

# Premiere Select® Retirement Plan Distribution Request Form

## Customer Instructions, Terms and Conditions

The attached Premiere Select Retirement Plan Distribution Request Form ("form") should be used to request a distribution(s) from your Premiere Select Retirement Plan Account ("PSRP Participant Account") or Premiere Select Retirement Plan Beneficiary Distribution Account ("PSRP-BDA" together with PSRP Participant Account, "PSRP Account") or to change an existing periodic distribution plan. If you wish to request a distribution from more than one PSRP Account, you must complete a separate form for each PSRP Account.

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

Please read the attached special tax notice for more information on the tax consequences of certain plan distributions/payments.

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

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

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

For full distributions, a \$75 liquidation/termination fee and a final year annual maintenance fee, if applicable, as described in your Premiere Select Retirement Plan Account Application or in some other manner acceptable to the Trustee, if applicable, will be collected from the final distribution amount. If you request a distribution that will result in an account balance that is less than the amount of any fees due, which include the liquidation/termination fee and the annual maintenance fee, for a particular year, NFS may instead process a full distribution of your entire account balance and collect the applicable fees at that time. Please note that this could result in a payment amount that is less than the amount requested due to the payment of the applicable fees. In addition, your account may be closed.

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

- Write your account number in the boxes in the upper right-hand corner of the form.
- If changing/establishing a periodic distribution plan please check the appropriate box. If you are changing an existing periodic distribution plan that is one of multiple periodic distribution plans for the PSRP Account indicated on the form, please attach a letter of instructions identifying the specific plan you wish to change.

### 1 Retirement Plan Information

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

### 2 Participant/Beneficiary Information

Please complete this section as appropriate.

### 3 Reason for Distribution

Please indicate the reason for this distribution, choosing only one. Distributions from a PSRP Account are only permitted when a participant attains age 59½, separates from service, is disabled, if the plan is terminated, or due to death if the PSRP Account

is a beneficiary distribution account. If one of these triggering events does not occur, then the distribution cannot be processed. Distributions for any other reasons can result in plan disqualification.

If you are a participant and are under age 59½ and you request a distribution, your distribution will be taxed as ordinary income and may also be subject to a 10% early distribution penalty. Please consult your tax advisor for details.

If you wish to take death distributions from inherited Premiere Select Retirement Plan assets you must first transfer the assets to a PSRP-BDA, and then take the death distributions from the PSRP-BDA. If you wish to request a transfer pursuant to a divorce of the Premiere Select Retirement Plan participant, do not complete this form. Please contact your investment representative for additional instructions.

### 4 One-Time Distribution Instructions

Choose one of the 4 options listed.

**Option A. Partial Distribution in Cash** The distribution will be paid from the balance in your core money market mutual fund account. Please provide a specific gross dollar amount to be distributed and select one payment method in Section 8.

**Option B. Partial Distribution In-Kind\*** Please provide the security name(s) and share/unit amount(s) to be re-registered into your non-retirement brokerage account and provide the account number in Section 8A. If more space for investment information is needed, please list the information requested on the form along with your name, account number and Tax Identification/Social Security number on a separate sheet of paper, sign and date it and attach it to the form.

**Option C. Full Distribution\*** (Distribution of your entire PSRP Account balance) Please select the appropriate payment method(s) in Section 8. Distributions made in cash will be made from your core money market mutual fund account ("core account"). It is your responsibility to ensure there are sufficient funds available in the core account to process the distribution. For a full distribution, if there are insufficient funds available in the core account, the distribution may not be processed. If you are requesting all or a portion of your full distribution be made in kind, provide your non-retirement brokerage account number in Section 8A.

**Option D. Direct Rollover** Required Minimum Distributions, after tax contributions, and certain substantially equal periodic payments are not eligible for rollover.

- Plan participants – You can rollover an eligible rollover distribution from your PSRP participant account to an IRA (either a Premiere Select IRA or an IRA with another trustee/custodian), or you can rollover to another employer-sponsored retirement plan (either a Premiere Select Retirement Plan or a plan with another trustee/custodian).
- Spouse beneficiaries – You can rollover an eligible rollover distribution from your PSRP-BDA to your own IRA (either a Premiere Select IRA or an IRA with another trustee/custodian).
- Non-spouse beneficiaries – You can rollover an eligible rollover distribution from your PSRP-BDA to your inherited IRA (either a Premiere Select IRA Beneficiary Distribution Account ("IRA-BDA") or an inherited IRA with another trustee/custodian). Note: (1) All eligible non-spouse beneficiary rollovers must be transferred as a Direct Rollover from your PSRP-BDA to the trustee/custodian of your inherited IRA. (2) To be eligible to directly rollover to an inherited IRA, the non-spouse beneficiary must either be an individual or a qualified trust.

If the distribution is to be rolled over to a Premiere Select IRA/IRA-BDA, please provide your Premiere Select IRA/IRA-BDA account number, or attach an application to establish a new Premiere Select IRA/IRA-BDA. To roll over assets from your PSRP account to an IRA/IRA-BDA held by another custodian or to another employer-sponsored retirement plan, you must provide the name of the custodian or trustee, as applicable.

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

### 5 Periodic Distribution Instructions

Choose one of the 4 options listed.

