DISTRIBUTION FORM

PROFESSIONAL BENEFIT SERVICES

Settlement of Account Notice and Instructions

Completion of this form is our authorization to start the withdrawal process. Depending upon the investment company, the signature of a plan trustee may be required on additional forms to withdraw your funds. Please follow the instructions on the form and complete all applicable sections. Please print legibly and complete **ALL** information. Illegible or incomplete forms will be returned and your payout will not be processed.

Processing Fee

To complete the appropriate investment company withdrawal forms, Professional Benefit Services, Inc. charges a withdrawal processing fee of **$125** for a standard withdrawal and **$235** for a withdrawal where the money sources must be tracked by PBS, Inc. because of the pooled or brokerage accounts (fee may be deducted from your retirement account - do not send personal checks).

Second Payout

Depending upon the number of hours you worked each year prior to your employment termination or retirement, how the retirement accounts are valued and when payments are submitted, you may be eligible for an additional payout in a subsequent year. If a second payout is due to you at a later date, a **SECOND** distribution fee may be incurred.

If you submit the enclosed forms to us at this time, it is assumed that you want an initial payout now and (if applicable) a second payout at a later date. If you would prefer not to have two payouts and incur two distribution fees, simply hold onto the enclosed forms and call our office to find out when the next valuation is expected to be completed. You may then send in your forms as the valuation date draws near. **DO NOT** sign or date the forms until you actually mail them in.

Timing

It may take up to **6 weeks** depending on where your funds are invested. Distributions due to plan termination may take even longer. In addition, some plan documents do not allow for immediate distributions.

After your vesting and current account value is determined by PBS, Inc., a request is presented to the trustee or authorized plan representative requesting withdrawal of your funds from the investment company. We make every effort to process your request in a timely manner, however, unexpected delays can occur. It is never advisable to count on cash from a retirement plan distribution shortly following termination of your employment.

Account Settlement Due to Death

If you are completing this form as the beneficiary of a deceased participant, please make sure to provide your information in addition to the deceased participant's information in Section 1. Please provide the death certificate and beneficiary form.

Please contact PBS if you have any questions about the above.

971-719-2611
www.profben.com
distributions@profben.com

I. PARTICIPANT INFORMATION

*If participant is deceased, please provide information in Section 1 for the participant & the beneficiary

Name of participant :

Social Security : / / **Birth-Date:** / /

Request is for: ☐ Standard ☐ InService ☐ Death *copy of death certificate required ☐ QDRO *Please call the office

Company Name/Former Employer:

Day Phone : **Evening Phone:**

Home Address :

City/State/ZIP :
City State ZIP Code

E-Mail: :

Marital Status : ☐ Married ☐ Single ☐ Divorced

Citizenship Status : ☐ Citizen ☐ Resident Alien ☐ Non Resident Alien

Name of relative/friend/coworker we can contact if we are unable to contact you?

Name: **Phone Number:**

If you are moving in the near future, please complete the following: **Date of Move:** / /

Future Address :

City/State/ZIP :
City State ZIP Code

Beneficiary :

Social Security : / / **Day Phone:**

Birth-Date : / / **Evening Phone:**

Home Address :

City/State/ZIP :
City State ZIP Code

II. OUTSTANDING LOAN DECLARATION

If you want to pay off an outstanding loan prior to receiving a withdrawal, do not submit this form until after your final payment has been made.

☐ **NO, I DO NOT have an outstanding participant loan**

☐ **YES, I DO have an outstanding participant loan(s) at this time and I understand a 1099R will be issued for the outstanding balance and the mandatory Federal 20% withholding due on the loan balance will be deducted from my account balance before it is distributed.**

III. SPOUSAL CONSENT (IF REQUIRED BY PLAN)

***Spouse to complete if you are married and your account balance is over $5000**

I hereby consent to the foregoing distribution election by my spouse. I therefore, upon receipt of the distribution, release the Plan Administrator, Trustee(s), Investment Company, Third-Party Administrator, and the Employer/Plan Sponsor from and against any and all claims with respect to my interest in the retirement plan.

