



Unforeseeable Emergency Withdrawal Request
Governmental 457(b) Plan

City Of Petaluma Deferred Compensation Plan

743699-01

When would I use this form?

When I am requesting a withdrawal due to an Unforeseeable Emergency.

- Please note that this withdrawal request may be subject to an administrative review period prior to processing and the investments in your account will not be sold until the withdrawal is processed. The administrative review period may take several business days. Note that your investments may fluctuate with market performance so you may want to redirect or diversify those investments prior to making a withdrawal request. If you initiate a fund transfer during the administrative review period, it may delay the processing of your withdrawal. If you want to make changes to the investments in your account prior to withdrawal, please contact Service Provider or access your account online.

I should not use this form:

- If I have separated from employment with the employer/company sponsoring this Plan, I should use the Separation from Employment Withdrawal Request.
If I am eligible to request an in-service withdrawal from my Plan, I should use the In-Service Withdrawal Request.
If this account was transferred to me due to death, I should use the Death Benefit Claim Request.
If this account was transferred to me due to divorce, I should use the Alternate Payee QDRO Distribution Request.

Additional Information

- By logging into my account on the website at empowermyretirement.com, I may track the status of this withdrawal request.
For assistance completing this hardship form, call us at 1-866-442-3888.
Return Instructions for this form are in Section H.
Use black or blue ink when completing this form.

A What is my personal information?

(Continue to the next section after completing.)

Account extension, if applicable, identifies a participant with multiple accounts.

Account Extension

U.S. Social Security/U.S. Taxpayer Identification Number (Must provide all 9 digits)

Last Name

First Name

M.I.

Date of Birth (mm/dd/yyyy) Required

(The name provided MUST match the name on file with Service Provider.)

()

Daytime Phone Number

Mailing Address on My Account

()

Alternate Phone Number

City

State

Zip Code

- I have confirmed the address on my account by accessing my account online at empowermyretirement.com. If the address on my account does not match the address provided above, there will be processing delays.
If I require an address change, I need to obtain and submit a Personal Information Change form found on the above website or I need to contact Service Provider at 1-866-816-4400.
It is my responsibility to also update my address with my employer.
Once the address is updated, I may submit this form with my new address entered above.

By providing my mobile number and/or my email address below, I am consenting to receive text messages and/or emails related to this request.

()

Mobile Phone Number - Standard data fees and text messaging rates may apply based on my carrier.

Email Address

Select One (Required):



I am a U.S. Citizen or U.S. Resident Alien.

I am a Non-Resident Alien or Other. (Complete 'Non-Resident Alien or Other Certification' section.)

Required - Provide Country of Residence:

B What is my reason for this Unforeseeable Emergency withdrawal?

(Continue to the next section after completing.)

To support my request, I must complete the enclosed Application for Unforeseeable Emergency Withdrawal Request and attach documentation for my Plan Administrator's review.

- Illness or accident (including a spouse or dependent)

Last Name

First Name

M.I.

U.S. Social Security Number

Number

B What is my reason for this Unforeseeable Emergency withdrawal? *(Continue to the next section after completing.)*

- Loss of property due to casualty *(including the need to rebuild a home following damage to a home not otherwise covered by homeowner's insurance, e.g., as a result of a natural disaster)*
- Other similar extraordinary and unforeseeable circumstances arising as a result of events beyond my control such as:**
- Imminent foreclosure of, or eviction from a primary residence. By checking this box, I certify that there is no legal proceedings that can prevent foreclosure or eviction.
- Medical expenses, including nonrefundable deductibles, as well as the cost of prescription drug medication
- Funeral expenses of a spouse or dependent *(as defined in Internal Revenue Code ("IRC") §152(a) without regard to §152(b)(1), (b)(2) and (d)(1)(B))* of a participant.