**Option A. Fixed Amount per Period** Specify the dollar amount to be distributed each period.

**Option B. Fixed Period** Indicate the number of years over which you wish to deplete your PSRP Account. The amount of each payment will be calculated by dividing the total PSRP Account balance by the remaining number of payments. For PSRP

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Participant Accounts, each payment will be calculated based on the total balance of your account up to four days before the distribution is scheduled. For PSRP-BDA, each payment will be calculated based on your prior year end total balance.

**Option C. Required Minimum Distribution (RMD)** – (Not available to PSRP-BDAs) Your RMD, including a first year RMD that is being deferred to April 1 of this year (if applicable), will be calculated using either the uniform distribution table or the joint life expectancy table (for spousal exceptions only – see below), as applicable.

**RMD Spousal Exception:** You may elect the spousal exception if your sole designated beneficiary for the entire distribution calendar year is your spouse who is more than 10 years younger than you. If you elect the spousal exception, your RMD will be calculated based on your and your spouse's joint life expectancies. **Important:** If the beneficiary designation on file with NFS indicates that you do not qualify for the spousal exception, your RMD will be calculated using the uniform distribution table.

If you wish to include last year's 12/31 market value of an outstanding rollover, transfer, or recharacterization in the RMD calculation, please provide the amount.

### Notes:

- RMD calculations will only include your PSRP Participant Account indicated on the form. If you maintain more than one PSRP Participant Account and/or retirement plan accounts at other institutions, you are required to calculate and satisfy your RMD for each account separately.
- If you are establishing your periodic distribution plan mid-year, your entire RMD for the current year will be paid out evenly over the remaining number of scheduled payments in the year.
- If you would like your distribution amount adjusted for distributions already taken within the applicable distribution year, you must notify NFS in writing of the date(s) and the distribution amount(s) already taken.
- If you change your beneficiary designation at any time during the year by submitting a properly completed Premiere Select Retirement Plan Beneficiary Designation Form, you must inform NFS of the change, including the impact of such change to the requested RMD calculations by submitting another properly completed Premiere Select Retirement Plan Distribution Request Form and your RMD amount may increase or decrease. If you fail to instruct NFS as to the impact of any beneficiary change, subsequent distributions in your payout plan may not satisfy your RMD requirements. Consult with your tax advisor to determine how a beneficiary change may affect your RMD amount.

**Option D. Life Expectancy Distributions** – (For PSRP-BDAs ONLY) – Life expectancy distributions from a PSRP-BDA are not an RMD calculation service. If you are establishing a periodic distribution plan to satisfy your RMD, please consult with your tax advisor to ensure that the plan you establish, including the life expectancy information you provide, is applicable to your specific situation and satisfies your RMD requirements. If you do not indicate the life expectancy to be used to calculate the distribution, your distribution will be calculated based on your single life expectancy. If you choose to have your payments based on another individual's life expectancy, you must provide that individual's date of birth. Additional paperwork may be required; please check with your investment representative.

If you are a spouse beneficiary, the annual payment amount will be calculated based on your single life expectancy based on your age in each distribution calendar year. If you are a non-spouse beneficiary the annual payment will be calculated based on your current single life expectancy, which will be reduced by one year for each remaining calendar year distribution.

Distributions will be paid in equal installments in accordance with the payment frequency selected in Section 6.

## 6 Frequency of Periodic Distribution Payments

- Periodic distributions will not be permitted more often than once per month.
- Your periodic distribution plan will be activated in accordance with your instructions approximately seven (7) business days after this form is received in good order, by the Trustee. Please keep this in mind when providing the beginning date.
- The beginning date cannot be greater than one year from the date of receipt of this distribution request by the Trustee. If no beginning date is provided, payment(s) will begin on the payment date following approximately seven (7) business days after the form is received, in good order, by the Trustee.
- If no payment frequency is provided, payment(s) will be made annually in December.
- The payment day must be the same day for each payment period. If no payment date is provided, payment(s) will be made on the 20th day of the month(s).
- Periodic distribution payments scheduled to be paid out in December may result in your distribution being processed prior to the date selected to help ensure that your distribution is processed prior to year end.

## 7 Funding Your Periodic Distributions

Your periodic distribution payments will be made based on the funding instructions you provide in this section of the form. If you do not select either option A, B, or C, then payments will be made by liquidating assets from your core money market mutual fund only (option A). If more space for investment information is needed, please list the information requested along with your name, account number and Social Security/Tax Identification number on a separate sheet of paper, sign and date it and attach it to the form.

- Periodic distributions can be made from money market mutual fund and certain other mutual fund positions only (check the fund's prospectus to see if systematic withdrawals or periodic distributions are permitted); any other securities/positions in your PSRP Account cannot be used to directly fund your periodic distribution plan.
- NFS will place liquidating trades for the requested dollar amount of the scheduled distribution. Trades will be placed up to four business days prior to the scheduled date of distribution to allow for trade settlement.
- Back-end loads, redemption fees or transaction fees may result in insufficient funds to process the requested distribution.
- Certain mutual funds may be closed to new investors. If one of these funds is subject to your distribution instructions, please be aware that your position could be fully liquidated, and this would prohibit you from future investments in the fund.

### Contingent Funding Options

You may select a contingent funding option to be used if there are insufficient funds available in one or more of the money market mutual funds and/or other mutual funds selected in the Funding Options Section. If you do not select either option A or B, then your contingent funding option will be to distribute from your core money market mutual fund only.