____
Print Name

_______________________________________ _______________________
Signature of Plan Trustee or Authorized Plan Representative *Signature Date*

IV. HOW DO YOU WANT THE MONEY PAID OUT

☐ **A. Lump-Sum Cash Distribution (check one)**

- ☐ **Full Account Balance**
- ☐ **In-Service Partial Cash $** ________ **(Only If Plan Allows)**
- ☐ **Split Withdrawal Cash $** ________ **Remainder To Rollover Below**

Federal Tax Withholding: I Understand 20% of my account balance will be withheld immediately for Federal Tax Payment. If you would like MORE than the mandatory 20% tax withheld, the W-4R tax form is also required. **Indicate the additional amount to withhold $** ________

State Tax Withholding: The current tax law requires withholding of state income taxes from the taxable portion of any distribution, unless you elect not to have withholding apply.

☐ **NO, I do not want State tax withheld**

Even if you elect not to have State income tax withheld, you are **liable** for payment of income tax on any taxable portion of your distribution. You may also be subject to tax penalties under the estimated tax payment rules if your payments of estimated tax and withholding, if any, are not adequate.

*** Some states have a mandatory withholding requirement that you may not opt out of. Please contact your tax advisor or financial consultant for more information regarding your state's requirements.**

☐ **B. Rollover To: (check one)**

- ☐ **IRA**
- ☐ **Roth IRA**
- ☐ **New Employer Plan**

*** If you have traditional pre-tax money you cannot roll into Roth IRA**

*** I may defer payment of taxes by electing to rollover to an IRA or another qualified retirement plan.**

V. INVESTMENT COMPANY

Investment Company to receive transfer:

Account Number :

Street Address :

City/State/ZIP :

City *State* *ZIP Code*

Investment Company to receive transfer (Roth):

Account Number :

Street Address :

City/State/ZIP :

City *State* *ZIP Code*

VI. PARTICIPANT AUTHORIZATION

I request my retirement account to be paid to me in accordance with my election above. By signing below I acknowledge and understand the following statements that are part of this process.

1. The distribution process requires time for processing by all parties and my accounts will be subject to investment gains and losses during the distribution process and may take up to 6 weeks.

2. If my plan allows for participant direction of investments I am solely responsible for the continued management of my accounts until the distribution process has been completed.

3. I release the Plan Sponsor (Employer), Plan Administrator, Trustee(s), Investment Company and Third Party Administrator from and against and all claims with respect to my interest in the retirement plan.

4. If I receive two separate distributions this could affect my taxable income for more than one calendar year.

5. I have received a Special Tax Notice concerning the tax consequences of my distribution.

Authorized Signature *Signature Date*

***If this is a death benefit the beneficiary will sign above and remit a copy of the death certificate**

Delivery Method:

☐ **Standard Mail (5-7 days)**

☐ **Via overnight (Additional overnight fee will apply)**

☐ **Wire** ☐ **ACH Checking** ☐ **ACH Savings**

***Copy of voided check or wire instructions required. Additional fees may apply. All delivery fees will be charged to the distribution amount.**

Receiving Bank Name:

City/State/ZIP :

City *State* *ZIP Code*

ABA (Routing) # : **Account #:**

VII. EMPLOYER DATA INSTRUCTIONS

Plan Name :

Employee Name : **SSN:** / /

Investment Company :

Employee Date of Birth: / / **Employee Date of Hire:** / /

Employee's Last Day of Employment (if left employment or retired): / /

***Please check all boxes that apply**

Participant has an outstanding loan from the plan: ☐ **Yes** ☐ **No**

☐ **Distribution is due:** ☐ **Termination** ☐ **Retirement** ☐ **Close of Business/ Plan Termination**

☐ **In-service if plan allows for this provision**

☐ **Death of the participant - Submit beneficiary form and copy of death certificate**

☐ **Distribution is due to disability - Please call office to discuss qualifications**

Date of Last Plan Contribution (if made in last 12 months): / /

In amount of: $

Had this participant worked less than 1,000 hours during any plan year in which employed by the Employer/ Plan Sponsor, Predecessor Employer or Affiliated Employer?

This information will be used to determine vesting of employer contributions, if any.

☐ **No**

☐ **Yes - If yes, please indicate below which plan years and 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**	

VIII. EMPLOYER CERTIFICATION AND AUTHORIZATION

By Signing Below I understand the following statements.

1. I certify that the data in Section 6 is complete, correct and has been reviewed for the completeness.

2. PBS, Inc. will not be responsible for incorrect or incomplete information given to us to determine vesting for participants.