C What amount am I requesting for my Unforeseeable Emergency withdrawal? *(Continue to the next section after completing.)*

- Amount \$ _____ Net Amount
- If I check the Net Amount box, the amount written on the line, is the amount I will receive after applicable income taxes and fees *(not including any delivery charges)* are withheld.
- For example: If the amount I am requesting is \$10,000.00, and my total tax/fee withholding is \$1,500.00, the total amount taken from my account will be \$11,500.00, resulting in a payment of \$10,000.00 to me.
- If I do not check the Net Amount box, the amount I will receive will be less than the amount requested after applicable income taxes and fees *(not including any delivery charges)* are withheld.
- For example: If the amount I am requesting is \$10,000.00, and my total tax/fee withholding is \$1,500.00, the total amount taken from my account will be \$10,000.00, resulting in a payment of \$8,500.00 to me.
 - I must specify the amount that will satisfy my unforeseeable emergency.
 - **If my request is approved, and unless the Plan has directed otherwise, the unforeseeable emergency withdrawal will be prorated across all available money sources and investment options.**
 - **My withdrawal may be subject to fees and/or loss of interest based upon my investment options, my length of time in the Plan and other possible considerations. If I have not been advised of the fees and risks associated with my withdrawal, I may contact Service Provider for a withdrawal quote at 1-866-816-4400.**

D How do I want my Unforeseeable Emergency withdrawal delivered? *(Continue to the next section after completing.)*

- Select One - Once complete request is received in good order, delivery of payment is based on completion of the withdrawal process and the timing of approval.*
- **If no option is selected, all transactions will be sent by United States Postal Service (USPS) regular mail.**
 - **If I would like to make a change to what I previously selected, I must cross out and initial the change(s). If I do not initial all changes, all transactions will be sent by USPS regular mail.**
 - Check by USPS Regular Mail**
 - Estimated delivery time is up to 5 business days.
 - No additional charge.
 - Check by Express Delivery**
 - Estimated delivery time is 1-2 business days.
 - A non-refundable charge of up to \$30.00 will be deducted, in addition to any withdrawal fees.
 - Available for delivery, Monday - Friday, with no signature required upon delivery.
 - If address is a P.O. Box, check will be sent by USPS Priority Mail and estimated delivery time is 2-3 business days.
 - Electronic Deposit (ACH) to the bank account on file**
 - I have an existing ACH that has been on file for at least fifteen (15) days and I wish to use it for this withdrawal request. If my ACH has not been established on my account for at least 15 days, a check will be sent to my address on file.
 - Estimated delivery time is 2-3 business days.
 - No additional charge.
 - Not available for Direct Rollovers.
 - Complete the information below in order to properly identify the ACH account.
 - **If the bank information is incomplete or illegible, then a check will be mailed to the address on my account to avoid any delays in processing.**
 - **By entering banking information, I authorize Service Provider to access records from public and proprietary sources in order to validate that I am the owner of the bank account. This process will not affect my credit.**

Bank Information			
Bank Account Nickname <i>(Optional)</i>		Bank or Financial Institution Name	
Last 4 digits of the Bank Account Number			

Last Name

First Name

M.I.

U.S. Social Security Number

Number

E Non-Resident Alien or Other Certification (Continue to the next section after completing.)
Complete only if I indicated I am a non-resident alien or other under Section A of this form.

Do not complete if U.S. Citizen or U.S. Resident Alien was indicated in Section A of this form.

Under penalty of perjury, if I checked Non-Resident Alien or Other in Section A of this form, my signature certifies that:

- I am the individual that is the beneficial owner of all the income to which this form relates or is using this form to document myself for chapter 4 purposes.
- I am not a U.S. person.
- The income to which this form relates is:
 - a. not effectively connected with the conduct of a trade or business in the United States,
 - b. effectively connected but is not subject to tax under applicable income tax treaty, or
 - c. the partner's share of a partnership's effectively connected income.
- I am a resident of the treaty country listed below under the "Claim of Tax Treaty Benefits" (if any) within the meaning of the income tax treaty between the United States and that country.
- I agree that I will submit a Form W8-BEN within 30 days if any certification made on this form becomes incorrect.

Identification of Beneficial Owner

Country of citizenship _____ Foreign tax identifying number _____

Permanent resident address (street, apt. or suite no., or rural route) **Do not use P.O. Box or in-care of address**

City or town, state or province. Include postal code where appropriate. _____ Country _____

Mailing Address (if different from above)

City or town, state or province. Include postal code where appropriate. _____ Country _____

Claim of Tax Treaty Benefits (for chapter 3 purpose only)

I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.