**A. Any money market mutual fund position** – By checking this box, if there are insufficient funds in your core money market mutual fund, you are instructing the Trustee to make the distribution by liquidating assets from your other money market mutual fund positions in the same PSRP Account, beginning with the money market mutual fund position with the lowest balance.

**B. Any money market and then other mutual fund positions** – By checking this box, if there are insufficient funds in your core money market mutual fund, you are instructing the Trustee to make the distribution by liquidating assets from your other money market mutual fund positions in the same PSRP Account, beginning with the money market mutual fund position with the lowest balance. If there are insufficient funds in your other money market mutual fund positions, you are instructing the Trustee to make the distribution by liquidating assets from your other mutual fund positions in the same PSRP Account, beginning with the mutual fund position with the lowest balance.

If two eligible positions have identical balances, the liquidation will be made from the fund with the lowest CUSIP number.

**Important Note:** Distributions made in cash will be paid from the balance of your core account. It is your responsibility to ensure there are sufficient funds available in the core account to process the distribution(s). If there are insufficient funds available to process the distribution(s) in accordance with the Funding Options and/or Contingent Funding Options you choose, National Financial Services LLC ("NFS") will generally attempt to process your requested distribution each day for the next 15 business days. Generally, if there are insufficient funds available by the expiration of that 15 business day period, the requested monetary distribution for that period will not be processed.

## 8 Payment Method

You must complete this section for either a One-Time cash distribution (partial or full) or for Periodic distributions.

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

**A. Cash and/or In-Kind Distribution to your Non-Retirement Brokerage Account** If you want cash and/or securities distributed to your new or existing non-retirement brokerage account, please check this box and provide your account number. An application must be completed to establish a new non-retirement brokerage account.

**B. Mailed to your Address of Record** Checks will be mailed to the mailing address of record on your PSRP Account.

**C. Paid and/or Mailed to an Alternate Address** If you want checks paid to a payee other than the PSRP Account owner and/or mailed to an address other than the mailing address of record, check this box and provide complete alternative payee and/or alternative address information.

If you wish to have your distribution check mailed to you via overnight delivery (ONLY available for One-Time distributions using payment method B or C), please provide the carrier's name and the billing number. If this information is not provided or is not in good order, your check will be sent via regular mail.

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**D. Directly Deposited to your Bank or Credit Union Account, Using Electronic Funds Transfer (EFT)** If you would like the distribution(s) to be deposited directly to your bank or credit union account via EFT you must have EFT instructions on your account. If your account is not currently set up for EFT, please note that it will take up to 14 days to establish EFT instructions. To add EFT instructions, complete the **Bank Information** section or attach a voided check. Once EFT is established, please allow 2-3 days after the date the distribution is processed for funds to reach your bank or credit union. In order to send your distribution via EFT the recipient bank must be a member of the Automated Clearing House.

**E. Wire to your Bank Account (For one-time distributions ONLY)** To request a distribution to be paid by wire, check this box and complete the **Bank Information** section or attach a voided check. In order to send your distribution via wire, the recipient institution must be a member of the Federal Reserve System.

A wire processing fee of \$15 will be deducted from the distribution amount indicated on this form and will affect your reported distribution amount. For example, if you request a distribution of \$1,000, both the distribution amount wired to your bank account and the distribution amount reported on IRS Form 1099-R will be \$985. Your bank may also charge a fee for receipt.

### 9 Notice of Withholding – Please read carefully before completing this section of the form.

NOTE: Withholding does not apply to Direct Rollovers.

**20% Withholding** — IRS regulations require us to withhold federal income tax at the rate of 20% from your Premiere Select Retirement Plan distribution(s) that is (are) eligible to be rolled over if the distribution(s) is (are) not directly rolled over to another eligible retirement plan or to an IRA. Generally, distributions that are not subject to this withholding include: distributions of certain substantially equal periodic payments made over ten or more years and Required Minimum Distributions. Please refer to the Special Tax Notice for additional information.

**10% or Wage Table Withholding** — If the distribution is not considered an eligible rollover distribution, the mandatory 20% withholding does not apply. Instead, your distributions are subject to federal income tax withholding at a rate of 10% for one-time distributions and at a rate based on IRS wage tables for periodic distributions unless you elect not to have withholding apply. Withholding will apply to the gross amount of each distribution, even if you have made non-deductible contributions. Moreover, failure to provide a U.S. residential address will result in 10% withholding on the distribution proceeds even if you have elected not to have tax withheld (an IRS requirement). A Post Office Box does not qualify as a residential address.

If federal income tax is withheld from your distribution, state income taxes may also be withheld. Your state of residence will determine your state income tax withholding requirements, if any. Your state of residence is determined by your legal address of record provided for your Premiere Select Retirement Plan account.

**Residents of AR, IA, KS, MA, ME, NE, OK, PR<sup>1</sup>, VA and VT:** If federal income tax is withheld, state income tax of at least your state's minimum requirements must be withheld in addition to federal income tax withholding at the time of your distribution. If you elect out of federal income tax withholding, state income tax will not be withheld unless you indicate otherwise.

