

Account Number
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Transaction ID
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## Premiere Select® Defined Contribution Retirement Plan One-Time Distribution Request

Use this form to request a single distribution from your Premiere Select Defined Contribution Retirement Plan ("Plan") Account or Beneficiary Distribution Account (collectively, "Account"), held through National Financial Services LLC ("NFS"). Use one form for each Account. Type on screen or fill in using CAPITAL letters and black ink. Read the attached Customer Instructions and Terms and Conditions before completing this form. You should also confirm that your Broker-Dealer has your most current address prior to submission so that we can withhold appropriate taxes. See the General Instructions and the Marginal Rate Tables contained in the IRS Form W-4R at <https://www.irs.gov/forms-pubs/about-form-w-4r> for additional information. To update your address, contact your investment representative.

### 1. Plan Participant or Beneficiary

Provide all information requested.

Participant or Beneficiary First Name	Middle Name	Last Name
Plan Name		
Plan Administrator		

- ☐ Profit Sharing Plan      ☐ Money Purchase Plan      ☐ Individual 401(k) Profit Sharing Plan

#### Participant Marital Status

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

### 2. Reason for Distribution

Check one.  
Refer to the Customer Instructions and Terms and Conditions to see what you are eligible for.

- ☐ Normal retirement age You are AT LEAST 59½ at time of distribution.
- ☐ Disability You are younger than 59½ at the time of distribution. You must qualify under the Plan definition of "disability" as defined in Article 2.16 of the Defined Contribution Retirement Plan. If you are chronically ill or disabled, you must furnish a physician's certification to the Plan Administrator in order to be eligible for exemption from the 10% early withdrawal penalty.
- ☐ Qualified birth or adoption Distribution up to \$5,000 per child made within the one-year period following the date of birth or the legal adoption is finalized for certain qualified birth or adoption expenses. Distribution may be repaid within three years. The amount is eligible to be repaid as a rollover contribution.
- ☐ Termination of employment OR separated from service
- ☐ Qualified disaster recovery distribution Distribution(s) up to an aggregate of \$22,000 made on or after the date of the incident and within the first 180 days after the date of the incident. Distributions are taxed ratable over three years and can be repaid over the three-year period starting from the date of the distribution.
- ☐ Domestic abuse (Not available for Money Purchase Plans) Distribution up to \$10,000 or 50% of account balance within the one-year period following the incident by a spouse or domestic partner. Distributions can be repaid over a three-year period starting from the date of the distribution.
- ☐ Military service If active duty with an armed service for more than 30 days, you have the option to request a distribution of your employee deferrals.
- ☐ Qualified reservist distribution If you are an active duty member of the Reserves or National Guard, you can take elective deferrals beginning on the date of the order or call to active duty after 179 days of active service. This distribution is exempt from the 10% early withdrawal penalty.
- ☐ Death of plan participant
- ☐ Plan termination
- ☐ In-service Distribution and attainment of age 59½\* Individual 401(k) employer contributions only.
- ☐ Hardship Distribution\* Individual 401(k) employer contributions only.

\* Certain plans only; eligibility determined by the Plan Administrator. The withdrawal amount is limited to the amount of attributable employer contributions for at least 2 full plan years for employees with less than 5 years of service.

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## 2. Reason for Distribution *continued*

### Required Minimum Distribution (RMD)

- ☐ Check here if you are required to take an RMD and are requesting to do so with this form. Please note that IRS rules prohibit your RMD from being rolled over/converted; by checking this box, you are directing NFS and your Broker-Dealer to distribute your RMD as a separate payment from the rollover/conversion. You will be able to choose the payment method later in this form.

Provide the dollar amount  
of RMD you wish to  
distribute.

Dollar Amount
\$

## 3. Distribution Instructions

### Future Process Date *Optional*

Refer to instructions for  
further information.

Date MM DD YYYY
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**Note:** By specifying a future process date, you are directing your Broker-Dealer to schedule your one-time distribution on this specified date. Only cash distributions can have a future process date. If you do not specify a future process date, your Broker-Dealer will execute your transaction request in accordance with standard procedures.

- ☐ **A. Partial Distribution in Cash**

Amount
\$

- ☐ **Gross Up** *Optional.* Increase partial cash distribution to include any taxes and transaction fees.

Be sure to consider the effect of any fees due that are associated with the payment method selected in Section 4.

- ☐ **B. Partial Distribution In-Kind to your non-retirement brokerage account**

Provide the security name(s) and share/unit amount(s) for the security position(s) to be distributed in-kind.

Investment Name	CUSIP or Symbol	Number of Shares or All
Investment Name	CUSIP or Symbol	Number of Shares or All
Investment Name	CUSIP or Symbol	Number of Shares or All

- ☐ **C. Full Distribution** Distribute your entire Account balance.

- ☐ **D. Direct Rollover** (Select one option below) This distribution method is not available for qualified birth or adoption distributions.