Special rates and conditions (if applicable): The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on the line above to claim a _____% rate of withholding on (specify type of income):

Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding:

F How will my income taxes be withheld? (Continue to the next section after completing.)

Federal Income Tax

- For your federal income tax withholding election, unless you elect out of withholding below, or otherwise complete the IRS Form W-4R (please go to irs.gov and enter *Form W-4R* into the search bar or call 1-800-TAX-FORM (829-3676)), federal income tax will be withheld at a rate of 10%. If you choose to make an alternate income tax withholding election, then you must complete and attach Form W-4R to this Withdrawal Form.
 - I elect not to have federal income tax withheld (must have U.S. residence address on file).
- I understand that I am still liable for the payment of federal income tax on the taxable amount. I also understand that I may be subject to tax penalties under the estimated tax payment rules if my payments of estimated tax and withholding, if any, are not adequate.

State Income Tax

I should refer to information from the Department of Revenue for my state of residence. If applicable, **I must attach my State Income Tax withholding form to make tax elections when required.** In the event the withholding form is required for my withdrawal and not submitted, Service Provider will withhold in accordance with applicable State regulations.

- State Income Tax withholding is mandatory in some states and will be withheld regardless of any election below. I would like **additional** State Income Tax withholding:

_____ % or \$ _____
(This is in addition to any mandatory State Income Tax withheld.)

- Certain states allow an election for no State Income Tax withholding depending on the reason and type of withdrawal I have selected. For these states only, State Income Tax will be withheld unless I elect otherwise below.

If the checkbox is not marked below, I choose to have State Income Tax withheld from my withdrawal. I would also like to have **additional** State Income Tax withholding:

_____ % or \$ _____
(This is in addition to any elective State Income Tax withheld.)

- Do not withhold State Income Tax (if election is permitted and I have attached the proper election form if required by my state).

Last Name _____

First Name _____

M.I. _____

U.S. Social Security Number _____

Number _____

F How will my income taxes be withheld? *(Continue to the next section after completing.)*

- Certain states do not require mandatory State Income Tax withholding but allow to elect State Income Tax withholding.
- I would like State Income Tax withheld - **Optional** State Income Tax withholding:

_____ % or \$ _____

*(If this optional income tax election is permitted. I also have attached the proper income tax election form if required by my state to elect this optional withholding.)***G Signatures and Consent** *(Signatures must be on the lines provided.)* *(After receiving ALL required signatures, continue to the next section.)***My Consent** *(Please sign on the 'My Signature' line below.)*

I acknowledge that I have received, read, understand and agree to all pages of this Unforeseeable Emergency Withdrawal Request form and affirm that all information that I have provided is true and correct. I understand the following:

- Any election on this Unforeseeable Emergency Withdrawal form is made voluntarily and is effective for 180 days.
- I am requesting a withdrawal due to an unforeseeable emergency within the meaning of Section 457 of the Code and my Section 457(b) Plan.
- The Plan has authority to approve or reject my request.
- Supporting documentation must be provided to substantiate my unforeseeable emergency withdrawal request.
- I have read, completed, and attached my Unforeseeable Emergency Withdrawal Application with this request.
- Under penalty of perjury, I certify that the information provided by me on this withdrawal request, application and supporting documentation, is true and accurate.
- I have obtained all available withdrawals, other than unforeseeable emergency withdrawals, and all nontaxable loans currently available under all plans maintained by my employer (or related employers).
- I certify that I cannot obtain the needed funds from any other available resources such as reimbursement or compensation from insurance, cessation of deferrals under the Plan, loans, liquidations of other assets to the extent the liquidation of such assets would not itself cause a severe financial hardship, or by any other means available to me.
- I understand that the amount of unforeseeable emergency withdrawal may be limited under the terms of the plan and can never exceed my vested account balance.
- I am liable for any income tax and/or penalties assessed by the IRS and/or state tax authorities for any election I have chosen.
- I certify that the requested hardship is on behalf of myself, my spouse, dependent, child, or deceased parent, as permitted under the terms of the plan for the hardship reason I have provided on this form.
- Once a payment has been processed, it cannot be changed or reversed.
- In the event that any section of this form is incomplete or inaccurate, Service Provider may not process the transaction requested on this form and may require a new form or that I provide additional or proper information before the transaction can be processed.
- Funds may impose redemption fees on certain transfers, redemptions or exchanges if assets are held less than the period stated in the fund's prospectus or other disclosure documents. I will refer to the fund's prospectus and/or disclosure documents for more information.
- Under penalty of perjury, I certify that the U.S. Social Security number or U.S. Taxpayer Identification number I have provided in Section A is correct. I am a U.S. person if I marked the U.S. Citizen or U.S. Resident Alien box in Section A of this form.
- **Additional authentication may be necessary before my withdrawal is processed and/or payment released.**