<sup>1</sup>Applicable to residents of PR taking Periodic Distributions ONLY. If you are a resident of PR and are taking a One-Time Distribution please see **Residents of all other states and the District of Columbia** below.

**Residents of CA, DE, GA<sup>2</sup>, NC and OR:** If federal income tax is withheld, state income tax of at least your state's minimum requirements must be withheld in addition to federal income tax withholding at the time of your distribution unless you elect not to have state income taxes withheld.

<sup>2</sup>Applicable to residents of GA taking Periodic Distributions ONLY. If you are a resident of GA and are taking a One-Time Distribution please see **Residents of all other states and the District of Columbia** below.

**Residents of AK, FL, HI, MS, NH, NV, SD, TN, TX, WA or WY:** State income tax withholding is not available on your Premiere Select Retirement Plan distributions. Please consult your tax advisor, state agency, or investment representative for more information.

**IMPORTANT:** State tax withholding rules can change and the rules cited above may not reflect the current ruling of your state. Please consult with your investment representative to obtain the most up-to-date information pertaining to your state.

**Residents of all other states<sup>3</sup> and the District of Columbia other than those noted above:** You are not subject to mandatory state income tax withholding; however, you may elect voluntary state income tax withholding in a percentage. If you elect to have state income taxes withheld and your state provides a minimum amount or percentage for withholding, you must elect a percentage that is not less than your state's minimum withholding requirements. If the percentage you elect for withholding is less than your state's minimum withholding requirements, your state's minimum amount or percentage will be withheld.

<sup>3</sup>Includes residents of GA and PR taking One-Time Distributions.

Whether or not you elect to have federal, and if applicable, state income tax withheld, you are still responsible for the full payment of federal income tax, any state tax or local taxes, and any penalties which may apply to your distribution(s). Whether or not you elect to have withholding apply (by indicating so on the distribution request form), you may be responsible for payment of estimated taxes. You may incur penalties under the IRS and applicable state tax rules if your estimated tax payments are not sufficient.

If you are not a U.S. person (including a U.S. resident alien), you must submit IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, with this distribution request form to claim tax treaty benefits, if applicable. To obtain Form W-8BEN, please consult your tax advisor or go to the IRS Web site at <http://www.irs.gov>.

### 10 Signature

Section 10 must be signed by both the Participant or Beneficiary, as applicable, and the Plan Administrator.

Before signing the **distribution request form**, please carefully read all sections of the **Premiere Select Retirement Plan Distribution Request Form** and attached **Customer Instructions, Terms and Conditions**. This distribution form is part of a legal agreement between you and NFS and by signing Section 10, you are agreeing to be bound by the terms and conditions contained in the above-mentioned documents. Please also print the current date neatly in block letters in the space provided.

**Please note:** Your signature must be guaranteed for a distribution amount of \$100,000 or more, (i) if your distribution is being made using Electronic Funds Transfer, (ii) if you have requested a distribution to be sent to an address other than the one on record, (iii) if you have requested a distribution to be paid to an alternate payee, or (iv) if your distribution is to be deposited into a non-retirement brokerage account that is registered other than in your name only. Please see below for a definition of eligible Signature Guarantors.

A signature guarantee may be executed by any "eligible guarantor." Eligible guarantors include Commercial Banks, Trust Companies, Savings Associations and Credit Unions as defined by the Federal Deposit Insurance Act. Also included are member firms of a domestic stock exchange. You should verify with the institution that they are an acceptable (eligible) guarantor prior to signing. A guarantee from a Notary Public is not acceptable.

### 11 Spousal Consent – For PSRP Participant Accounts Only

Distributions to married participants from all Money Purchase Pension Plans and certain Profit Sharing Plans must be made in the form of a Qualified Joint and Survivor Annuity unless your spouse waives the right by providing spousal consent in Section 11. Please note: The spouse's signature must be notarized. Please refer to Article 8 of the Premiere Select Retirement Plan and Trust for details. A participant may waive a qualified joint and survivor annuity contract, and a spouse may consent to such waiver, provided it is within 90 days before the first plan distribution.



Account Number -

**D. Direct Rollover** (Select one option below)

In-Kind Direct Rollover of my entire account balance to my Premiere Select IRA (for participants or spouse beneficiaries ONLY), or my Premiere Select IRA-BDA (for non-spouse beneficiaries ONLY), as applicable;

Account Number -

In-Kind Direct Rollover of my entire account balance to my Premiere Select Retirement Plan (for participants ONLY);

Account Number -

Direct Rollover in Cash of the entire account balance to my IRA (for participants or spouse beneficiaries ONLY), or my employer-sponsored retirement plan (for participants ONLY), or my inherited IRA (for non-spouse beneficiaries ONLY) held by an outside Custodian/Trustee as follows:

Type of Plan:  IRA  Employer-Sponsored Retirement Plan  Inherited IRA

Name of Trustee/Custodian

Plan Account Number

Attention

Street Address

City  State  Zip Code

Trustee/Custodian Telephone Number --

**5 Periodic Distribution Instructions – Choose One:**

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

**A. Fixed Amount per Period.** \$ .

**B. Fixed Period** Please deplete the entire balance of my account over  years

**C. Required Minimum Distribution (RMD)** – Not available to PSRP-BDAs  RMD Spousal Exception

Include last year's 12/31 market value of an outstanding rollover, transfer, or recharacterization amount of

\$ .