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

Account Number

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

Account Number

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### 3. Distribution Instructions *continued*

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

☐ Direct rollover to an IRA (for plan participants or spouse beneficiaries ONLY)

☐ Direct rollover to an Inherited IRA (non-spouse beneficiaries ONLY)

☐ Direct rollover to an Employer-Sponsored Retirement Plan (for plan participant or spouse beneficiaries ONLY)

☐ Qualified rollover contribution to a Roth IRA or Inherited Roth IRA

Name of Trustee/Custodian		
Plan Account Number	Attention	
Street Address		
City	State	Zip/Postal Code
Trustee/Custodian Telephone Number		

### 4. Payment Method

If no payment method is selected, your cash distribution will be made by check and sent to your mailing address of record.

Check one and provide additional details, as applicable, in this section.

☐ **A. Intra-Bank Payment (IBP)**

☐ **D. Bank Wire**

☐ **B. Check Distribution**

☐ **E. Distribution to a Nonretirement Account (via Journal)**

☐ **C. Electronic Funds Transfer (EFT)**

You must have IBP standing instructions on your account.

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

☐ Deposit directly to your bank account via IBP. Check with your investment representative to confirm if this is available to you.

**B. Check Distribution** Choose 1st Party Check or 3rd Party Check and provide additional details as applicable.

☐ 1st Party Check Paid and mailed to name and mailing address on record.

Check one, if applicable.

☐ Use standing instructions on file

Line Number

**OR**

☐ Additional Information Not applicable when using standing instructions.

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

Information provided in the Memo field will print on the check but will not appear visible in the window of the envelope.

Memo maximum 30 characters
Check Stub Information maximum 100 characters

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## 4. Payment Method *continued*

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

☐ Use standing instructions on file

Line Number

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

**OR**

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

*Avoid any account number or SSN that compromises a customer's identity.*

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

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

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

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

☐ Overnight Mail *Optional.*

*Specify overnight carrier and billing account number.*

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

### **C. Electronic Funds Transfer (EFT)** *Choose 1st Party EFT or 3rd Party EFT and provide additional details as applicable.*

When using EFT, allow 1-2 business days after the date the distribution is processed for funds to reach your bank or credit union.

1st Party EFT *The account owner is an owner of the bank account.*

**To transfer funds via 1st Party EFT, you MUST have EFT standing instructions on your account.**

Line Number

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

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## 5. Tax Withholding Elections

**Note:** If your distribution is eligible for a rollover/conversion and that is the only payment method chosen in Section 3, tax withholding is not mandated by the IRS.

Do NOT complete this section if you are not a U.S. person (including a nonresident alien). Instead, the nonresident tax rate of 30% will apply. If you believe you are entitled to a reduced tax treaty benefit based on your country of residence, provide the *IRS Form W-8BEN* with the Special Rates and Conditions section completed to indicate this distribution is eligible for a reduced tax rate with this form. Please note this could delay the funds leaving your account by up to 3 business days. If your tax treaty claim is invalid, the distribution will be processed with 30% withholding.

### Mandatory 20% Withholding

Per IRS rules, you cannot elect out of the 20% federal tax withholding if your distribution is eligible to be rolled over/converted and you have elected a different payment method. This mandatory withholding of 20% does not apply if you are taking your RMD.

### Distributions not subject to the Mandatory 20% Withholding

For one-time distributions (i.e., qualified birth or adoption distributions) that are not subject to the 20% withholding as described above, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100% below. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its possessions. If federal income tax withholding is applied to your distribution, state income tax may also apply. See "State Tax Withholding—Retirement Plan Withdrawals" included with this form.

**Complete if you would like a rate of withholding that is different from this default withholding rate and your distribution is not subject to the mandatory withholding.** You should review the General Instructions and the Marginal Rate Tables contained in the *IRS Form W-4R* at <https://www.irs.gov/forms-pubs/about-form-w-4r> for additional information.

Check one in each column.

The state of residence in the legal address on this Account will determine the state income tax withholding requirements for your distributions.

#### Federal

- ☐ Do NOT withhold federal taxes
- ☐ Withhold federal taxes at the rate of:

Percentage
0%

Minimum 20% if the distribution is not rollover eligible. Maximum 100%. Whole numbers, no dollar amount or decimals.