Any person who presents a false or fraudulent claim is subject to criminal and civil penalties.

My Signature _____ **Date (Required)** _____

A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.

My Authorized Plan Administrator Signature *(Please sign on the 'Authorized Plan Administrator Signature' line below.)*

This request is in compliance with the terms of the Plan. A written explanation of the tax rules and any Internal Revenue Service, Department of Labor or other notice requirements applicable to this request have been provided to the participant as required by law. The appropriate consent and waivers have been obtained by the Plan Administrator and Service Provider is authorized to rely on the information provided on this request. I affirm that the Plan has approved an unforeseeable emergency withdrawal for the amount requested with respect to the participant completing this form. I approve this withdrawal as it is presented on this form.

I represent that I am an authorized signer on behalf of the above-named Plan and have an authority to instruct Service Provider to process this form.

Authorized Plan Administrator Signature _____ **Date (Required)** _____

A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.

Print Full Name _____

Last Name

First Name

M.I.

U.S. Social Security Number

Number

H Where should I send this form?**After all signatures have been obtained, this form can be****Uploaded Electronically:**

Login to account at

empowermyretirement.com

Click on Upload Documents to submit

OR**Sent Regular Mail to:**

Empower

PO Box 56025

Boston, MA 02205-6025

OR**Sent Express Mail to:**

Empower

8515 E. Orchard Road

Greenwood Village, CO 80111

We will not accept hand delivered forms at Express Mail addresses.

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Effective December 31, 2020, Empower acquired the Massachusetts Mutual Life Insurance Company's (MassMutual) retirement business, which includes group insurance retirement business issued by Talcott Resolution Insurance Company (Talcott) previously purchased by MassMutual. Empower administers the business on MassMutual's behalf, with certain administrative services being performed by MassMutual and its affiliates during a temporary transition period. MML Distributors, LLC is the principal underwriter for the Talcott group insurance contracts. Empower is not affiliated with MassMutual, Talcott, or any of their respective affiliates.

Unforeseeable Emergency Withdrawal Application

The applicant must provide the following detailed information. **INCOMPLETE FORMS WILL BE REJECTED.**

My Name: _____ SSN: _____

1. I am experiencing an unexpected severe financial emergency and need to request a cash withdrawal from my Section 457(b) Plan.
I AM REQUESTING \$ _____, which is not more than I reasonably need to satisfy my severe financial emergency.
2. I must list the expenses that caused my unforeseeable emergency that are not reimbursable through insurance or otherwise. I must attach a copy of each outstanding bill to document this amount:

One Time Expense(s) - Bill(s) owed to:	Amount:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL:	\$ _____

I must provide an explanation of the NATURE AND CAUSES of the unforeseeable emergency. I must be as **specific** as I can, including relevant dates. I may attach additional sheets if necessary.

I must list below the steps I have taken to establish a monthly payment plan for any outstanding bills submitted by me for consideration. I may attach additional sheets if necessary:

3. I cannot satisfy this emergency with insurance proceeds because: *(check one)*
 - I do not have insurance.
 - Insurance is not available to cover my situation or the entire portion of the expense.
 - Insurance refuses to pay or coverage is not available. *(I must supply supporting documentation, such as a letter from the insurer.)*
4. My deferral (contribution) amount was \$ _____, per pay period. If applicable, I stopped deferrals on _____/_____/_____.
(mm/dd/yyyy)

5. Have I previously requested an unforeseeable emergency withdrawal? If so, please provide the date(s) and check the appropriate box.