I am deferring (check one)  last year's RMD until Jan 1 - Apr 1 of this year, or  this year's RMD until Jan 1 - Apr 1 of

next year; please calculate and distribute my first year RMD on -- (Jan 1 - Apr 1 only)

Account Number -

D. Life Expectancy Distribution from my PSRP-BDA – Check life expectancy to be used below.

My single life expectancy  Another individual's life expectancy; date of birth is --

## 6 Frequency of Periodic Distribution Payments

Beginning Date -- Day of Month

Frequency:  Monthly OR

Other; on the following months:  January  February  March  April  May

June  July  August  September  October  November  December

## 7 Funding Your Periodic Distributions – Choose One:

A. Please make payments by liquidating from my core money market mutual fund only.

B. Please make payments by liquidating from all my money market mutual funds and other mutual funds proportionately.

C. Please make payments by liquidating from the money market mutual funds and/or other mutual funds listed below according to the following percentage amounts (percentages must equal 100%; do not use fractional percentages or dollar amounts):

Investment Name	<input type="text"/>	CUSIP or Symbol	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Percentage Amount	<input type="text"/> <input type="text"/> <input type="text"/>
Investment Name	<input type="text"/>	CUSIP or Symbol	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Percentage Amount	<input type="text"/> <input type="text"/> <input type="text"/>
Investment Name	<input type="text"/>	CUSIP or Symbol	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Percentage Amount	<input type="text"/> <input type="text"/> <input type="text"/>

Must Equal 100%

**Contingent Funding Options – Choose One:**

A. Any money market mutual fund position  B. Any money market mutual fund and then other mutual fund positions

## 8 Payment Method – Choose One:

Do not complete this section if you are requesting a Direct Rollover One-Time distribution in Section 4.D.

A. Cash and/or In-Kind distribution(s) to my non-retirement brokerage account number: -  
(Signature Guarantee required in Section 10 for distribution amounts of \$100,000 or more if the non-retirement brokerage account is registered other than in your name only).

B. Check(s) mailed to my address of record.\*

Account Number    -

C. Check(s) paid and/or mailed to an alternate payee and/or address (Signature Guarantee required in Section 10 for distribution amounts of \$100,000 or more).\*

Alternate Payee Name, if applicable

Street Address

City  State  Zip Code    -

\*Distribution check will be sent via regular mail unless you provide accurate overnight delivery instructions below.

Send my check to me via overnight delivery Carrier Name  Billing Number

(ONLY for ONE-TIME Distributions using Payment Methods B or C)

Carrier Address (required for UPS only)

D. **Directly deposited to my bank or credit union account, using Electronic Funds Transfer (EFT)** (Signature Guarantee required in Section 10 for distribution amounts of \$100,000 or more). If you do not already have EFT instructions in your account, please provide your Bank Information below or attach a voided check.

E. **Wired to my bank account** Please provide your Bank Information below or attach a voided check. (Signature Guarantee required in Section 10 for distribution amounts of \$100,000 or more). A wire fee of \$15.00 will be deducted from your distribution amount. See the Instructions, Terms and Conditions for additional information.

**Bank Information** - For wires, please verify the appropriate wire instructions with your bank.

Type of Account :  Checking  Savings (non-passbook)  NOW/MMDA

Bank Name

Your Bank's Routing Number          Your Bank Account Number

Your Name as it Appears on Your Bank Account

**9 Withholding Election** – Please read the **Customer Instructions, Terms and Conditions** carefully before completing this section.

**Note:** If you are not a U.S. person (including a U.S. resident alien) **DO NOT** complete this Section.

If you are requesting a Direct Rollover of your PSRP Account, do not complete this section as withholding will not apply to this distribution.

Indicate your withholding election below. If you are requesting a one-time distribution, this withholding election will apply to this distribution only. If you are requesting periodic distributions, your withholding election will apply to each payment in the series until a change to your withholding election is received and accepted by NFS. You may change your election for any subsequent distribution(s) by simply completing another Premiere Select Retirement Plan Distribution Request Form and submitting it to your investment representative.

**Federal Income Tax Withholding – Choose One** To the extent the distribution is not subject to 20% mandatory federal withholding, if you do not make an election below, federal income tax will be withheld from a one-time distribution (excluding Direct Rollovers) at a rate of 10% or from periodic distributions at the appropriate rate based on IRS wage tables.

I **DO NOT** want to have federal income tax withheld from my Premiere Select Retirement Plan distribution(s).

I **want** to have federal income tax withheld from my Premiere Select Retirement Plan distribution(s) at the rate of:   %

(insert whole percentage). For a one-time distribution, if you select a percentage of less than 10%, we will withhold 10%. For periodic distributions, if you select a percentage that is less than the appropriate IRS wage table rate, we will withhold at the IRS wage table rate.

Account Number -

**State Income Tax Withholding**

Do not complete this section if you are a resident of AK, FL, HI, MS, NH, NV, SD, TN, TX, WA, or WY.

Your state of residence will determine your state income tax withholding requirements, if any. Your state of residence is determined by your legal address of record provided for your Premiere Select Retirement Plan account. If federal withholding is applied, state income tax may also be required, regardless of your election. Please see information in the Notice of Withholding section of the **Customer Instructions, Terms and Conditions** for your state's rules.