#### State

- ☐ Do NOT withhold state taxes unless required by law
- ☐ Withhold state taxes at the minimum rate
- ☐ Withhold state taxes at the rate of:

Percentage
0%

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

#### For Connecticut Residents:

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

## 6. Signatures and Dates *Form cannot be processed without signatures and dates.*

By signing below, you:

- Certify that you have carefully read, fully understand, and agree to comply with, the **Customer Instructions and Terms and Conditions**, including the **Federal and State Tax Withholding — Retirement Plan Withdrawals** attached to this **Premiere Select Defined Contribution Retirement Plan One-Time Distribution Request**.
- Certify that the information supplied on this form is complete and accurate.
- Certify that you understand the reason for distribution options applicable to you (or to the Account beneficiary or beneficiaries) and you have requested a reason for distribution option that is consistent with your status (or the Account beneficiary's status, if applicable).
- Confirm, if you are not a U.S. person (including a resident alien individual), you have previously submitted *IRS Form W-8BEN*.
- Acknowledge receipt of the Special Tax Notice regarding the mandatory 20% federal income tax withholding.
- Have viewed, read, and understand the *IRS Instructions for Form W-4R*.
- Certify that the address associated with this account is current and up to date.
- Acknowledge that for distributions due to a Qualified Disaster Recovery Distribution, Qualified Birth or Adoption Distribution, Domestic Abuse, Military Service, or Qualified Reservist Distribution, you have met all the requirements to take a withdrawal from the Plan and that this withdrawal is exempt from the 10% penalty.
- Acknowledge, if requesting distributions via EFT, that NFS cannot verify the account registration at the receiving institution. By signing below, you and the Plan Administrator:
- Certify that this distribution is being made pursuant to the Premiere Select Defined Contribution Retirement Plan and Trust Agreement.
- Indemnify and hold harmless your Broker-Dealer, NFS, the Trustee and their officers, directors, employees, agents, affiliates, shareholders, successors, assigns, and representatives from any liability in the event that you fail to meet the IRS requirements regarding distributions from your Premiere Select Defined Contribution Retirement Plan Account or Beneficiary Distribution Account, as applicable.

### Plan Administrator Certification

By signing below, I approve the included distribution request. Additionally, I:

- Certify that I have reviewed this request and confirm it is in accordance with any applicable plan document requirements, including but not limited to spousal consent requirements.
- Acknowledge that for distributions due to a Qualified Disaster Recovery Distribution, Qualified Birth or Adoption Distribution, Domestic Abuse, Military Service, or Qualified Reservist Distribution, the plan participant has met all the requirements to take a withdrawal from the Plan and that this withdrawal is exempt from the 10% penalty.
- Acknowledge that you have confirmed eligibility for the withdrawal based on the plan rules. You also acknowledge that you are responsible for keeping copies of the documentation necessary to evidence the distribution is exempt from the 10% penalty.
- Indemnify and hold harmless your Broker-Dealer, NFS, the Trustee and their officers, directors, employees, agents, affiliates, shareholders, successors, assigns, and representatives from any liability for any action take or not taken in processing the distribution instructions.

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## 6. Signatures and Dates *Form cannot be processed without signatures and dates. continued*

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

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

## 7. Spousal Consent *For Participant Account ONLY. Notarized signature of spouse may be required. Confirm with your Plan Administrator.*

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

By signing below, you:

- Consent to the distributions indicated on this form.
- Acknowledge that you are giving up your right to receive a payment benefit that would otherwise be payable to you in return for allowing your spouse to take an immediate in-service or hardship withdrawal.
- Understand that this withdrawal will not be repaid to the account and that this may reduce the benefit payment that would otherwise be payable to you upon your spouse's death.

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

**Notice to CA Residents:** A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

**Certificate of Acknowledgement of Notary Public** *Must be a U.S. Notary. Foreign notary or consular seals may NOT be substituted.*

State of \_\_\_\_\_, in the County of \_\_\_\_\_, subscribed and sworn to before me by the above-named individual who is personally known to me or who has produced \_\_\_\_\_ as identification, that the foregoing statements were true and accurate and made of his/her own free act and deed, on \_\_\_\_/\_\_\_\_/\_\_\_\_.

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

NOTARY SEAL/STAMP

My commission expires \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Important Note:** If your state law permits, notaries may attach the appropriate notarizing declaration in lieu of this notarization.

# Premiere Select® Defined Contribution Retirement Plan One-Time Distribution Request

## Customer Instructions and Terms and Conditions

The attached Premiere Select Defined Contribution Retirement Plan One-Time Distribution Request form ("form") should be used to request a one-time distribution from your Premiere Select Defined Contribution Retirement Plan participant or Beneficiary Distribution Account (collectively, "Account"). If you wish to request one-time distributions from more than one Account, you must complete a separate form for each Account.

Please read these Customer Instructions and Terms and Conditions carefully before completing the attached form. You are responsible for complying with IRS rules governing retirement plan distributions, including required minimum distributions ("RMDs"). If you fail to meet any IRS requirements regulating retirement plan distributions, you may be subject to tax penalties. If you have any questions regarding your specific situation, please consult with your tax advisor.

Please read the attached Special Tax Notice for more information on the tax consequences of certain plan distributions/payments.

In general, distributions to married participants from all Money Purchase Plans and certain Profit Sharing Plans must be made in the form of a Qualified Joint and Survivor Annuity ("QJSA"), or if a participant dies before distributions under the Plan have begun, in the form of a Qualified Pre-Retirement Survivor Annuity ("QPSA"), unless the participant's spouse waives the annuity requirements in writing. Please consult your tax advisor for more information.