_____/_____/_____ <i>(mm/dd/yyyy)</i>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
_____/_____/_____ <i>(mm/dd/yyyy)</i>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
_____/_____/_____ <i>(mm/dd/yyyy)</i>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	

Last Name First Name M.I. Social Security Number Number

6. I must list the names and address of all financial institutions I contacted regarding a loan to meet my financial needs. I must attach letters of acceptance or denial to show I made a good faith effort before I applied for the unforeseeable emergency withdrawal.

Name and Address of Financial Institution(s)	Approved/Denied
_____	_____
_____	_____
_____	_____
_____	_____

Financial Statements

A. Assets - I must include copies of all bank statements, property assessments, life insurance policies, and any other available supporting documentation.

- 1. Cash on hand \$ _____
- 2. Checking account(s) \$ _____
- 3. Savings account(s) \$ _____
- 4. Stocks/Bonds \$ _____
- 5. Mutual Funds and other marketable securities \$ _____
- 6. Cash value of life insurance \$ _____
- 7. Monies owed to me (*private/personal loan*) \$ _____
- 8. IRA(s) \$ _____
- 9. Other: _____ \$ _____
- 10. Other: _____ \$ _____

TOTAL Liquid Assets* \$ _____

- 1. Value of Residence \$ _____
- 2. Other Real Estate owned \$ _____
- 3. Automobiles \$ _____
- 4. Value of Personal Property \$ _____
- 5. Ownership in business \$ _____
- 6. Other: _____ \$ _____
- 7. Other: _____ \$ _____

TOTAL Fixed Assets \$ _____

TOTAL Liquid and Fixed Assets \$ _____

*If I have not liquidated my assets, I should do so before an unforeseeable emergency is requested, unless the liquidation of my assets would itself cause severe financial hardship.

B. Income - I must list all sources of income and attach copies of my most recent payroll statements for all sources of income from my work and copies of my last two (2) years' tax returns.

- | | Monthly Income |
|---|----------------|
| 1. My gross income from work | \$ _____ |
| 2. My spouse's gross income from work | \$ _____ |
| 3. Rental income | \$ _____ |
| 4. Dividends, interest, etc. | \$ _____ |
| 5. Business income | \$ _____ |
| 6. All other income (<i>such as alimony, child support, etc.</i>) | \$ _____ |
| Source: _____ | \$ _____ |
| Source: _____ | \$ _____ |

TOTAL Monthly Income \$ _____

Last Name First Name M.I. Social Security Number

C. Expenses/Liabilities - I must list all debts. I **must** include copies of all bills owed and other evidence of debt or my application will **not** be processed. I may attach an additional sheet if necessary.

a) Long Term Debts: (such as mortgage, car payments, personal loans, etc.)

Creditor	Purpose	Unpaid Balance	Monthly Payment
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
TOTAL			\$ _____

b) Charge Cards and Accounts:

Bank/Creditor	Credit Limit	Present Balance	Monthly Payment
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
TOTAL			\$ _____

c) Monthly Expenses:

	Monthly Payment
1. Rent	\$ _____
2. Utilities and Telephone	\$ _____
3. Alimony/Child Support	\$ _____
4. Medical/Life Insurance	\$ _____
5. Vehicle (gas, maintenance, insurance)	\$ _____
6. Food, clothing, household supplies	\$ _____
7. Other expenses	\$ _____
Source: _____	\$ _____
Source: _____	\$ _____

TOTAL Monthly Expenses \$ _____

TOTAL Monthly Income (from previous page) \$ _____

Subtract (-) **TOTAL Monthly Expenses** (from a, b & c above) \$ _____

Equals (=) Net Monthly Income/Loss \$ _____

Checklist

The following questions must be answered:

1. Have I suspended future deferral (*contributions*) to the Plan? Yes No
2. Have I attached copies of payroll statements for the past two (2) months? Yes No
3. Have I attached copies of the last two (2) years' tax returns? Yes No
4. Have I provided back-up documentation to prove that my situation was completely beyond my control? Yes No
5. Have I provided documentation to prove that I have completely, in good faith, looked for other ways to resolve my current obligations? Yes No
6. Have I included proof of application(s) for a loan? Yes No
7. Have I currently, or in the past, filed for protection under the U.S. bankruptcy court?
 If so, please provide supporting documentation and date(s): / / .
(mm/dd/yyyy) Yes No
8. Have I included copies of all the bills supporting the amount requested as unforeseeable emergency? Yes No