**I DO NOT** want state income tax withheld. (For residents of CA, DE, GA<sup>1</sup>, NC and OR you must check this box if federal income taxes are withheld and you do not want state income taxes withheld.)

<sup>1</sup>Applies to Periodic Distributions ONLY.

**I want** to have state income taxes withheld from my Premiere Select Retirement Plan distribution(s) in accordance with the minimum amount or percentage, if any, as determined by the requirements of my state of residence. Note: If your state does not provide a minimum amount or percentage for withholding and you do not provide a percentage below, state income taxes will not be withheld from your distributions.

**I want** to have  % (insert whole percentage) withheld from my Premiere Select Retirement Plan distribution(s) for state income taxes.

**Note: If you elect to have state income taxes withheld from your PSRP Account distribution(s) in a percentage that is less than your state's minimum withholding requirements, your state's minimum amount or percentage will be withheld.**

**10 Signature**

Please check to make sure you have completed all appropriate sections of this form, then sign and date below. The Plan Administrator must always sign distribution requests.

I/We hereby certify that this distribution is being made pursuant to the Premiere Select Retirement Plan and Trust Agreement. I have carefully read and fully understand and agree to comply with the **Customer Instructions, Terms and Conditions** including the Notice of Withholding attached to this **Premiere Select Retirement Plan Distribution Request Form**.

I hereby certify that the information supplied on the Premiere Select Retirement Plan Distribution Request Form is complete and accurate. I also certify that (i) I understand the distribution choices applicable to me (or, if I am acting on behalf of a beneficiary, the beneficiary for whom this distribution is directed), and (ii) I have elected a distribution option consistent with my status (or the beneficiary's status on whose behalf I am acting).

I hereby certify under penalties of perjury that if I am a U.S. person (including a U.S. resident alien) the number shown in Section 2 of this form is my correct taxpayer identification (or Social Security) number. If I am not a U.S. person (including a U.S. resident alien), I have attached IRS Form W-8BEN with this **Premiere Select Retirement Plan Distribution Request Form** and included my U.S. taxpayer identification (or Social Security) number in order to claim tax treaty benefits, if applicable. I also acknowledge the receipt of the special tax notice regarding the mandatory 20% federal income tax withholding.

I indemnify the Trustee of my PSRP Account and NFS and their agent(s), successors, affiliates, and employees from any liability in the event that I fail to meet the IRS requirements regarding distributions from my Premiere Select Retirement Plan Account or Retirement Plan Beneficiary Distribution Account, as applicable.

PSRP Account Owner/Authorized Signator Signature

Date (required)

Plan Administrator's Signature

Date (required)

Signature Guarantee Stamp

**11 Spousal Consent – For PSRP Participant Accounts ONLY**

I hereby consent to the form of distribution indicated on this form. I understand that I am giving up my right to receive a payment benefit that would otherwise be payable to me.

Spouse's Signature

Date

Notary's Signature

Date

Notary Stamp

# SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

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This notice explains how you can continue to defer federal income tax on your retirement savings or retirement Plan benefits in the Premiere Select Retirement Plan (the "Plan") and contains important information you will need before you decide how to receive your Plan benefits. All references to a "section" are references to sections of the U.S. Internal Revenue Code (title 26 of the United States Code).

This notice is provided to you at the request of the Plan Administrator because all or part of the payment that you will soon receive from the Plan may be eligible for rollover by you or your Plan Administrator to a traditional IRA, a Roth 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. If you have made designated Roth contributions to the Plan, you may rollover your designated Roth account to a Roth IRA or, via a direct rollover, to an eligible employer plan that accepts Roth rollovers; otherwise, your payment cannot be rolled over to a Roth IRA (prior to January 1, 2008), a SIMPLE IRA, or a Coverdell Education Savings Account (formerly known as an education IRA). An "eligible employer plan" includes a plan qualified under section 401(a), 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 or designated Roth contributions and any earnings thereon. 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 your distribution includes designated Roth contributions, you may wish to roll the portion of the distribution that came from a designated Roth account into a Roth IRA. If an employer plan 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 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 and/or Roth IRA that you establish or to an eligible employer plan that will accept it and hold it for your benefit ("DIRECT ROLLOVER"); or
- (2) The payment can be PAID TO YOU.

If you choose a DIRECT ROLLOVER:

- Your payment will not be taxed in the current year and no income tax will be withheld.
- You choose whether your payment will be made directly to your IRA or to an eligible employer plan that accepts your rollover. Your payment cannot be rolled over to a SIMPLE IRA or a Coverdell Education Savings Account.
- The taxable portion of your payment will be taxed later when you take it out of the IRA or the eligible employer plan. Depending on the type of plan, the later distribution may be subject to different tax treatment than it would be if you received a taxable distribution from this Plan. If you roll over a payment from your designated Roth account to either a Roth IRA, or an eligible employer plan, you may be able to take a tax free distribution provided certain requirements are met.