If this distribution is being made from an inherited Money Purchase Plan account, then the distribution options outlined below are only available if the participant elected out of the QJSA or QPSA and, if married, obtained written spousal consent to the waiver. Please contact the Plan Administrator to determine if any waivers were made. If the plan participant was unmarried, then the QJSA/QPSA requirements do not apply.

If the distribution is being made from an inherited Profit Sharing Plan account, then the QJSA/QPSA requirements do not apply if both of the following are met: (1) the plan participant elected not to receive distributions in the form of a life annuity, (2) the plan participant's spouse takes the distribution within 90 days following the date of the participant's death.

Upon depletion of all assets in your Account, a \$125 termination fee and a final year annual maintenance fee, if applicable, as described in your Premiere Select Defined Contribution Retirement Plan Account Agreement or in some other manner acceptable to the Trustee of your Account, Fidelity Management Trust Company ("Trustee"), if applicable, will be collected from the final distribution amount. If your one-time distribution plan results in an account balance that is less than the amount of any fees due, which include the termination fee and the annual maintenance fee, for a particular year, NFS may instead process a full distribution of your entire account balance and collect the applicable fees at that time. Please note that this could result in a payment amount that is less than the amount requested due to the payment of the applicable fees. In addition, your Account may be closed.

If you have any questions, please consult your Broker, Financial Advisor, or Investment Professional ("investment representative").

**Write your account number in the boxes in the upper right-hand corner of the form.**

### 1. Plan Participant or Beneficiary

Please provide the name of the participant or beneficiary. Please provide the name of the Plan and Plan Administrator and indicate the plan type. If you have both a Money Purchase and a Profit Sharing Plan, you must complete a separate one-time distribution request form for each plan type.

### 2. Reason for Distribution

Please indicate the reason for this distribution, choosing only one. Distributions from an Account are permitted when a participant reaches a triggering event as defined in Section 2. Distributions for any other reasons can result in plan disqualification.

### 3. Distribution Instructions

#### Future Process Date – Optional

You may specify a future process date for this distribution request (available for distributions in cash ONLY). For partial distributions, the future process date can be up to six months from the date the request is submitted. Full distributions are limited to seven business days from the date the request is submitted.

**Note:** The future process date cannot cross years; and for individuals who are under age 59½, it cannot be the date you turn age 59½ or beyond.

Choose one of the 4 options listed.

**Option A. Partial Distribution in Cash** – The distribution will be paid from the balance in your core account. Please provide a specific gross dollar amount to be distributed and select one payment method in Section 4.

**Option B. Partial Distribution In-Kind\*** – Please provide the security name(s) and share/unit amount(s) to be re-registered into your non-retirement brokerage account and provide the account number in Section 4. If more space for investment information is needed, please list the information requested on the form along with your name, account number and Tax Identification/Social Security number on a separate sheet of paper, sign and date it, and attach it to the form.

**Option C. Full Distribution\*** – (Distribution of your entire Account balance) Please select the appropriate payment method(s) in Section 4. Distributions made in cash will be made from your core account. It is your responsibility to ensure there are sufficient funds available in the core account to process the distribution. If there are insufficient funds available in the core account, the distribution will not be processed. If you are requesting all or a portion of your full distribution be made in-kind, provide your non-retirement brokerage account number in Section 4.

**Option D. Direct Rollover** – Required minimum distributions, after tax contributions and certain substantially equal periodic payments are not eligible for rollover. If the distribution is to be rolled over to a Premiere Select IRA (only if you are the plan participant or if you are a spouse beneficiary) or Premiere Select IRA-BDA, or is for a qualified rollover contribution to a Premiere Select Roth IRA (only if you are the plan participant or if you are a spouse beneficiary) or Roth IRA-BDA, please provide your account number or attach a Premiere Select IRA Application to establish a new account. To roll over assets from your Account to an IRA/Inherited IRA held by another Custodian or to another employer-sponsored retirement plan or for a qualified rollover contribution to a Roth IRA or Inherited Roth IRA held by another Custodian, you must provide the name of the Custodian or Trustee, as applicable.

\* Note: Certain securities may only be issued in specified denominations.

### 4. Payment Method

If no payment method is selected, your cash distributions will be made by check and sent to your mailing address of record (Option B).

#### A. Intra-Bank Payment (IBP)

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

#### B. Check Distribution

**1st Party Check.** Check will be paid and mailed to the name and mailing address of record. If you wish to use previously provided standing instructions, check the appropriate box.

**3rd Party Check.** If you want a check paid and/or mailed to a payee and/or address other than the mailing address of record, check this box. You may choose to use standing instructions already on file or you may provide Alternate Instructions that will be used for this request only.



### C. Electronic Funds Transfer (EFT)

**1st Party EFT.** If you would like the distributions to be deposited directly to your individually or jointly owned bank account (the retirement plan account owner is an owner of the bank account), check this box.