If my unforeseeable emergency is for an illness/accident or to pay for medical expenses, answer the following questions:

1. Have I included a written statement from my employer or my spouse's employer verifying loss of income? Yes No
2. Have I included a doctor's statement regarding medical condition? Yes No
3. Have I included a copy of the insurance carrier's statement detailing which medical bills were not covered by insurance? Yes No

If my unforeseeable emergency is for loss of property due to casualty, answer the following questions:

1. Have I included a copy of police/fire/disaster reports? Yes No
2. Have I included a copy of my insurance company's statement detailing which expenses associated with a natural disaster were not covered by insurance? Yes No

If my unforeseeable emergency is for imminent foreclosure of or eviction from my primary residence, answer the following questions:

1. Have I included a foreclosure or eviction notice? Yes No

If my unforeseeable emergency is to pay for burial or funeral expenses, answer the following questions:

1. Have I included certified proof of a spouse or dependent's death and copies of bills for funeral expenses incurred by me? Yes No
2. Have I included proof that the deceased can be claimed by me as a dependent? Yes No

Participant Acknowledgement and Signature

I hereby certify, under penalty of perjury, that the information provided in this application is accurate and complete and has been furnished solely for confidential use in evaluating my unforeseeable emergency withdrawal application.

I understand that failure to complete all sections and provide required documentation might result in delay or denial of this request.

Signature of Applicant _____ Date (mm/dd/yyyy) _____

A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.

Printed Name of Applicant _____ Social Security Number _____

Employer _____ Department _____

Work Location _____

Work Phone Number _____ Home Phone Number _____ Cell Phone Number _____

Participant Unforeseeable Emergency Withdrawal Guide - Governmental 457(b)

The Unforeseeable Emergency Withdrawal Request

Before completing the form, please note the following information:

- All pages of the Unforeseeable Emergency Withdrawal Request form ("Withdrawal Form") and Unforeseeable Emergency Withdrawal Application must be returned.
- Neither this Guide nor this Withdrawal Form are intended to provide tax or legal advice. In the preparation of this Withdrawal Form, and where I deem appropriate, I will seek a consultation with my accountant and/or tax advisor.
- Empower ("Service Provider") cannot release the funds until my Plan Administrator approves the withdrawal from the Plan.
- **I must complete a separate Withdrawal Form for each account or plan number.**
- **If I am eligible to request an in-service withdrawal from my Plan, I should use the In-Service Withdrawal Request.**
- **If I am a Beneficiary, I need to complete and submit a Death Benefit Claim Request form rather than this Withdrawal Form.**
- **If I am an Alternate Payee, I need to complete and submit an Alternate Payee QDRO Distribution Request rather than this Withdrawal Form.**

Changes to My Request

- Any changes to this Withdrawal Form must be crossed out and initialed. If I do not initial all changes, this Withdrawal Form may be returned to me for verification.

Incomplete or Inaccurate Information

- In the event that any section of this Withdrawal Form is incomplete or inaccurate, Service Provider may not be able to process the transaction requested on this Withdrawal Form. I may be required to complete a new form or provide additional or proper information before the transaction will be processed.

Section A: What is my personal information?

- All information in this section must be completed.
- The name provided MUST match the name on file with Service Provider.
- Personal information will be kept confidential.
- If I am a Non-Resident Alien, refer to the 'Non-Resident Alien or Other Certification' section of this Guide.
- I have confirmed the address on my account by accessing my account online at empowermyretirement.com. If the address on my account does not match the address provided in this section, there will be processing delays.
- If I require an address change, I need to obtain and submit a Personal Information Change form found on the above website or I need to contact Service Provider at 1-866-816-4400.
- It is my responsibility to also update my address with my employer.
- Once the address is updated, I may submit this form with my new address entered in this section.

Section B: What is my reason for this Unforeseeable Emergency withdrawal?