3. I certify that all contributions have been made and reviewed for correctness.

4. I approve the distribution from this plan.

5. I authorize Professional Benefit Services, Inc. to complete the distribution process which is to include preparation of investment company forms on your behalf.

6. Professional Benefit Services, Inc. is in no way to be considered a Plan Fiduciary.

7. I understand that distribution fees may apply and taken from my account.

IX. TRUSTEE/PLAN REPRESENTATIVE AUTHORIZATION

____
Print Name

____ ____________________
Signature of Plan Trustee or Authorized Plan Representative *Signature Date*

After section 1-6 have been completed by the Plan Participant, and section 7-8 have been completed by the Employer/Plan Sponsor please forward to PBS, Inc. using the address below. Incomplete forms may result in processing delays.

Professional Benefit Services, Inc.
1193 Royvonne Ave. SE, Suite #22
Salem, OR 97302

OR

distributions@profben.com
Fax: 503-364-6901
Questions: 971-719-2611

Special Tax Notice Regarding Plan Payments

This notice explains how you can continue to defer federal income tax on your retirement savings and contains important information that you will need before you decide how to receive your benefits from the plan.

This notice is provided to you because all or part of the payment that you will soo receive may be eligible for rollover by you or your Plan Administrator to a traditional IRA or an eligible employer plan. A rollover is a payment by you or the Plan Administrator of all or part of your benefit to another plan or IRA that allows you to continue to postpone taxation of that benefit until it is paid to you. Your payment cannot be rolled over to a SIMPLE IRA, or a Coverdell Education Savings Account (formerly know as an education IRA). An "eligible employer plan" includes a plan qualified under section 401(a) of the Internal Revenue Code, including a 401(k) plan, profit sharing plan, defined benefit plan, stock bonus plan, and money purchase plan; a section 403(a) annuity plan; a section 403(b) tax-sheltered annuity; and an eligible section 457(b) plan maintained by a governmental employer (governmental 457 plan).

An eligible employer plan is not legally required to accept a rollover. Before you decide to roll over your payment to another employer plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts as a rollover. You should also find out about any documents that are required to be completed before the receiving plan will accept a rollover. Even if a plan accepts rollovers, it might not accept rollovers of certain types of distributions, such as after-tax amounts. If this is the case, and your distribution includes after-tax amounts, you may wish instead to roll your distribution over to a traditional IRA or split your rollover amount between the employer plan in which you will participate and a traditional IRA. If an employer accepts your rollover, the plan may restrict subsequent distributions of the rollover amount or may require your spouse's consent for any subsequent distribution. A subsequent distribution from the plan that accepts your rollover may also be subject to different tax treatment than distributions from this Plan. Check with the administrator of the plan that is to receive your rollover prior to making the rollover. If you have any additional questions after reading this notice, you can contact your plan administrator.

Summary

There are two ways you may be able to receive a Plan payment that is eligible for rollover: (1) Certain payments can be made directly to a traditional IRA that you establish or to an eligible employer plan that will accept and hold it for your benefit **("DIRECT ROLLOVER")**; or (2) The payment can be **PAID TO YOU.**

I. Payments That Can And Cannot Be Rolled Over

Payments from the Plan may be "eligible rollover distributions." This means that they can be rolled over to a traditional IRA or to an eligible employer plan that accepts rollovers, or beginning January 1, 2008 they can be rolled over to a Roth IRA. Payments from a plan cannot be rolled over to a SIMPLE IRA or a Coverdell Education Savings Account. Your Plan Administrator should be able to tell you what portion of your payment is an eligible rollover distribution. After-tax Contributions. If you made after-tax contributions to the plan, these contributions may be rolled into either a traditional IRA or to certain employer plans that accept rollovers of the after-tax contributions. The following rules apply:

• Rollover into a Traditional IRA. You can roll over your after-tax contributions to a traditional IRA either directly or indirectly. Your Plan Administrator should be able to tell you how much of your payment is the taxable portion and how much is the after-tax portion. It is your responsibility to keep track of, and report to the Service on the applicable forms, the amount of these after-tax contributions. This will enable the nontaxable amount of any future distributions from the traditional IRA to be determined. Once you roll over your after-tax contributions to a traditional IRA, those amounts cannot be later rolled over to an employer plan.

