

## SPECIAL TAX NOTICE REGARDING 403(b) AND 401 PAYMENTS

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

This notice is provided to you because all or part of the payment that you receive from your plan may be eligible for rollover by you or the plan to a traditional IRA or an eligible employer plan. A rollover is a payment by you or the plan of all or part of your benefit to another plan or IRA that allows you to continue to postpone taxation of that benefit until it is paid to you. Your payment cannot be rolled over to a Roth IRA, 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) of the Internal Revenue Code, including a 401(k) plan, profit-sharing plan, defined benefit plan, stock bonus plan, and money purchase plan; a section 403(a) annuity plan; a section 403(b) tax-sheltered annuity; and an eligible section 457(b) plan maintained by a governmental employer (governmental 457 plan).

An eligible employer plan is not legally required to accept a rollover. Before you decide to roll over your payment to another employer plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts as a rollover. You should also find out about any documents that are required to be completed before the receiving plan will accept a rollover. Even if a plan accepts rollovers, it might not accept rollovers of certain types of distributions, such as after-tax amounts. If this is the case, and your distribution includes after-tax amounts, you may wish instead to roll your distribution over to a traditional IRA or split your rollover amount between the employer plan in which you will participate and a traditional IRA. If an employer 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 your 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.

Form HVL-243-8 Rev. 1/09

### SUMMARY

There are two ways you may be able to receive a plan payment that is eligible for rollover:

(1) Certain payments can be made directly to a traditional IRA that you establish or to an eligible employer plan that will accept 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 traditional IRA or to an eligible employer plan that accepts your rollover. Your payment cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account because these are not traditional IRAs.

· The taxable portion of your payment will be taxed later when you take it out of the traditional 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 your plan.

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 traditional 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 traditional IRA or the eligible employer plan.

· If you want to roll over 100% of the payment to a traditional 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.

### MORE INFORMATION

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

#### II. DIRECT ROLLOVER

#### III. PAYMENT PAID TO YOU

#### IV. SURVIVING SPOUSES, ALTERNATE PAYEES, AND OTHER BENEFICIARIES

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

Payments from the plan may be "eligible rollover distributions." This means that they can be rolled over to a traditional IRA or to an eligible employer plan that accepts rollovers. Payments from a plan cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account. Your plan administrator should be able to tell you what portion of your payment is an eligible rollover distribution.

After-tax Contributions. If you made after-tax contributions to the plan, these contributions may be rolled into either a traditional IRA or to certain employer plans that accept rollovers of the after-tax contributions. The following rules apply:

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 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 Code section 401(a) or a section 403(a) annuity plan to another such plan using a direct rollover if the other plan provides separate accounting for amounts rolled over, including separate accounting for the after-tax employee contributions and earnings on those contributions. You can also roll over after-tax contributions from a section 403(b) tax-sheltered annuity to another section 403(b) taxsheltered 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.

Loans Treated as Distributions. The amount of a plan loan that becomes a taxable deemed distribution because of a default cannot be rolled over. However, a loan offset amount is eligible for rollover, as discussed in Part III below. Ask the plan administrator of this plan if distribution of your loan qualifies for rollover treatment.

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

## II. DIRECT ROLLOVER

A DIRECT ROLLOVER is a direct payment of the amount of your plan benefits to a traditional IRA or an eligible employer plan that will accept it. You can choose a DIRECT ROLLOVER of all or any portion of your payment that is an eligible rollover distribution, as described 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 traditional IRA or eligible employer plan. In addition, no income tax withholding is required for any taxable portion of your plan benefits for which you choose a DIRECT ROLLOVER. Your plan might not let you choose a DIRECT ROLLOVER if your distributions for the year are less than \$200.

**DIRECT ROLLOVER to a Traditional IRA.** You can open a traditional IRA to receive the direct rollover. If you choose to have your payment made directly to a traditional IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to a traditional IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish a traditional IRA to receive the

payment. However, in choosing a traditional IRA, you may wish to make sure that the traditional IRA you choose will allow you to move all or a part of your payment to another traditional IRA at a later date, without penalties or other limitations. See IRS Publication 590, Individual Retirement Arrangements, for more information on traditional IRAs (including limits on how often you can roll over between IRAs).