If you would like the distributions to be deposited directly to your bank via EFT, you must have EFT instructions on your account. If the account is not currently set up for standing EFT, a standing instructions form must be completed to establish the EFT instructions. **Note:** EFT instructions may take 4–5 business days to become active. Business days are Monday through Friday. Bank and New York Stock Exchange holidays are not included. If you have multiple sets of standing instructions, provide the line number of the specific set of instructions, as it pertains to this situation. The line number can be obtained from your investment representative.

### D. Bank Wire

In order to send a distribution via Bank Wire, the recipient institution must be a member of the Federal Reserve System. A wire processing fee of \$15 will be deducted from the distribution amount indicated on this form, and will affect your reported distribution amount. For example, if you request a distribution of \$1,000, and you do not select the Gross Up option, both the distribution amount wired to your bank account and the distribution amount reported on IRS Form 1099-R will be \$985. The receiving bank may also charge a fee for the receipt of the Bank Wire.

### E. Distribution to a Nonretirement Account (via Journal)

If you want cash or securities distributed in-kind to a nonretirement account, provide the nonretirement account number. An application must be completed to establish a new nonretirement brokerage account.

## 5. Notice of Withholding

**Read carefully before completing the Tax Withholding Elections section of the form.**

**20% Withholding**—IRS regulations require federal income tax withholding at the rate of 20% from your Premiere Select Defined Contribution Retirement Plan distributions that are eligible to be rolled over if the distributions are not directly rolled over to another eligible retirement plan or to an IRA. Generally, distributions that are not subject to this withholding include: distributions of certain substantially equal one-time payments made over ten or more years and required minimum distributions. Refer to the Special Tax Notice for additional information.

**10% Withholding**—If the distribution is not considered an eligible rollover distribution, the mandatory 20% withholding does not apply. Instead, your distributions are subject to federal income tax withholding at a rate of 10% unless you elect not to have withholding apply. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its possessions. Withholding will apply to the gross amount of each distribution, even if you have made nondeductible contributions. Moreover, failure to provide a U.S. residential address will result in 10% withholding on the distribution proceeds even if you have elected not to have tax withheld (an IRS requirement). A Post Office Box does not qualify as a residential address.

If federal income tax is withheld from your distribution, state income taxes may also be withheld. The retirement plan account distribution may also be subject to state income tax withholding. See the "Tax Withholding — Retirement Plan Withdrawals" at the end of this form for the retirement plan account owner's state's withholding rules. The retirement plan account owner's state of residence will determine his or her state income tax withholding requirements, if any. The retirement plan account owner's state of residence is determined by his or her legal address of record provided for the retirement plan account.

Whether or not you elect to have federal and, if applicable, state income tax withheld, you are still responsible for the full payment of federal income tax, any state tax or local taxes, and any penalties that may apply to your distribution(s).

Whether or not you elect to have withholding apply (by indicating so on your tax withholding election form), you may be responsible for payment of estimated taxes. You may incur penalties under the IRS and applicable state tax rules if your estimated tax payments are not sufficient.

## 6. Signatures and Dates

Section 6 must be signed by both the Participant or Beneficiary, as applicable, and the Plan Administrator.

Before signing the **Premiere Select Defined Contribution Retirement Plan One-Time Distribution Request**, please carefully read the **Premiere Select Defined Contribution Retirement Plan Basic Plan Document No. 04, and Trust Agreement**, as well as all sections of the **Premiere Select Defined Contribution Retirement Plan One-Time Distribution Request** and attached **Customer Instructions and Terms and Conditions**. Your one-time distribution request is part of a legal agreement between you, the Plan Administrator, and NFS and by signing in Section 6, as applicable, you are agreeing to be bound by the terms and conditions contained in the above-mentioned documents. Please also print the current date neatly in block letters in the space provided.

## 7. Spousal Consent

**For Participant Accounts Only:** Distributions to married participants from all Money Purchase Pension Plans and certain Profit Sharing Plans must be made in the form of a Qualified Joint and Survivor Annuity unless your spouse waives the right by providing spousal consent in Section 7.

**Please note:** The spouse's signature may need to be notarized. Please refer to Article 8 of the Premiere Select Defined Contribution Retirement Plan Basic Plan Document No. 04 for details. A participant may waive a qualified joint and survivor annuity contract, and a spouse may consent to such waiver, provided it is within 90 days before the first plan distribution.

Detach the completed distribution request form and return it to your investment representative.

Keep a copy of this form with the Customer Instructions and Terms and Conditions in your files.