• Rollover into an Employer Plan. You can roll over after-tax contributions from an employer that is qualified under Code section 401(a) or a section 403(a) annuity plan to another such plan using a direct rollover if the other plan provides separate accounting for amounts rolled over, including separate accounting for the after-tax employee contributions and earnings on those contributions.

Payments That Can And Cannot Be Rolled Over (Continued)
You can also roll over after-tax contributions from a section 403(b) tax-sheltered annuity to another section 403(b) tax-sheltered annuity using a direct rollover if the other tax sheltered annuity provides separate accounting for amounts rolled over, including separate accounting for the after-tax employee contributions and earnings on those contributions. You cannot roll over after-tax contributions to a governmental 457 plan. If you want to roll
over your after-tax contributions to an employer plan that accepts rollovers, you cannot have the after-tax contributions paid to you first. You must instruct the Plan Administrator of this Plan to make a direct rollover on your behalf. Also, you cannot first roll over after-tax contributions to a traditional IRA and then roll over that amount into an employer plan.

The following types of payments **cannot** be rolled over:

Payments Spread Over Long Periods. You cannot roll over a payment if it is part of a series of equal (or almost equal) payments that are made at least once a year and will last for:
• Your lifetime (or your life expectancy)
• Your lifetime and your beneficiary's lifetime (or joint life expectancies) or
• A period of 10 years or more.
Required Minimum Payments. Beginning when you reach age 70 ½ or retire, which ever is later, a certain portion of your payment cannot be rolled over because it is a "required minimum payment" that must be paid to you.
Hardship Distributions. A hardship distribution cannot be rolled over.
ESOP Dividends. Cash dividends paid to you on employer stock held in an employee stock ownership plan cannot be rolled over.
Corrective Distributions. A distribution that is made to correct a failed nondiscrimination test or because legal limits on certain contributions were exceeded cannot be rolled over.
Loans Treated as Distributions. The amount of a plan loan that becomes a taxable deemed distribution because of a default cannot be rolled over. However, a loan offset amount is eligible for rollover. Ask the Plan Administrator of this Plan if distribution of your loan qualified for rollover treatment.

The Plan Administrator of this Plan should be able to tell you if your payment includes amounts which cannot be rolled over.

II. Direct Rollover
A direct rollover is a direct payment of the amount of your Plan benefits to a traditional IRA or an eligible employer plan that will accept it. You can choose a direct rollover of all or any portion of your payment that is an "eligible rollover distribution," as described above. You are not taxed on any taxable portion of your payment for which you choose a direct rollover until you later take it out of the traditional IRA or the eligible employer plan. In addition, no income tax withholding is required for any taxable portion of your Plan benefits for which you choose a Direct Rollover. This Plan might not let you choose a Direct Rollover if you distributions for the year are less than $200.

Direct Rollover to a Traditional IRA. You can open a traditional IRA to receive the direct rollover. If you choose to have your payment made directly to a traditional IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to a traditional IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish a traditional IRA to receive the payment. However, in choosing a traditional IRA, you may wish to make sure the traditional IRA you choose will allow you to move all or part of your payment to another traditional IRA at a later date, without penalties or other limitations. See IRS Publication 590, Individual Retirement Arrangements, for information on traditional IRAs (including limits on how often you can roll over between IRAs).

Direct Rollover to a Plan. If you are employed by a new employer that has an eligible employer plan, and you want a direct rollover to that plan, ask the administrator of that plan whether it will accept your rollover. An eligible employer plan is not legally required to accept a rollover. Even if your new employer's plan does not accept a rollover, you can choose a direct rollover to a traditional IRA.

Direct Rollover to a Plan (Continued)
If the employer plan accepts your rollover, the plan may provide restrictions on the circumstances under which you may later receive a distribution of the rollover amount or may require spousal consent to any subsequent distribution. Check with the plan administrator of that plan before making your decision.

Direct Rollover of a Series of Payments. If you receive a payment that can be rolled over to a traditional IRA or an eligible employer plan that will accept it, and it is paid in a series for less than ten years, your choice to make or not make a direct rollover for a payment will apply to all later payments in the series until you change your election. You are free to change your election for any later payment in the series.