**DIRECT ROLLOVER to a Plan.** If you are employed by a new employer that has an eligible employer plan, and you want a direct rollover to that plan, ask the 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 a traditional IRA. If the employer plan accepts your rollover, the plan may provide restrictions on the circumstances under which you may later receive a distribution of the rollover amount or may require spousal consent to any subsequent distribution. Check with the plan administrator of that plan before making your decision.

**DIRECT ROLLOVER of a Series of Payments.** If you receive a payment that can be rolled over to a traditional IRA or an eligible employer plan that will accept it, and it is paid in a series of payments for less than 10 years, your choice to make or not make a DIRECT ROLLOVER for a payment will apply to all later payments in the series until you change your election. You are free to change your election for any later payment in the series.

**Change in Tax Treatment Resulting from a DIRECT ROLLOVER.** The tax treatment of any payment from the eligible employer plan or traditional IRA receiving your DIRECT ROLLOVER might be different than if you received your benefit in a taxable distribution directly from your plan. For example, if you were born before January 1, 1936, you might be entitled to ten-year averaging or capital gain treatment, as explained below. However, if you have your benefit rolled over to a section 403(b) tax-sheltered annuity, a governmental 457 plan, or a traditional IRA in a DIRECT ROLLOVER, your benefit will no longer be eligible for that special treatment. See the sections below entitled "Additional 10% Tax if You Are under Age 59½" and "Special Tax Treatment if You Were Born before January 1, 1936."

### III. 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 a traditional IRA or an eligible employer plan that accepts rollovers. If you do not roll it over, special tax rules may apply.

#### Income Tax Withholding:

**Mandatory Withholding.** If any portion of your payment can be rolled over 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. There will be no income tax withholding if your payments for the year are less than \$200.

**Voluntary Withholding.** If any portion of your payment is taxable but cannot be rolled over 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 a traditional 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 a traditional IRA or eligible employer plan within 60 days after you receive the payment. The portion of your payment that is rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan.

You can roll over up to 100% of 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 traditional IRA or the eligible employer plan, to replace the 20% that was withheld. On the other hand, if you roll over only the 80% of the taxable portion that you 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, (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, or (7) payments that do not exceed the amount of your deductible medical expenses. See IRS Form 5329 for more information on the additional 10% tax.

The additional 10% tax will not apply to distributions from a governmental 457 plan, except to the extent the distribution is attributable to an amount you rolled over to that plan (adjusted for investment returns) from another type of eligible employer plan or IRA. Any amount rolled over from a governmental 457 plan to another type of eligible employer plan or to a traditional IRA will become subject to the additional 10% tax if it is distributed to you before you reach age 59½, unless one of the exceptions applies.

**Special Tax Treatment If You Were Born before January 1, 1936.** If you receive a payment from a plan qualified under section 401(a) or a section 403(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 selfemployed 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 your 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 your 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 a traditional 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 a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, this special tax treatment is not available for the rest of the payment. See IRS Form 4972 for additional information on lump sum distributions and how you elect the special tax treatment.

**Employer Stock or Securities.** There is a special rule for a payment from the plan that includes employer stock (or other employer securities). To use this special rule, 1) the payment must qualify as a lump sum distribution, as described above, except that you do not need five years of plan participation, or 2) the employer stock included in the payment must be attributable to "after-tax" employee contributions, if any. Under this special rule, you may have the option of not paying tax on the "net unrealized appreciation" of the stock until you sell the stock. Net unrealized appreciation generally is the increase in the value of the employer stock while it was held by the plan. For example, if employer stock was contributed to your plan account when the stock was worth \$1,000 but the stock was worth \$1,200 when you received it, you would not have to pay tax on the \$200 increase in value until you later sold the stock.

You may instead elect not to have the special rule apply to the net unrealized appreciation. In this case, your net unrealized appreciation will be taxed in the year you receive the stock, unless you roll over the stock. The stock can be rolled over to a traditional IRA or another eligible employer plan, either in a direct rollover or a rollover that you make

yourself. Generally, you will no longer be able to use the special rule for net unrealized appreciation if you roll the stock over to a traditional IRA or another eligible employer plan.