- I must choose the reason for my hardship withdrawal in this section and attach the corresponding required documentation in order for my request to be processed.
- My Section 457(b) Plan permits unforeseeable emergency withdrawals only to the extent that I demonstrate, to the satisfaction of the Plan, that the reason for such withdrawal complies with applicable requirements under the Internal Revenue Code and the Plan.
- I can only request an unforeseeable emergency withdrawal if I find that my situation warrants such request and I have sufficient documentation to support it.

Section C: What amount am I requesting for my Unforeseeable Emergency withdrawal?

Available contribution source(s) for my Unforeseeable Emergency withdrawal:

- BTK1 EMPLOYEE BEFORE TAX
- EER1 EMPLOYEE ROLLOVER BEFORE TAX
- EER2 EMPLOYEE ROLLOVER MISCELLANOUS
- The amount distributed from the Plan is limited to that which is reasonable and necessary to meet the unforeseeable emergency need after all other financial means available to me are taken into consideration.
- Unless the Net Amount box has been selected, the amount I request will be a gross amount; that is, Income tax will be withheld from my requested amount.
- If I do not elect Federal Income Tax withholding or if the Federal or State Income Tax withheld from my withdrawal is insufficient, I may be responsible for payment of estimated tax. I may incur penalties under the estimated tax rules if my income tax withholding and estimated tax payments are not sufficient.

Section D: How do I want my withdrawal delivered?

- Once complete request is received in good order, delivery of payment is based on completion of the withdrawal process and the timing of approval.
- I must select a delivery option from the choices provided. If I do not make any selection, all transactions will be sent by United States Postal Service ("USPS") regular mail.
- Below is a description of each delivery option.

Check by USPS Regular Mail

- Estimated delivery time is up to 5 business days.
- No additional charge.

Check by Express Delivery

- Estimated delivery time is 1-2 business days.
- A non-refundable charge of up to \$30.00 will be deducted, in addition to any withdrawal fees.
- Available for delivery, Monday-Friday, with no signature required upon delivery.
- If the address is a P.O. Box, the check will be sent by USPS Priority Mail and estimated delivery time is 2-3 business days.
- Delivery is not guaranteed to all areas.

Electronic deposit (ACH) to the bank account on file

- I have an existing ACH that has been on file for at least fifteen (15) days and I wish to use it for this withdrawal request. If my ACH has not been established on my account for at least 15 days, a check will be sent to my address on file.

- Estimated delivery time is 2-3 business days.
- No additional charge.
- Not available for Direct Rollovers.

Important Information about electronic delivery

- If requested, your funds can be delivered electronically to your bank account through the Automated Clearing House (ACH) network. By choosing electronic delivery, you are authorizing us to deposit and withdraw funds to and from your account as necessary, including any adjustments that may be needed. Also, you are authorizing your bank to receive deposits and allow withdrawals, including adjustments, in the same manner.
- Your electronic deposit (ACH) banking information must have been previously submitted to us and verified for your protection; otherwise, we will send a check to your address on file.
- You authorize and direct your financial institution not to hold any overpayments on your behalf, or on behalf of your estate or any current or future joint account holder, if applicable.

Section E: Non-Resident Alien or Other Certification

- If I am a non-resident alien, I must complete the 'Non-Resident Alien or Other Certification' section on this form.
- The withholding rate applicable to my payment is the thirty percent (30%) unless a reduced rate applies because my country of residence has entered into a tax treaty with the U.S. and the treaty provides for reduced withholding rate or an exemption from withholding. In order to claim a treaty rate, I must complete the appropriate fields, tax treaty section, if applicable, and provide a U.S. Taxpayer Identification number. I may call 1-800-TAX-FORM (829-3676) or visit irs.gov for further information. If I need and as I see applicable, I will consult with my tax advisor to determine my appropriate tax withholding.

Section F: How will my income taxes be withheld?

- If I do not have sufficient Federal or State Income Tax withheld from the taxable amount of my withdrawal, I will be responsible for payment of estimated tax and/or may incur penalties under estimated tax rules.
- I have attached IRS Form W-4R and/or my State's Income Tax withholding form with my elections, if required. If these forms are required for my withdrawal, and are not submitted, Service Provider will withhold in accordance with applicable Federal and State regulations.
- If I need and as I see applicable, I will consult with my tax advisor to determine my appropriate tax withholding.