Change in Tax Treatment Resulting from a Direct Rollover. The tax treatment of any payment from the eligible employer plan or traditional IRA receiving your Direct Rollover might be different than if you received your benefit in a taxable distribution directly from the Plan. For example, if you were born before January 1, 1936, you might be entitled to ten-year averaging or capital gain treatment as explained below. However, if you have your benefit rolled over to a section 403(b) tax-sheltered annuity, a governmental 457 plan, or a traditional IRA in a Direct Rollover, your benefit will no longer be eligible for that special treatment. See the sections below entitled "Additional 10% Tax if You Are under Age 59 ½" and "Special Tax Treatment if You Were Born before January 1, 1936."

III. Payment Paid to You
If your payment can be rolled over and the payment is made to you in cash, it is subject to 20% federal income tax withholding on the taxable portion (state tax withholding may also apply). The payment is taxed in the year you receive it unless, within 60 days, you roll it over to a traditional IRA or an eligible employer plan that accepts rollovers. If you do not roll it over, special tax rules may apply.

Income Tax Withholding: **Mandatory Withholding.** If any portion of your payment can be rolled over as stated above and you do not elect to make a Direct Rollover, the Plan is required buy law to withhold 20% of that amount. This amount is sent to the IRS as federal income tax withholding. For example, if you can rollover a taxable payment of $10,000, only $8,000 will be paid to you because the Plan must withhold $2,000 as income tax.

However, when you prepare your income tax return for the year, unless you make a rollover within 60 days (see "Sixty-Day Rollover Option" below) you will report the full $10,000 as a taxable payment from the Plan. You must report the $2,000 tax withheld, and it will be credited against any income tax you owe for the year. There will be no income tax withholding if your payments for the year are less than $200.

Voluntary Withholding. If any portion of your payment is taxable but cannot be rolled over, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. If you do nothing, 10% will be taken out of this portion of your payment for federal income tax withholding. To elect out of withholding, ask the Plan Administrator for the election form and related information. **Sixty-day Rollover Option.** If you receive a payment that can be rolled over, you can still decide to roll over all or part of it to a traditional IRA or an eligible employer plan that accepts rollovers. If you decide to roll over, you must contribute the amount of the payment you received to a traditional IRA or eligible employer plan within 60 days after you receive the payment. The portion of your payment that is rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan. You can roll over up to 100% of the eligible rollover distribution, including an amount equal to the 20% that was withheld. If you choose to roll over 100%, you must find other money within the 60- day period to contribute to the traditional IRA or the eligible employer plan to replace the 20% that was withheld. On the other hand, if you roll over only the 80% of the taxable portion that you receive, you will be taxed on the 20% that was withheld.

Example: The taxable portion of your payment that can be rolled over is $10,000 and you choose to have it paid to you. You will receive $8,000, and $2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the $8,000, you may roll over the entire $10,000 to a traditional IRA or eligible employer plan.

Example (Continued): To do this, you roll over the $8,000 you received from the Plan, and you will have to find $2,000 from other sources (your savings, a loan, etc.). In this case, the entire $10,000 is not taxed until you take it out of the traditional IRA or eligible employer plan. If you roll over the entire $10,000, when you file your income tax return you may get a refund of part or all of the $2,000 withheld.

If, on the other hand, you roll over only $8,000, the $2,000 you did not roll over is taxed in the year it was withheld. When you file your income tax return you may get are fund of part of the $2,000 withheld. (However, any refund is likely to be larger if you roll over the entire $10,000.)

Additional 10% Tax if you are under age 59½. If you receive a payment before you reach age 59½ and you do not roll it over, then, in addition to the regular income tax, you may have to pay an extra tax equal to 10% of the taxable portion of the payment. The additional 10% tax generally does not apply to your payment if it (1) is paid to you after you separate from service with your employer during or after the year you reach age 55, (2) is paid because you retire due to disability, (3) is paid to you as equal (or almost equal) payments over your life or life expectancy (or your and your beneficiary's lives or life expectancies), or (4) is dividends paid with respect to stock by an employee stock ownership plan (ESOP) as described in Code section 404(k), (5) is paid directly to the government to satisfy a federal tax levy, (6) is paid to an alternate payee under a qualified domestic relations order, or (7) does not exceed the amount of your deductible medical expenses. See IRS Form 5329 for more information on the additional 10% tax.

The additional 10% tax will not apply to distributions from a governmental 457 plan, except to the extent the distribution is attributable to an amount you rolled over to that plan (adjusted for investment returns) from another type of eligible employer plan or IRA. Any amount rolled over from a governmental 457 plan to another type of eligible employer plan or to a traditional IRA will become subject to the additional 10% tax if it is distributed to you before you reach 59 ½ , unless one of the exceptions applies.