If you choose to have a Plan payment that is eligible for rollover PAID TO YOU:

- You will receive only 80% of the taxable amount of the payment, because the Plan Administrator is required to withhold 20% of that amount and send it to the IRS as income tax withholding to be credited against your taxes.
- The taxable amount of your payment will be taxed in the current year unless you roll it over. Under limited circumstances, you may be able to use special tax rules that could reduce the tax you owe. However, if you receive the payment before age 59½, you may have to pay an additional 10% tax.
- You can roll over all or part of the payment by paying it to your IRA or to an eligible employer plan that accepts your rollover within 60 days after you receive the payment. The amount rolled over will not be taxed until you take it out of the IRA or the eligible employer plan; however, see the description below regarding the taxation of Qualified Distributions from a designated Roth account.
- If you want to roll over 100% of the payment to an IRA or an eligible employer plan, *you must find other money to replace the 20% of the taxable portion that was withheld*. If you roll over only the 80% that you received, you will be taxed on the 20% that was withheld and that is not rolled over.

**Your Right to Waive the 30-Day Notice Period.** Generally, neither a direct rollover nor a payment can be made from the plan until at least 30 days after your receipt of this notice. Thus, after receiving this notice, you have at least 30 days to consider whether or not to have your withdrawal directly rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your withdrawal will then be processed in accordance with your election as soon as practical after it is received by the Plan Administrator.

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### I PAYMENTS THAT CAN AND CANNOT BE ROLLED OVER

Payments from the Plan may be "eligible rollover distributions." This means that the opportunity exists to rollover certain payments to a traditional IRA, Roth IRA, or to an eligible employer plan that accepts rollovers. Payments from a plan may not be rolled over to a SIMPLE IRA, or a Coverdell Education Savings Account. Before January 1, 2008, only amounts attributable to a designated Roth account are eligible for rollover to a Roth IRA. Your Plan Administrator should be able to tell you what portion of your payment is an eligible rollover distribution.

**Designated Roth accounts.** If you have made designated Roth contributions to the Plan, these contributions and their earnings ("designated Roth account") may be rolled over to a Roth IRA or rolled directly to an eligible employer plan that accepts such rollovers.

The following rules apply:

- a) *Rollover into a Roth IRA.* You can roll over your designated Roth account either directly or indirectly to a Roth IRA. If you roll over your designated Roth account to a Roth IRA, the 5-taxable-year period for that designated Roth account will not carryover to the Roth IRA. Once you rollover your designated Roth account to a Roth IRA, those amounts CANNOT later be rolled over to an employer plan. If you rollover your designated Roth account to a Roth IRA, it is your responsibility to track and report to the Internal Revenue Service the amount of designated Roth contributions via applicable IRS reporting forms. This will enable you to determine and document the nontaxable amount of future distributions.
- b) *Rollover into an eligible employer plan.* For this purpose, an eligible employer plan is a plan qualified under section 401(a), a section 403(a) annuity plan, or a section 403(b) tax-sheltered annuity, provided the receiving plan provides separate accounting for the amounts rolled over, including separate accounting for the designated Roth contributions and any earnings thereon. You CANNOT roll over designated Roth contributions to a governmental 457 plan. If you intend to roll over your designated Roth account to an employer plan that accepts these rollovers, you CANNOT have the designated Roth account paid to you first (an indirect or 60-day rollover); instead, you must instruct the Plan Administrator to make a direct rollover on your behalf. Also, as indicated in (a) above, you CANNOT roll over your designated Roth account to a Roth IRA and then subsequently roll that amount into an employer plan. Beginning January 1, 2007, you may rollover designated Roth accounts between your 401(a) and 403(b) plans, provided separate accounting for the designated Roth account is done in the receiving plan.

To help ensure the proper tax treatment of your designated Roth account, your Plan Administrator must provide the plan administrator of the recipient plan with either (i) a statement indicating the first year of the 5-taxable-year period of the designated Roth account, as well as the amount of basis, or (ii) a statement that the distribution is a qualified distribution. The statement must be provided within a reasonable period but no later than 30 days following the direct rollover or your request.

**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:

- a) *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.

If you roll over after-tax contributions to a traditional IRA, it is your responsibility to keep track of, and report to the Internal Revenue 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 later be rolled over to an employer plan.

- b) *Rollover into an Employer Plan.* You can roll over after-tax contributions from an employer plan that is qualified under section 401(a), a section 403(a) annuity plan, or, beginning January 1, 2007, a 403(b) 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. 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 these 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 that will last for:

- your lifetime (or a period measured by your life expectancy), or
- your lifetime and your beneficiary's lifetime (or a period measured by your joint life expectancies), or
- a period of 10 years or more.

**Required Minimum Payments.** Beginning when you reach age 70½ or retire, whichever 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. Special rules apply if you own more than 5% of your employer.

**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.

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



## Direct Rollover

A DIRECT ROLLOVER is a direct payment of an amount of your Plan benefits to an 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 in Part I 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 IRA or eligible employer plan, except with regard to amounts other than your designated Roth account which are directly rolled over to a Roth IRA (as available beginning on January 1, 2008). 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 your distributions for the year are less than \$200.

**DIRECT ROLLOVER to a Traditional or Roth IRA.** You can open a traditional IRA to receive the direct rollover of amounts other than a designated Roth account. You can open a Roth IRA to receive the direct rollover of any designated Roth account. If you choose to have your payment made directly to a traditional or Roth 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 or Roth IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish an IRA to receive the payment. However, in choosing an IRA, you may wish to make sure that the IRA you choose will allow you to move all or a part of your payment to another IRA at a later date, without penalties or other limitations. See IRS Publication 590, Individual Retirement Arrangements, for more information on IRAs (including limits on how often you can roll over between IRAs). Also, beginning on January 1, 2008, you may directly roll over amounts other than your designated Roth account to a Roth IRA with similar tax consequences as converting a traditional IRA to a Roth IRA (please consult with a tax professional before initiating such a rollover).