# Federal and State Tax Withholding— Retirement Plan Withdrawals

## Helpful to Know

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

## Federal Tax Withholding Information

### 2025 Marginal Rate Tables

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

Single or Married filing separately		Married filing jointly or Qualifying surviving spouse		Head of household	
Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more	Total income over—	Tax rate for every dollar more
\$0	0%	\$0	0%	\$0	0%
15,000	10%	30,000	10%	22,500	10%
26,925	12%	53,850	12%	39,500	12%
63,475	22%	126,950	22%	87,350	22%
118,350	24%	236,700	24%	125,850	24%
212,300	32%	424,600	32%	219,800	32%
265,525	35%	531,050	35%	273,000	35%
641,350*	37%	781,600	37%	648,850	37%

\*If married filing separately, use \$390,800 instead for this 37% rate.

## General Instructions on Federal Tax Withholding

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

**Note:** If you don't give Form W-4R to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer must withhold 10% of the payment for federal income tax and can't honor requests to have a lower (or no) amount withheld. Generally, for payments that began before 2025, your current withholding election (or your default rate) remains in effect unless you submit a new withholding election.

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

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

Note that the following payments are not eligible rollover distributions for purposes of these withholding rules:

- Qualifying "hardship" distributions;
- Distributions required by federal law, such as required minimum distributions;
- Distributions from a pension-linked emergency savings account;
- Eligible distributions to a domestic abuse victim;
- Qualified disaster recovery distributions;
- Qualified birth or adoption distributions; and
- Emergency personal expense distributions.

See Pub. 505 for details. See also *Nonperiodic payments—10% withholding* above.

#### **Payments to nonresident aliens and foreign estates.**

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

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

## **Specific Instructions for IRS Form W-4R**

### **Line 1b**

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

### **Line 2**

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

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

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

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

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

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

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

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

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

**Example 1.** You expect your total income to be \$65,000 without the payment. Step 1: Because your total income without the payment, \$65,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. Step 2: Because your total income with the payment, \$85,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. Because these two rates are the same, enter "22" on line 2.

**Example 2.** You expect your total income to be \$61,000 without the payment. Step 1: Because your total income without the payment, \$61,000, is greater than \$26,925 but less than \$63,475, the corresponding rate is 12%. Step 2: Because your total income with the payment, \$81,000, is greater than \$63,475 but less than \$118,350, the corresponding rate is 22%. The two rates differ. \$2,475 of the \$20,000 payment is in the lower bracket (\$63,475 less your total income of \$61,000 without the payment), and \$17,525 is in the higher bracket (\$20,000 less the \$2,475 that is in the lower bracket). Multiply \$2,475 by 12% to get \$297. Multiply \$17,525 by 22% to get \$3,856. The sum of these two amounts is \$4,153. This is the estimated tax on your payment. This amount corresponds to 21% of the \$20,000 payment (\$4,153 divided by \$20,000). Enter "21" on line 2.

# State Tax Withholding Information

Your state of residence will determine your state income tax withholding requirements, if any. Please refer to the list below. Your state of residence is determined by your legal address of record provided for your Retirement Plan. Withholding is applied to the taxable portion of your distribution. The information provided is general in nature and should not be considered legal or tax advice. Please contact your investment representative, tax advisor, or state-taxing authority for assistance.

If your legal state of residence is:	Your withholding requirements are:
IA <sup>1</sup> , MA <sup>2</sup> , NE, VA, VT	If federal income tax is withheld, state income tax of at least your state's minimum requirements must be withheld in addition to federal income tax withholding at the time of your distribution. If you elect out of federal income tax withholding, state income tax will not be withheld, unless you indicate otherwise.
CA, DE <sup>3,4</sup> , GA, NC <sup>3,4</sup> , OK, OR	If federal income tax is withheld, state income tax of at least your state's minimum requirements must be withheld in addition to federal income tax withholding at the time of your distribution, unless you elect not to have state income taxes withheld.
AR <sup>3,4</sup> , CT, MI	State income tax applies regardless of whether or not federal income tax withholding is applied to your distribution. Tax withholding is not required if you meet certain state requirements governing retirement benefits. Please reference the AR, CT, or MI <i>IRS Form W-4P</i> for additional information about calculating the amount to withhold from your distributions.
DC	If you take a distribution of your entire account balance and do not directly roll that amount over to another eligible retirement account, DC requires that a minimum amount be withheld from the taxable portion of the distribution, whether or not federal income tax is withheld. If not taking a full distribution, see the <i>All Other States</i> section.
MD <sup>3</sup>	See the <i>All Other States</i> section.
ME	For periodic distributions, state income tax will apply regardless of whether or not federal income tax withholding is applied to your distribution unless you elect not to have state income tax withheld. For one-time distributions, state withholding will apply if federal withholding is applied.
KS <sup>3,4</sup> , MN, MS <sup>5</sup>	State income tax applies regardless of whether or not federal income tax withholding is applied to your distribution, unless you elect not to have state income taxes withheld. State withholding is required for premature and removal of excess distributions.
AK, FL, HI, NH, NV, SD, TN, TX, WA, WY	State income tax withholding is not available on your Retirement Plan distributions.
All Other States	You are not subject to mandatory state income tax withholding, however, you may elect voluntary state income tax withholding in a percentage. If you elect to have state income taxes withheld and your state provides a minimum amount or percentage for withholding, you must elect a percentage that is not less than your state's minimum withholding requirements. If the percentage you elect for withholding is less than your state's minimum withholding requirements, your state's minimum amount or percentage will be withheld. For more information, contact a tax advisor or your state-taxing authority.