Special Tax Treatment If You Were Born before January 1, 1936. If you receive a payment from a plan qualified under section 401(a) or a section 403(b) annuity plan that can be rolled over and you do not roll it over to a traditional IRA or an eligible employer plan, it will be taxed in the year you receive it. However, if it qualifies as a "lump sum distribution," it may be eligible for special tax treatment. (See also "Employer Stock or Securities", below.) A lump sum distribution is a payment, within one year, of your entire balance under the Plan (and certain other similar plans of the employer) that is payable to you because you have reached age 59½ or have separated from service with your employer (or, in the case of a self-employed individual, because you have reached age 59½ or have become disabled). For a payment to be treated as a lump sum distribution, you must have been a participant in the Plan for at least 5 years before the year in which you received the distribution. The special tax treatment for lump sum distributions that may be available to you is described below.

Ten-Year Averaging. If you receive a lump sum distribution and you were born before January 1, 1936, you can make a one-time election to figure the tax on the payment by using "10-year averaging" (using 1986 tax rates). 10-year averaging often reduces the tax you owe.

Capital Gain Treatment. If you receive a lump sum distribution and you were born before January 1, 1936, you may elect to have the part of your payment that is attributable to your pre-1974 participation in the Plan (if any) taxed as long-term capital gain at a rate of 20%. There are other limits on the special tax treatment for lump-sum distributions. For example, you can generally elect this special tax treatment only once in your lifetime and the election applies to all lump-sum distributions that you receive in that same year. You may not elect this special tax treatment if you rolled amounts into this Plan from a 403(b) tax-sheltered annuity contract or from an IRA not originally attributable to a qualified employer plan. If you have previously rolled over a distribution from this Plan (or certain other similar plans of the employer), you cannot use this special averaging treatment for later payments from the Plan. If you roll over payment to a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, you will not be able to use this special tax treatment for later payments from that IRA, plan or annuity. Also, if you roll over only a portion of your payment to a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, this special tax treatment is not available for the rest of the payment.

Capital Gain Treatment (Continued):
Additional restrictions are described in IRS Form 4972, which has more information on lumpsum distributions and how you elect the special tax treatment.

Employer Stock or Securities. There is a special rule for a payment from the Plan that includes employer stock (or other employer securities). To use this special rule, (1) the payment must qualify as a lump-sum distribution, as described above, except that you do not need five years of plan participation, or (2) the employer stock included in the payment must be attributable to "after tax" employee contributions, if any. Under this special rule, you may have the option of not paying tax on the "net unrealized appreciation" of the stock until you sell the stock. Net unrealized appreciation generally is the increase in the value of the employer stock while it was held by the Plan.

For example, if employer stock was contributed to your Plan account when the stock was worth $1,000 but the stock was worth $1,200 when you received it, you would not have to pay tax on the $200 increase in value until you later sold the stock.

You may instead elect not to have the special rule apply to the net unrealized appreciation. In this case, your net unrealized appreciation will be taxed in the year you receive the stock, unless you roll over the stock. The stock (including any net unrealized appreciation) can be rolled over to a traditional IRA or to another eligible employer plan either in a direct rollover or in a rollover that you make yourself.
Generally, you will no longer be able to use the special rule for net unrealized appreciation if you roll the stock over to a traditional IRA or another eligible employer plan.

If you receive only employer stock in a payment that can be rolled over, no amount will be withheld from the payment. If you receive cash or property other that employer stock, as well as employer stock, in a payment that can be rolled over, the 20% withholding amount will be based on the entire taxable amount paid to you (including the value of the employer stock determined by excluding the net unrealized appreciation). However, the amount withheld will be limited to the cash or property (excluding employer stock) paid to you.

If you receive employer stock in a payment that qualifies as a lumpsum distribution, the special tax treatment for lump-sum distributions described above (such as 10-year averaging) also may apply. See IRS Form 4972 for additional information on these rules.

