

Participant Retirement Plan Loans

Not all retirement plans contain a loan provision. Please check your plan document or call Professional Benefit Services, Inc. if you are unsure if your retirement plan permits loans. Please be aware there is a \$75 processing fee charged for each loan.

If your retirement plan does allow loans, there are some general IRS loan limitations and additional limitations may be stipulated by the plan's loan policy. Loans, if permitted, are limited by IRS to 50% of the participant's vested balance. Participants may take up to 50% of their deferral balance since they are always fully vested in any deferral contributions they have made to the plan. Any contributions made by the employer may be subject to a vesting schedule. Participants would only be entitled to take a loan of 50% of their vested balance of any employer funds. IRS also limits individuals to a maximum of \$50,000 in loans in any 12 month period. The number of loans allowed per individual and the minimum loan amount (commonly \$1,000 for most plans) is stipulated by the individual plan's loan policy. Please check the plan's loan policy before requesting a loan. Once a loan is processed, loan payments are to be payroll deducted according to the loan amortization schedule. Failure to make timely payments on the loan may cause the loan to be in default. Once a loan is in default it becomes a taxable event to the participant.

Please indicate the payroll frequency for payments on the loan form where indicated. If a payroll frequency is not indicated, a default frequency of "monthly" will be used for calculation of the amortization schedule. There will be a \$25 fee to rerun amortization schedules due to an incorrect payroll frequency indicated on the form. If you would like to take out a retirement plan loan (and your retirement plan does allow loans), please complete an Application for Participant Loan.



Home Office:

1193 Royvonne Ave. S.E. #22, Salem, Oregon 97302

(503) 371-7622 or (800)-982-2012 Fax: (503)-364-6901

Email: retirement@profben.com Visit us on the web at www.profben.com

Application for Participant Loan

(Please note: there is a \$75 processing fee charge on each loan.
Please allow a minimum of 14 business days for processing.)

Company Name: _____

Plan Name: _____

Today's Date: _____ Date of Hire: ____/____/____

Participant's Name: _____ Date of Birth: ____/____/____

Home Telephone: (____) ____ - ____ Social Security #: ____ - ____ - ____

Home Address: Street _____
City _____ State _____ Zip _____

Loan Amount Requested: \$ _____ Marital Status: Married Single

Balance of existing unpaid loan(s) from the plan on this date (if any) \$ _____

Reason loan is being requested: _____

Desired Date of Loan: _____ Payroll Frequency _____
(If a payroll frequency is not indicated, monthly frequency will be used.)

Desired Length of Time for Repayment: _____
(Note: Not to exceed sixty (60 months) unless for purchase of primary residence AND Trustee approves additional length of time for repayment.)

Present value of vested account balance: \$ _____

Investment Company: _____ Participant's Acct. #: _____

I will provide the Administrator any and all information requested to determine my creditworthiness and I will notify the Administrator of any material changes occurring between the date of this application and the date on which the requested loan is granted. I understand that if this loan is granted that all loan payments must be made through automatic payroll deductions and that by signing this loan application, I hereby authorize said automatic payroll deduction. I understand my loan may take a minimum of 14 business for processing.

Participant's Signature _____

Spouse's Signature _____
(Spousal signature required if your request is over \$5,000)

Employer Data & Certification.

To be completed by the Employer/Plan Sponsor. Upon completion, forward to PBS, Inc. at address at bottom.

Employer Data

After the employee/participant has completed pages 1 of this form, you must complete this page in it's entirety. If you have any questions regarding this form or the distribution process, please call our office at (800) 982-2012 or (503) 371-7622.

Name of Employer/Retirement Plan: _____

Employee Date of Hire: _____ / _____ / _____

Has this participant worked less than 1,000 hours during any plan year in which employed by the Employer / Plan Sponsor? This information will be used to determine vesting of employer contributions, if any.

No

Yes - If yes, please indicate below which plan years & state how many hours were actually worked:

Plan Year _____	# of Hours _____	Plan Year _____	# of Hours _____
Plan Year _____	# of Hours _____	Plan Year _____	# of Hours _____
Plan Year _____	# of Hours _____	Plan Year _____	# of Hours _____

Employer Certification And Authorization

The Plan Trustee hereby certifies the above data to be correct, and has been reviewed for completeness. The Plan Trustee also hereby approves the distribution from the Plan. The Plan Trustee hereby authorizes Professional Benefit Services, Inc. to complete the loan process which will include preparing the investment company loan withdrawal request form on behalf of the Plan Trustee. Professional Benefit Services, Inc. is in no way to be considered as a Plan Fiduciary.

Signature of Authorized Plan Rep (Plan Trustee): _____ Date: _____

Print Name of Person Signing Above: _____



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