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

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

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

#### **IV. SURVIVING SPOUSES, ALTERNATE PAYEES, AND OTHER BENEFICIARIES**

In general, the rules summarized above that apply to payments to employees also apply to payments to surviving spouses of employees and to spouses or former spouses who are "alternate payees." You are an alternate payee if your interest in

the plan results from a "qualified domestic relations order," which is an order issued by a court, usually in connection with 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 a traditional IRA or to an eligible employer plan or paid to you. If you have the payment paid to you, you can keep it or roll it over yourself to a traditional IRA or to an eligible employer plan. Thus, you have the same choices as the employee.

If you are a beneficiary other than a surviving spouse or an alternate payee, you cannot choose a direct rollover, and you cannot roll over the payment yourself.

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. Therefore, you may want to consult with 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.

## **Installment (Systematic) Payment Option Fact Sheet for 403(b) and 401 Plans**

The Installment (Systematic) Payment Option is a regularly scheduled payment plan from your retirement plan, available through a group contract.

In order to participate in the program, the following conditions must be met:

- You must have a severance from employment or be retired from the organization sponsoring the plan.
- You no longer make contributions to the plan.
- You must elect a payment amount of at least \$100.
- You must complete an application (complete with Employer or Authorized Employer Representative Signature signature).
- For 403(b) only, payment amounts may be limited to 1.5% monthly, 4.5% quarterly, 9% semi-annually, or 18% annually.
- You may not have an outstanding loan or SDBA program.

### **PROGRAM FEATURES**

- You may elect to receive payments monthly, quarterly, semi-annually, or annually.
- You may elect to have payments made by Direct Deposit Electronic Funds Transfer (EFT) to your bank account or by a check delivered by U.S. Mail.
- You may continue to manage your account by transferring assets between investment choices.
- Payment methods include: Designated Amount, Designated Period, and Per-cent of current account value.
- You may choose to have payments made from *specific* investment choices; otherwise payments will be made pro-rata from your existing investment choices. Note: If you elect a Designated Period, payments will be made pro-rata from your existing investment choices.
- You may choose to have your payments made from *specific* contribution sources; otherwise payments will be made pro-rata from all contribution sources.
- You may elect Federal and State tax withholding.
- Prior to commencement of installment payments, your plan may permit an initial partial withdrawal. If your plan provides for partial withdrawals, you must complete a Withdrawal Request form.
- Upon your death, the account passes to the control of your primary beneficiary. He/she can elect to continue with the same payment schedule, or can elect an annuity\* or lump sum payment.
- The following changes to payments may be made: gross payment amount, date of payment, payment frequency, stop payments, and specific investment choices and contribution sources.

\*not available in all jurisdictions

## **Fraud Warning Statements**

The following states require insurance applicants to acknowledge a fraud warning statement specific to that state. Please refer to the specific fraud warning statement for your state as indicated below. If your state is not separately listed, please refer to the NAIC Model Fraud Statement below.

**NAIC Model Fraud Statement:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison

### **Arkansas**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

### **Colorado**

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Services.

### **District of Columbia**

**WARNING:** It is a crime to provide false or misleading information to an insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

### **Florida**

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

### **Indiana**

A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

### **Kentucky**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

### **Louisiana**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

### **New Hampshire**

Any person who, with a purpose to injure, defraud or deceive any insurance Company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20. However, the lack of such a statement shall not constitute a defense against prosecution under RSA 638:20.

### **New Jersey**

Any person who knowingly includes any false or misleading information on an application for an insurance policy, or files a statement of claim containing any false or misleading information, is subject to criminal and civil penalties.

### **Ohio**

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement, is guilty of insurance fraud.