Repayment of Plan Loans. If your employment ends and you have an outstanding loan from your Plan, your employer may reduce (or "offset") your balance in the Plan by the amount of the loan you have not repaid. The amount of your loan offset is treated as a distribution to you at the time of the offset and will be taxed unless you roll over an amount equal to the amount of your loan offset to another qualified employer plan or a traditional IRA within 60 days of the date of the offset. If the amount of your loan offset is the only amount you receive or are treated as having received, no amount will be withheld from it. If you receive other payments of cash or property from the Plan, the 20% withholding amount will be based on the entire amount paid to you, including the amount of the loan offset. The amount withheld will be limited to the amount of other cash or property paid to you (other than any employer securities). The amount of a defaulted plan loan that is a taxable deemed distribution cannot be rolled over.

IV. Surviving Spouses, Alternate Payees and Other Beneficiaries
In general, the rules summarized above that apply to payments to employees also apply to payments to surviving spouses of employees and to spouses or former spouses who are "alternate payees." You are an alternate payee if your interest in the Plan results from a "qualified domestic relations order," which is an order issued by a court, usually in connection with divorce or legal separation. If you are a surviving spouse or an alternate payee, you may choose to have a payment that can be rolled over, as described in Part I above, paid in a Direct Rollover to a traditional IRA or to an eligible employer plan or paid to you. If you have the payment paid to you, you can keep it or roll it over yourself to a traditional IRA or to an eligible employer plan. Thus, you have the same choices as the employee.

Surviving Spouses, Alternate Payees and Other Beneficiaries (Continued)
If you are a beneficiary other than a surviving spouse or an alternate payee and receive a distribution on or after January 1, 2007, you can choose to be paid in a **DIRECT ROLLOVER** to a traditional IRA, which will be treated as an inherited IRA subject to the minimum distribution rules applicable to beneficiaries. Beginning January 1, 2008, you may choose a **DIRECT ROLLOVER** to an inherited Roth IRA. You cannot choose a direct rollover to an eligible employer plan, and you cannot roll over the payment yourself. If you choose to have the distribution **PAID TO YOU**, the mandatory withholding rules described in Part III above do not apply to you. If you are a surviving spouse, an alternate payee, or another beneficiary, your payment is generally not subject to the additional 10% tax described above, even if you are younger than age 59 ½.

If you are a surviving spouse, an alternate payee, or another beneficiary, you may be able to use the special tax treatment for lump-sum distributions and the special rule for payment that includes employer stock, as described in the previous column. If you receive a payment because of the employee's death, you may be able to treat the payment as a lump-sum distribution if the employee met the appropriate age requirements, whether or not the employee had 5 years of participation in the Plan.

Supplemental Information Regarding Plan Payments for Plans Containing Automatic Rollover Distributions Mandatory Distributions. A mandatory distribution is a distribution that is made without your consent and that is made to you before you attain the later of age 62 or normal retirement age. A distribution to a surviving spouse or alternate payee is not a mandatory distribution for purposes of the automatic rollover requirements.

Automatic Rollover. Automatic rollover requirements apply to mandatory distributions of Plan benefits that exceed $1,000. To satisfy the automatic rollover requirements of the Internal Revenue Code, a plan must provide that when making a mandatory distribution that is an eligible rollover distribution in excess of $1,000, the distribution will be paid in a direct rollover to an individual retirement plan, unless you elect to receive a mandatory distribution directly or have it paid in a direct rollover to an eligible retirement plan after receiving this Notice.

Mandatory distribution rules apply to Plan Benefits attributable to employer contributions with a present value of $5,000 or less. Automatic rollover provisions apply without regard to the amount of the distribution as long as the amount exceeds $1,000. The automatic rollover will be invested in an investment product designed to preserve principal and provide a reasonable rate of return and liquidity, whether or not such return is guaranteed, consistent with liquidity. Information regarding the automatic rollover described in this notice is provided in a separate document.

How to Obtain Additional Information
This notice summarized only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many condition and exceptions that are not included in this notice. Therefore, you may want to consult with a professional tax advisor before you take a payment of your benefits from the Plan. Also, you can find more specific information on the tax treatment of payments from qualified retirement plans in IRS Publication 575, Pension and Annuity Income, and IRS Publication 590, Individual Retirement Arrangements. These publications are available from your local IRS office, on the IRS's Internet Web Site at www.irs.gov, or by calling 1-800-TAX-FORMS.

General Instructions
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 on line 2. 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 by entering "-0-" on line 2. 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.

General Instructions (Continued)
Generally, for payments that began before 2023, your current withholding election (or your default rate) remains in effect unless you submit a Form W-4R.

