbox"/> List Mutual Funds _____ _____ _____
Safe Harbor	_____ % or	\$ _____	<input type="checkbox"/> All Mutual Funds or <input type="checkbox"/> List Mutual Funds _____ _____ _____
Rollover	_____ % or	\$ _____	<input type="checkbox"/> All Mutual Funds or <input type="checkbox"/> List Mutual Funds _____ _____ _____

Participant's Name \_\_\_\_\_

Social Security or Account Number \_\_\_\_\_

Loan Repayment \_\_\_\_\_% or \$\_\_\_\_\_ ☐ All Mutual Funds or ☐ List Mutual Funds \_\_\_\_\_

Other \_\_\_\_\_% or \$\_\_\_\_\_ ☐ All Mutual Funds or ☐ List Mutual Funds \_\_\_\_\_

Other \_\_\_\_\_% or \$\_\_\_\_\_ ☐ All Mutual Funds or ☐ List Mutual Funds \_\_\_\_\_

**B. Transfer of Non-Vested Account Balance**

- ☐ Transfer the non-vested amount to the Forfeiture Account in the following mutual fund: \_\_\_\_\_
- ☐ Leave the non-vested amount in the participant's accounts.
- ☐ Redeem and make the check payable to the plan trustee(s) (only available if DWS Trust Company is not the plan trustee.)

**C. Fees (See Instructions for more information)**

ExpertPlan Distribution Fees: ☐ Tax Pak Fee \$65 ☐ Non-Tax Pak Fee \$50

Deduct Fee from: ☐ Forfeiture Account ☐ Deduct from distribution ☐ Prepay by check (check attached)

Additional Administrative and account fees may be charged against your account. (Fees will be processed current day and the remaining portion of the distribution will be processed the next day with a current trade date.)

Indicate Source of Money \_\_\_\_\_ Amount of fee \$ \_\_\_\_\_

Payable to: \_\_\_\_\_ Mail to: \_\_\_\_\_

**5 Method of Distribution Instructions**

A. ☐ Single Lump Sum payment in cash to participant. (*Do not select this box if you wish to initiate a cashout under the Small Balance Rollover Program*).

B. ☐ Direct Rollover to:

1. ☐ IRA: ☐ Roth IRA – \$\_\_\_\_\_ Source(s) of Money: \_\_\_\_\_ and/or
- ☐ Traditional IRA – \$\_\_\_\_\_ Source(s) of Money: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
*Please provide the name of the Institution/Trustee as it should appear on the check* *Account Number*

2. ☐ Qualified Retirement Plan (for Roth Plan sources of money, please select option 3 and/or 4 as appropriate):

\_\_\_\_\_/\_\_\_\_\_  
*Please provide the name of the employee benefit plan as it should appear on the check* *Account Number*

3. ☐ Roth 401(k)

\_\_\_\_\_/\_\_\_\_\_  
*Please provide the name of the employee benefit plan as it should appear on the check* *Account Number*

4. ☐ Roth 403(b)

\_\_\_\_\_/\_\_\_\_\_  
*Please provide the name of the employee benefit plan as it should appear on the check* *Account Number*

Participant's Name

Social Security or Account Number

C. ☐ Other: \_\_\_\_\_  
*Please provide the name of the Institution/Trustee as it should appear on the check*

1. ☐ \_\_\_\_\_ Beneficiary Name \_\_\_\_\_ Beneficiary's Social Security Number \_\_\_\_\_  
2. ☐ \_\_\_\_\_ QDRO Payee's Name \_\_\_\_\_ QDRO Payee's Social Security Number \_\_\_\_\_

### PAYEE INFORMATION:

**NOTE: All distribution checks will be sent to the participant's address of record unless directed otherwise. If an alternate mailing address is selected, a complete address must be supplied.**

ExpertPlan is directed to send the distribution check to the following address of record:

☐ Plan ☐ Third Party Administrator ☐ Financial Advisor

**OR**

Alternate address: Company/Attn to: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_

**Overnight checks**, please provide carrier name, overnight billing number and billing zip code.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Carrier Name Billing # Billing Zip code

Checks will be sent overnight, if all billing information is provided.

## 6 Discretionary Trustee or Sponsor's Signature(s)

The Discretionary Trustee or Sponsor certifies the stated distribution reason indicated in Section 2 is true and correct and except for involuntary cash out distributions has received a distribution request from the named participant and directs ExpertPlan to process this distribution. Only signatures previously authorized by the plan and on file in our records will be accepted.

Authorized Signature here. \_\_\_\_\_

\_\_\_\_\_ Date

**Fax Completed ExpertPlan Distribution Request Forms** to 609-632-0723. If the form is faxed, ExpertPlan Retirement Services does not need to receive the original form via mail.

**Send Completed ExpertPlan Distribution Request Forms via regular mail to:**

ExpertPlan Retirement Services  
Attn: Flex Department  
50 Millstone Road, Building 400, Suite 300  
East Windsor, New Jersey 08520