### **Oklahoma**

**WARNING:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

### **Pennsylvania**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

# Installment (Systematic) Payment Option for 403(b) and 401 Plans



**THE  
HARTFORD**

Mail Address:  
Retirement Plan Service Center  
Hartford Life Insurance Company  
PO Box 1583, Hartford, CT 06144-1583

Overnight Mail Address:  
Retirement Plan Service Center  
Hartford Life Insurance Company  
1 Griffin Road North, Windsor, CT 06095-1512

Group No:		Employer:		Social Security No:	
Employee Name: (Last, First, M.I.) <input type="checkbox"/> Name change? Please provide documentation					
Mailing Address: <input type="checkbox"/> New?					
City:			State:	Zip:	Resident State:
Daytime Phone:		Best time to call <input type="checkbox"/> AM <input type="checkbox"/> PM		Termination Date: / /	
If applicable Vesting %:	ER Match Vesting %	ER Supplemental Vesting %	Other Source Vesting %		

**A. INSTALLMENT PAYMENT OPTION** Please be sure to respond to all **bolded** sections.

Checks will be mailed within seven days after each withdrawal date. Payments made by Direct Deposit will be electronically transmitted two business days after each withdrawal date. If any withdrawal date falls on a non-business day, the withdrawal will be processed on the next business day.

**1. Withdrawal method. You must select one payment option:**

- I wish to elect periodic payments of \$\_\_\_\_\_ until the account is fully depleted.
- I wish to elect a fixed number of payments for \_\_\_\_\_ years. The account will be depleted by the last scheduled payment.
- I wish to elect \_\_\_\_\_ % of my account value be withdrawn each payment cycle.

**2. The date of the first account withdrawal will be** \_\_\_\_/\_\_\_\_/\_\_\_\_

Select a date from the 1st through 28th of a month. If no date is selected, your request will be processed when received at The Hartford in good order.

**3. Subsequent withdrawals to be made (select one):**

- Monthly     Quarterly     Semi-Annually     Annually

**4. Withdrawals will be deducted from contribution sources on a pro-rata basis unless special instructions are provided. One specific contribution source may be selected.**

Special Instructions: \_\_\_\_\_

**5. Withdrawals will be deducted from investment choices as follows (select one):**

Note: If you have elected a fixed number of payments, withdrawals will be taken pro-rata.

- Pro-rata
- Per investment choices (If one or more of your specified investment choices are depleted, withdrawals will be suspended until we receive new instructions from you regarding future withdrawals. A maximum of nine investment choices can be selected.)



_____ % Investment Choice	_____ % Investment Choice	_____ % Investment Choice
_____ % Investment Choice	_____ % Investment Choice	_____ % Investment Choice
_____ % Investment Choice	_____ % Investment Choice	_____ % Investment Choice

**B. FEDERAL AND STATE INCOME TAX WITHHOLDING**

All Payees should seek professional tax advice with questions concerning their tax obligations.

**1. Federal Income Tax Withholding Election**

I have received a Special Tax Notice and understand that 20% mandatory federal income tax withholding will apply to an eligible rollover distribution paid directly to me.

**Note: Installment Payments over a period of 10 years or more are not eligible for rollover.**

**ONLY COMPLETE THIS SECTION IF YOUR DISTRIBUTION IS NOT ELIGIBLE FOR ROLLOVER:**

Federal Income Tax withholding will apply at a rate **determined by treating you as married, claiming three withholding allowances unless you elect otherwise below** (such election shall remain in effect until revoked by you). I elect:

- No Federal Income Tax Withholding
- \*Federal Income Tax Withholding based upon the following marital status and exemptions:
  - Married     Single    Number of Exemptions claimed \_\_\_\_\_

\*Note that withholding is based upon the IRS tax tables and your payment amount and it is possible that no withholding will be deducted from your payment.

**2. State Income Tax Withholding**

For a distribution paid directly to you, please note and complete, as applicable:

**a. Mandatory Withholding**

If you reside in one of the following states, state income tax withholding will apply when federal income tax withholding applies and you may not opt out of the state withholding: **DE, IA, KS, ME, MD, MA, NE, OK, VT or VA**. If you reside in one of the following states, state income tax withholding will apply to distributions eligible for rollover when federal income tax withholding applies and you may not opt out of the state withholding: **AR or NC**

**b. Withholding Election**

If you reside in **AR** (not applicable to distributions eligible for rollover), **CA, GA, NC** (not applicable to distributions eligible for rollover) **or OR** and elect above to have federal income tax withheld, state income tax withholding will apply unless you elect otherwise below:

- I elect no state income tax withholding

**c. Voluntary Withholding**

If you reside in any of the following states (or District), you may elect state income tax withholding below (or complete and submit the state's income tax withholding form) **AL, AZ, AR** (not applicable to distributions eligible for rollover), **CO, CT, DC, GA** (for a single sum distribution), **HA, ID, IL, IN, KY, LA, MD** (not applicable to distributions eligible for rollover), **MI, MN, MS, MO, MT, NE, NJ, NM, NY, ND, OH, PA, RI, SC, UT, WV, WI:**

- I elect state income tax withholding of \$ \_\_\_\_\_ (amount) or \_\_\_\_\_ % (must be whole %)

---

**C. PARTICIPANT SIGNATURE** *Important information. Please read carefully.*

- I acknowledge that I have read and understand the Special Tax Notice and the state-specific Fraud Warning Statement, or the NAIC Model Fraud Statement, as applicable.
- I understand that federal and state income tax withholding may apply and, if applicable, I have indicated my election in section B.
- I understand the payments will stop, regardless of my election, if my specified investment choices or my account is fully depleted.
- I understand that upon my death, the designated beneficiary may elect to continue the payments under this election. Otherwise, the systematic withdrawals will cease and the beneficiary may choose to annuitize\* the remaining account value or receive it in a lump sum.

\* not available in all jurisdictions

---

Participant Signature

---

Date

*Please obtain the Employer or Authorized Plan Sponsor Signature before returning to The Hartford.*

---

**D. EMPLOYER OR AUTHORIZED PLAN SPONSOR SIGNATURE**

For plans NOT subject to ERISA:

Consistent with Field Assistance Bulletin 2007-02, Under the DOL guidelines, a program could include terms requiring the employer to certify to a provider a state of facts within the employer's knowledge as employer. I certify the following:

- That the terms of the plan allow for systematic withdrawals.
- That the participant has terminated service.

For plans subject to ERISA:

I hereby direct The Hartford to issue the SWO/IPO payments to the Participant based upon the information indicated above. I certify the following:

- That the terms of the plan allow for systematic/ installment withdrawals
- That participants using the SWO/IPO option are able to make certain changes to their payment stream as per the EGTRRA legislation. Subsequent changes may not require an Authorized Plan Sponsor Signature.
- I have obtained any Spousal Consent Waiver Forms required by the Retirement Equity Act (REA) or any subsequent regulations.

---

Employer or Authorized Employer Representative Signature

---

Date

TPA Authorization, if applicable

---

Signature/ Date

# Spousal Consent for a Distribution Other Than a Qualified Joint and Survivor Annuity

---

I certify that I, as Spouse of the Participant named below, have received from the Plan Administrator (1) a full and written explanation of the terms and conditions of a Qualified Joint and Survivor Annuity type of benefit with monthly payments in an amount not to be less than 50% of the benefit payable to my spouse as the Participant, and (2) a written explanation of the financial effect of the decision of my spouse not to receive his or her distribution in the form of a Qualified Joint and Survivor Annuity. I understand that my spouse cannot waive the Qualified Joint and Survivor Annuity without my consent. Once I give my consent to my spouse's waiver of the Qualified Joint and Survivor Annuity, I cannot withdraw or revoke my consent. The Qualified Joint and Survivor Annuity entitles me to receive benefits on my spouse's death which I will lose if I consent to this waiver and my spouse receives his or her benefits in another form.

I hereby consent to the form of payment elected by my spouse and waive any and all rights I may have received under the Plan had such distribution been paid in the form of a Qualified Joint and Survivor Annuity.

We hereby swear that this form is being executed under our own free will and with complete understanding of the benefits available to us.

---

Form of Payment

---

Participant's Signature

---

Participant's Name (Print)

---

Spouse's Signature

---

Spouse's Signature (Print)

---

Witness's Signature (Plan Administrator or Notary Public)

---

Date

---

## CERTIFICATION OF MARITAL STATUS IF UNMARRIED

As the Participant named above, I hereby certify that I am not married and that spousal consent is not required on my behalf. I understand the Retirement Equity Act (REA) requires that spousal consent be provided if I am married and hereby swear that such requirement is not applicable to me.

---

Participant's Signature

---

Date

---

Witness's Signature (Plan Administrator or Notary Public)

---

Date