<sup>1</sup> If your distribution is considered qualified retirement income, you may elect not to have state income tax withheld.

<sup>2</sup> If your payment is over \$1,053,750 (subject to adjustment), an additional 4% of state income tax will be applied to the distribution amount over this threshold.

<sup>3</sup> No election of state withholding is allowed if the payment is an Eligible Rollover Distribution.

<sup>4</sup> In some cases, state tax may be required to be withheld even if normally you may choose no withholding. If distributions are made outside the U.S. or a U.S. possession, where a TIN is missing on the account, or the IRS notifies us that the TIN is incorrect, state tax withholding is required.

<sup>5</sup> Withholding is required for premature and removal of excess distributions.

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

This tax information is for informational purposes only, and should not be considered legal or tax advice. Always consult a tax or legal professional before making financial decisions.

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

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

You are receiving this notice because all or a portion of a payment you are receiving from the \_\_\_\_\_ [INSERT NAME OF PLAN] (the “Plan”) is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do such a rollover.

This notice describes the rollover rules that apply to payments from the Plan that are not from a designated Roth account (a type of account with special tax rules in some employer plans). If you also receive a payment from a designated Roth account in the Plan, you will be provided a different notice for that payment, and the Plan Administrator or the payor will tell you the amount that is being paid from each account.

Rules that apply to most payments from a plan are described in the “General Information About Rollovers” section. Special rules that only apply in certain circumstances are described in the “Special Rules and Options” section.

## GENERAL INFORMATION ABOUT ROLLOVERS

### How can a rollover affect my taxes?

You will be taxed on a payment from the Plan if you do not roll it over. If you are under age 59½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (generally, distributions made before age 59½), unless an exception applies. However, if you do a rollover, you will not have to pay tax until you receive payments later and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception applies). If you do a rollover to a Roth IRA, any amounts not previously included in your income will be taxed currently (see the section below titled “If you roll over your payment to a Roth IRA”).

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

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified plan, section 403(b) plan, or governmental section 457(b) plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, no spousal consent rules apply to IRAs and IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

### How do I do a rollover?

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

If you do a direct rollover, the Plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. Generally, you will have 60 days after you receive the taxable payment to make the deposit. If you

do not do a direct rollover, the Plan is required to withhold 20% of the taxable payment for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

### How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary);
- Required minimum distributions after age 70½ (if you were born before July 1, 1949), after age 72 (if you were born after June 30, 1949), after age 73 (if you were born after December 31, 1950), 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);
- Distributions for premiums of accident and health insurance; and

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

The Plan Administrator or the payor can tell you what portion of a payment is eligible for rollover.

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

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

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

- Payments made after you separate from service if you will be at least age 55 in the year of the separation;
- Payments from a pension, profit sharing, or 401(k) plan after you attain age 59½;
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary);
- Payments from a governmental plan made after you separate from service if you are a qualified public safety employee and you will be at least age 50 in the year of separation;
- Payments made due to disability;
- Payments after your death;
- Payments of ESOP dividends;
- Corrective distributions of contributions that exceed tax law limitations;
- Cost of life insurance paid by the Plan;
- Payments made directly to the government to satisfy a federal tax levy;
- Payments made under a qualified domestic relations order (QDRO);
- Payments up to the amount of your deductible medical expenses (without regard to whether you itemize deductions for the taxable year);
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001, for more than 179 days;
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution;
- Payments excepted from the additional income tax by federal legislation relating to certain emergencies and due to major disasters that are located in a qualified disaster

area as declared by the president of the United States under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act;

- Phased retirement payments made to federal employees
- Payments of up to \$5,000 (in aggregate) made to you from a defined contribution plan if the payment is a qualified birth or adoption distribution;
- Payments from a retirement plan if you are a qualified public safety employee who provides firefighting services (even if you are not employed in the public sector); or a public safety officer or a corrections officer, after you separate from service after attaining age 50, or if you have more than 25 years of service under the plan;
- Payments from a retirement plan made to you after the date certified by a physician that you have a terminal illness or physical condition that can reasonably be expected to result in death in 84 or fewer months;
- Payments of up to \$22,000 made in connection with federally declared disaster;
- Eligible payments to a domestic abuse victim that are made within one year of the date on which you are a victim of domestic abuse by a spouse or domestic partner (available only for payments made on or after January 1, 2024);
- Payments from a qualified retirement plan, other than a defined benefit plan, made to you for emergency personal or family emergency expenses due to unforeseeable or immediate financial needs that are necessary (available only for payments made on or after January 1, 2024); and
- Payments of premiums for certified long-term care insurance for you, your spouse, or eligible family members subject to the annual limit, which is the lesser of the amount paid for the coverage, 10% of your vested account balance in the plan, or \$2,500 as indexed (available only for payments made after December 29, 2025).