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% on line 2. Don't give Form W-4R to your payer unless you want more than 20% withheld. Note that the following payments are not eligible rollover distributions: (a) qualifying "hardship" distributions, and (b) distributions required by federal law, such as required minimum 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-" on line 2. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

Specific Instructions - 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.)

Suggestion for determining withholding (Continued)
If you prefer a simpler approach (but one that may lead to over withholding), 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 $60,000 without the payment. Step 1: Because your total income without the payment, $60,000, is greater than $58,575 but less than $109,225, the corresponding rate is 22%. Step 2: Because your total income with the payment, $80,000, is greater than $58,575 but less than $109,225, 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 $42,500 without the payment. Step 1: Because your total income without the payment, $42,500, is greater than $24,850 but less than $58,575, the corresponding rate is 12%. Step 2: Because your total income with the payment, $62,500, is greater than $58,575 but less than $109,225, the corresponding rate is 22%. The two rates differ. $16,075 of the $20,000 payment is in the lower bracket ($58,575 less your total income of $42,500 without the payment), and $3,925 is in the higher bracket ($20,000 less the $16,075 that is in the lower bracket). Multiply $16,075 by 12% to get $1,929. Multiply $3,925 by 22% to get $863.50. The sum of these two amounts is $2,792.50. This is the estimated tax on your payment. This amount corresponds to 14% of the $20,000 payment ($2,792.50 divided by $20,000). Enter "14" on line 2.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request additional federal income tax withholding from your nonperiodic payment(s) or eligible rollover distribution(s); (b) choose not to have federal income tax withheld from your nonperiodic payment(s), when permitted; or (c) change a previous Form W-4R (or a previous Form W-4P that you completed with respect to your nonperiodic payments or eligible rollover distributions). To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s).
Failure to provide a properly completed form will result in your payment(s) being subject to the default rate; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return. If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Form **W-4R**

Department of the Treasury
Internal Revenue Service

Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions

Give Form W-4R to the payer of your retirement payments.

OMB No. 1545-0074

2023

1a First name and middle initial	Last name	1b Social security number

Address

City or town, state, and ZIP code

Your withholding rate is determined by the type of payment you will receive.

- For nonperiodic payments, the default withholding rate is 10%. You can choose to have a different rate by entering a rate between 0% and 100% on line 2. Generally, you can't choose less than 10% for payments to be delivered outside the United States and its territories.
- For an eligible rollover distribution, the default withholding rate is 20%. You can choose a rate greater than 20% by entering the rate on line 2. You may not choose a rate less than 20%.

See page 2 for more information.

2 Complete this line if you would like a rate of withholding that is different from the default withholding rate. See the instructions on page 2 and the Marginal Rate Tables below for additional information. Enter the rate as a whole number (no decimals) . . . . **2** %

Sign Here

Your signature (This form is not valid unless you sign it.) **Date**

General Instructions

Section references are to the Internal Revenue Code.

Future developments. For the latest information about any future developments related to Form W-4R, such as legislation enacted after it was published, go to *www.irs.gov/FormW4R*.

Purpose of form. Complete Form W-4R to have payers withhold the correct amount of federal income tax from your nonperiodic payment or eligible rollover distribution from an employer retirement plan, annuity (including a commercial annuity), or individual retirement arrangement (IRA). See page 2 for the rules and options that are available for each type of payment. Don't use Form W-4R for periodic payments (payments made in installments at regular intervals over a period of more than 1 year) from these plans or arrangements. Instead, use Form W-4P, Withholding Certificate for Periodic Pension or Annuity Payments. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

Caution: If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. Your withholding choice (or an election not to have withholding on a nonperiodic payment) will generally apply to any future payment from the same plan or IRA. Submit a new Form W-4R if you want to change your election.

2023 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 page 2 for more information on how to use this table.

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%**
13,850	**10%**	27,700	**10%**	20,800	**10%**
24,850	**12%**	49,700	**12%**	36,500	**12%**
58,575	**22%**	117,150	**22%**	80,650	**22%**
109,225	**24%**	218,450	**24%**	116,150	**24%**
195,950	**32%**	391,900	**32%**	202,900	**32%**
245,100	**35%**	490,200	**35%**	252,050	**35%**
591,975*	**37%**	721,450	**37%**	598,900	**37%**

* If married filing separately, use $360,725 instead for this 37% rate.