Federal Income Tax Withholding

- For your federal income tax withholding election, unless you elect out of withholding, or otherwise complete the IRS Form W-4R (please go to irs.gov and enter *Form W-4R* into the search bar or call 1-800-TAX-FORM (829-3676)), federal income tax will be withheld at a rate of 10%. If you choose to make an alternate income tax withholding election, then you must complete and attach Form W-4R to this Withdrawal Form.
- I understand that I am still liable for the payment of federal income tax on the taxable amount. I also understand that I may be subject to tax penalties under the estimated tax payment rules if my payments of estimated tax and withholding, if any, are not adequate.

Income Tax Withholding Applicable to Payments Delivered Outside the U.S.

- If I am a U.S. citizen or U.S. resident alien and my payment is to be delivered outside the U.S. or its possessions, I may not elect out of Federal Income Tax withholding from the taxable amount of my withdrawal.

Income Tax Withholding for a Non-U.S. Person

- If I am a non-resident alien, I must complete the 'Non-Resident Alien or Other Certification' section on this form.
- The withholding rate applicable to the taxable amount of my payment is thirty percent (30%) unless a reduced rate applies because my country of residence has entered into a tax treaty with the U.S. and the treaty provides for a reduced withholding rate or an exemption from withholding. In order to claim a treaty rate, I must complete the appropriate fields, tax treaty section, if applicable, and provide a U.S. Taxpayer Identification number. I may call 1-800-TAX-FORM (829-3676) or visit irs.gov for further information. If I need and as I see applicable, I will consult with my tax advisor to determine my appropriate tax withholding.

State Income Tax Withholding

- If applicable, I will attach my State's Income Tax withholding form to make tax elections when required. In the event these forms are required for my withdrawal and not submitted, Service Provider will withhold in accordance with applicable state regulations.
- If I live in the state that mandates State Income Tax withholding, State Income Tax will be withheld. If I wish to have additional State Income Tax withheld, I may elect so by entering a percentage or dollar amount on the line provided.
- Certain states allow an election for no State Income Tax withholding depending on the reason and type of withdrawal I have selected. For these states only, State Income Tax will be withheld unless I properly elect otherwise on the form.
- Certain states do not require mandatory withholding but allow to elect State Income Tax withholding depending on the reason and type of withdrawal I have selected. If I elect this, State Income Tax will be withheld based on a default rate/rules provided by the state of my residence. I may elect to have an additional State Income Tax withheld by entering a percentage or a dollar amount on the line provided.
- **For more information and applicable forms or documentation that may be required for my state, refer to the appropriate state tax authority.**

Section G: Signatures and Consent

- **Handwritten signatures are required on this form. Electronic signatures will not be accepted and will result in a significant delay.**

My Consent

- My signature and the date are required.
- I attest to receiving, reading, understanding and agreeing to all provisions of this Withdrawal Form Request and the Participant Unforeseeable Emergency Withdrawal Guide.

My Authorized Plan Administrator Signature

- My authorized Plan Administrator's signature is required in order for this Withdrawal Form to be processed.

Section H: Where should I send this form?

- Once I have completed this Withdrawal Form, including obtaining all signatures, I must forward it according to the instructions listed in this section.
- If I have elected to upload my documents, which includes the Withdrawal Form and Unforeseeable Emergency Withdrawal Application, I need to allow 2-4 hours for confirmation of receipt before I check on the status and confirm that all pages have been received.
- We will not accept hand delivered forms at Express Mail addresses.

Important Note

- Although every effort is made to keep the information in this Guide current, it is subject to change without notice. Federal, state, and local tax laws may be revised, and new Plan provisions may be adopted by the Plan. For the most up to date version of this Guide, please visit the website at empowermyretirement.com or call Client Service at 1-866-816-4400.
- Access to the Voice Response System or the website may be limited or unavailable during periods of peak demand, market volatility, systems upgrades, maintenance or for other reasons.
- For more information about available investment options, including fees and expenses, I may obtain applicable prospectuses and/or disclosure documents regarding Plan investments and fees available from my Plan administrator and/or Plan Service representative. Read them carefully before investing.