**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 plan 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 an IRA as described above. 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, Roth IRA, or an eligible employer plan that will accept it, and it is paid in a series of payments for less than 10 years or is not a series of payments as described in Part I, 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 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 an IRA in a DIRECT ROLLOVER, your benefit will no longer be eligible for that special treatment. See the information below entitled "Additional 10% Tax if You Are under Age 59½" and "Special Tax Treatment if You Were Born before January 1, 1936."



## Payment Paid to You

If your payment can be rolled over (see Part I above) 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 an 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 under Part I above and you do not elect to make a DIRECT ROLLOVER, the Plan is required by law to withhold 20% of the taxable amount. This amount is sent to the IRS as federal income tax withholding. For example, if you can roll over 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 must report the full \$10,000 as a taxable payment from the Plan. You must report the \$2,000 as tax withheld, and it will be credited against any income tax you owe for the year.

**Voluntary Withholding.** If any portion of your payment is taxable but cannot be rolled over under Part I above, 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, an amount 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 under Part I above, you can still decide to roll over all or part of it to an IRA or to an eligible employer plan that accepts rollovers. If you decide to roll over, *you must contribute the amount of the payment you received to an IRA or, with the exception of a distribution of after-tax amounts or designated Roth accounts, to an 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, Roth IRA, or the eligible employer plan.

You can roll over up to 100% of your payment that can be rolled over under Part I above, including an amount equal to the 20% of the taxable portion that was withheld. If you choose to roll over 100%, you must find other money within the 60-day period to contribute to the 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 received, you will be taxed on the 20% that was withheld.

**Example:** The taxable portion of your payment that can be rolled over under Part I above 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 an eligible employer plan. 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 an 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 a refund 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 (1) payments that are paid after you separate from service with your employer during or after the year you reach age 55 (for qualified public safety employees in governmental plans, the year you reach age 50), (2) payments that are paid because you retire due to disability, (3) payments that are paid as equal (or almost equal) payments over your life or life expectancy (or your and your beneficiary's lives or life expectancies), (4) dividends paid with respect to stock by an employee stock ownership plan (ESOP) as described in Code section 404(k), (5) payments that are paid directly to the government to satisfy a federal tax levy, (6) payments that are paid to an alternate payee under a qualified domestic relations order, (7) payments that do not exceed the amount of your deductible medical expenses or (8) qualified reservist distributions. 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 age 59½, unless one of the exceptions applies.

**Qualified Distributions from a designated Roth account.** Distributions from a designated Roth account which are made on or after the later of the date in which you attain age 59½, die or become disabled AND after the completion of the 5-taxable-year period are not included in your income for Federal tax purposes. The 5-taxable-year period begins on the first day of the first taxable year in which you first made a designated Roth deferral to the plan or, if applicable, a prior plan. Note: generally, each plan in which you participate will have a separately determined 5-taxable-year period.

**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(a) annuity plan that can be rolled over under Part I and you do not roll it over to a traditional IRA or an eligible employer plan, the payment will be taxed in the year you receive it. However, if the payment 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 after you have reached age 59½ or because you have separated from service with your employer (or, in the case of a self-employed individual, after 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 five 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). Ten-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, and you were a participant in the Plan before 1974, you may elect to have the part of your payment that is attributable to your pre-1974 participation in the Plan 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, a governmental 457 plan, 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 your payment to an IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, you will not be able to use special tax treatment for later payments from that IRA, plan, or annuity. Also, if you roll over only a portion of your payment to an IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, this special tax treatment is not available for the rest of the payment. See IRS Form 4972 for additional information on lump sum distributions and how you elect the special tax treatment.

## 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 a 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 an 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 an IRA or to an eligible employer plan. Thus, you have the same choices as the employee.

If you are a beneficiary other than a surviving spouse, you may choose a direct rollover to an IRA which will be treated as an "inherited IRA." You cannot roll over the payment yourself. You must instruct the Plan Administrator of the distributing plan to make a direct rollover to an "inherited IRA" that you have established on your behalf. You will be required to receive annual payments from the IRA in accordance with IRS regulations. See IRS Publication 590, Individual Retirement Arrangements, for more information. If you are a designated beneficiary other than a surviving spouse and you do not choose a direct rollover to an IRA, the taxable portion of your payment will be taxed in the current year and federal income tax will be withheld to the extent required.

If you are a surviving spouse, an alternate payee, or another beneficiary, your payment is generally not subject to the additional 10% tax described in Part III above, even if you are younger than age 59½.

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 payments that include employer stock, as described in Part III above. 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.

#### HOW TO OBTAIN ADDITIONAL INFORMATION

This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. In particular, additional guidance regarding rolling over assets from designated Roth accounts in plans is expected from the IRS. Therefore, you may want to consult with the Plan Administrator or a professional tax advisor before you take a payment of your benefits from your Plan. Also, you can find more specific information on the tax treatment of payments from qualified employer 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](http://www.irs.gov), or by calling 1-800-TAX-FORMS.