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

If you receive a payment from an IRA (including a Roth IRA; see section below titled, "If you roll over your payment to a Roth IRA") when you are under age 59½, you will have to pay the 10% additional income tax on early distributions on the part of the distribution that you must include in income, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- The exception for payments made after you separate from service if you will be at least age 55 in the year of the separation (or age 50 or following 25 years of service for qualified public safety employees providing firefighting services) does not apply.



- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- The exception for payments of net income attributable to an excess IRA contribution made in a calendar year where such amounts are distributed by tax return deadline for the year (including extensions), and no deduction is allowed for the excess contribution.
- There are additional exceptions that apply to payments from an IRA, including (1) payments for qualified higher education expenses, (2) payments up to \$10,000 used in a qualified first-time home purchase, and (3) payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

### **Will I owe state income taxes?**

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

## **SPECIAL RULES AND OPTIONS**

### **If your payment includes after-tax contributions**

After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is included in the payment, so you cannot take a payment of only after-tax contributions. However, if you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment. In addition, special rules apply when you do a rollover, as described below.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Plan and at the same time the rest is paid to you, the portion directly rolled over consists first of the amount that would be taxable if not rolled over. For example, assume you are receiving a distribution of \$12,000, of which \$2,000 is after-tax contributions. In this case, if you directly roll over \$10,000 to an IRA that is not a Roth IRA, no amount is taxable because the \$2,000 amount not directly rolled over is treated as being after-tax contributions. If you do a direct rollover of the entire amount paid from the Plan to two or more destinations at the same time, you can choose which destination receives the after-tax contributions.

Similarly, if you do a 60-day rollover to an IRA of only a portion of a payment made to you, the portion rolled over consists first of the amount that would be taxable if not rolled over and the after-tax contributions are treated as rolled over last. For example, assume you are receiving a distribution of \$12,000, of which \$2,000 is after-tax contributions, and no part of the distribution is directly rolled over. In this case, if you roll over \$10,000 to an IRA that is not a Roth IRA in a 60-day rollover, no amount is taxable because the \$2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan). You can do a 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

### **If you miss the 60-day rollover deadline**

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. Under certain circumstances, you may claim eligibility for a waiver of the 60-day rollover deadline by making a written self-certification. Otherwise, to apply for a waiver from the IRS, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*.

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

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

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

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

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

If you roll over a payment from the Plan to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. In general, the 10% additional income tax on early distributions will not apply. However, if you take the amount rolled over out of the Roth IRA within the 5-year period that begins on January 1 of the year of the rollover, the 10% additional income tax will apply (unless an exception applies).

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are age 59½ (or after your death or disability, or as a qualified first-time homebuyer distribution of up to \$10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*, and IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*.

### **If you are not a plan participant**

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

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

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

to start until after you are age 70½ (if you were born before July 1, 1949), age 72 (if you were born after June 30, 1949), or age 73 (if you were born after December 31, 1950).

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70½ (if he or she was born before July 1, 1949), age 72 (if he or she was born after June 30, 1949), or the later of the year that the participant would have attained age 73 (if the participant was born after December 31, 1950), or the year that you attain age 73 (if you attained age 72 after January 1, 2023).

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

### Payments under a qualified domestic relations order ("QDRO")

If you are the spouse or former spouse of the participant who receives a payment from the Plan under a QDRO, you generally have the same options and the same tax treatment that the participant would have (for example, you may roll over the payment to your own IRA, Roth IRA, or an eligible employer plan that will accept it). However, payments under the QDRO will not be subject to the 10% additional income tax on early distributions (see the section titled "If you roll over your payment to a Roth IRA" above).


### **If you are a nonresident alien**

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

### **Other special rules**

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





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

Unless you elect otherwise, a mandatory cashout of more than \$1,000 (not including payments from a designated Roth account in the Plan) will be directly rolled over to an IRA chosen by the Plan Administrator or the payor. A mandatory cashout is a payment from a plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed \$7,000 (not including any amounts held under the Plan as a result of a prior rollover made to the Plan).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information on special rollover rights related to the U.S. Armed Forces, see IRS Publication 3, *Armed Forces' Tax Guide*. You also may have special rollover rights if you were affected by a federally declared disaster (or similar event), or if you received a distribution on account of a disaster. For more information on special rollover rights related to disaster relief, see the IRS website at [www.irs.gov](http://www.irs.gov).

## FOR MORE INFORMATION

You may wish to consult with the Plan Administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, *Pension and Annuity Income*; IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*; IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*; and IRS Publication 571, *Tax-Sheltered Annuity Plans (403(b) Plans)*. These publications are available from a local IRS office, on the web at [www.irs.gov](http://www.irs.gov), or by calling 1-800-TAX-FORM.