Clear Form

Financial Institution Name

Branch Name or Number

Institution ID # / Participant ID #

QUALIFIED PLAN DISTRIBUTION REQUEST

Please complete all applicable sections of this form when requesting a distribution from your retirement plan. Do not use this form to request a distribution to a beneficiary.

PLAN INFORMATION

Employer Name

Name of Plan Administrator

PARTICIPANT INFORMATION

Name

Date of Birth

Residence Address ***(cannot be a P.O. box)***

City State Zip

Daytime Phone ( )

Social Security Number

Marital Status ❑ Married ❑ Single

ALTERNATE PAYEE INFORMATION UNDER A QUALIFIED DOMESTIC RELATIONS ORDER ("QDRO")

Upon the Plan Administrator's determination the order is a QDRO, complete when requesting a QDRO distribution from Participant's retirement plan to spouse, former spouse, child or other Participant dependent.)

Name

Date of Birth

Residence Address ***(cannot be a P.O. box)***

City State Zip

Daytime Phone ( )

Social Security Number

Do not send a copy of the divorce decree to LT Trust Com-pany. Also note that any questions concerning the amount to be paid, which assets to distribute, etc. must be handled by the Plan Administrator, the Participant and the Alternate Payee and the tax/legal counsel for these parties, as needed. LT Trust Company cannot mediate these issues.

1. REASON FOR DISTRIBUTION

(choose one)

❑ **A.** I have terminated employment. Termination date: _________ / _________ / _________.

❑ **B.** Attainment of 59½ or Normal Retirement Age, as specified in your Plan*

❑ **C.** Disability

❑ **D.** In-Service Withdrawal*

❑ **E.** Qualified Domestic Relations Order
Alternate Payee is: ❑ Spouse ❑ Non-Spouse

❑ **F.** Termination of entire Plan

❑ **G.** Required Minimum Distribution (RMD)

***These options may not be allowed under your specific Plan. Please consult your Plan Administrator.**

2. PAYMENT OPTIONS

(select all that apply)

❑ **A.** Single Payment: ___________________ from my account *(fill in dollar amount or write "total amount").*

❑ **B.** A Direct Rollover of my entire account balance to an IRA, 403(b), Governmental 457 Plan, or Qualified Plan *(attach letter of acceptance from new trustee/custodian).*

3. DIRECT ROLLOVER INSTRUCTIONS

This must be completed if requesting Direct Rollover.

New custodian/trustee *(select the account type)*

❑ IRA ❑ 403(b)
❑ Qualified Plan ❑ Governmental 457 Plan

Name of Plan *(if applicable)*

Name on Account

Account Number

Name of the Trustee, Custodian or Insurer

Contact Person at Trustee, Custodian or Insurer

Contact Phone Number ( )

Address to send Direct Rollover/Transfer to

City State Zip

4. TAX WITHHOLDING

Federal income tax is required to be withheld from all eligible rollover distributions (as defined in section 8.08[b][iv] of the Defined Contribution Prototype Plan and Trust Agreement) at a rate of twenty percent (20%) unless the amount is directly rolled over to an IRA, 403(b), Governmental 457 Plan, or Qualified Plan.

If this payment is **NOT** considered an eligible rollover distribution, I choose:

❑ **A.** NOT to have federal income tax withheld from my distribution(s).

❑ **B.** To HAVE federal income tax withheld from my distribution(s) at a rate of __________% *(minimum 10% for non-periodic payments)* or $__________________________________.

5. PARTICIPANT SIGNATURE

I acknowledge all declarations made in this document. I certify that I received, read and understand the **"Your Rollover Options" and, if applicable, the "Qualified Joint and Survivor Annuity Notice."**

I understand that I may incur penalties if a distribution is made from my qualified retirement plan before attainment of age 59½ unless I directly rollover the funds to an IRA, a 403(b), or another Qualified Plan, I am totally disabled, or qualify for an exception under IRS Code Section 72(t).

NOTE: *You will need to determine your eligibility for exceptions under IRS Code Section 72(t) and provide proof to the IRS by filing IRS Form 5329.*

NOTE: *I.R.S. Penalties may be avoided if you are age 55 and have separated from service.*

Participant Signature

X

Date

6. PLAN ADMINISTRATOR ACKNOWLEDGMENT

I, ______________________________, Plan Administrator of the

____ *(plan name)*, certify the information provided in this form and direct LT Trust Company, as trustee and the financial institution holding the funds as custodian of this Plan, to make the above distribution(s) to the above-named Participant.

- Participant's Termination Date __________________________ *(if applicable)*
- Participant has worked ___________________ hours this year. ***(required for vesting purposes)***
- I have provided the "Your Rollover Options" (as governed by IRC § 402(f)) at least 30 days but no more than 90 days prior to this requested distribution to the Participant and others receiving funds from this distribution.
- If applicable, I have provided the "Qualified Joint and Survivor Annuity Notice" to the Participant and his/her spouse (if married) at least 30 days but no more than 90 days prior to the proposed distribution date.
- If payment is being made to an Alternate Payee, the applicable domestic relations order meets the requirements for a "Qualified Domestic Relations Order," as defined in IRC § 414.
- I acknowledge all the distribution and termination fees in effect, as disclosed in the Service Agreement.

Note to Plan Administrator: *If the Plan is terminating as a result of this distribution, you may be required to amend the Plan for current legislation prior to termination in order to maintain the Plan's qualified status. Please consult with your tax or legal advisor to determine if a Plan amendment is required prior to termination.*

Plan Administrator Signature

X

Date

Print Name

7. ANNUITY ELECTION

(select A or B if this is a Money Purchase Plan or another Plan that is subject to a Qualified Joint and Survivor Annuity)

❑ **A.** YES, I want an annuity *(if selected, also attach an annuity application from the insurance company of your choice).*

❑ **B.** I want to WAIVE the annuity election *(if selected and Participant is married, must also complete "Spousal Consent" below).*

Participant Signature

X

Date

Spousal Consent

NOTE: *When a Participant is married and is requesting a distribution from his/her account, Spousal Consent is required if: i) the vested account balance exceeds $5,000; and ii) the Participant waived the annuity election above. The Spouse's Signature must be witnessed by either the Plan Administrator or a Notary Public below.*

I, ____ *(name)*, the Participant's spouse, hereby consent to the waiver of the preretirement survivor annuity form of payment. I certify I understand the terms of the preretirement survivor annuity explained in the Explanation of Qualified Preretirement Survivor Annuity provided with this form. I understand my right not to consent to this waiver election, the time period during which my spouse and I may make this waiver election and the financial effect of the election not to receive benefits in the preretirement survivor annuity form. I understand my consent is irrevocable unless my spouse revokes the waiver election.

I executed this election the ____ day of ____________________, 20_____.

Signature of Spouse X

Witness of Spousal Consent

Signature of spouse witnessed in the presence of *(choose A or B)*

❑ **A.** Signature of Plan Administrator

X

Date

❑ **B.** Notary Public

State of ______________________________________)
) ss
County of ____________________________________)

BEFORE ME, the undersigned Notary Public, personally appeared

____ who executed the above Spousal Consent as a free and voluntary act.

IN WITNESS WHEREOF, I have signed my name and affixed my official notarial seal this _____ day of ______________________, 20_____.

[Seal]

Notary Public Signature X

My commission expires _____/_____/_____

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Under the terms of ___________________________________

____

(the "Plan"), you are eligible for a distribution from the Plan.

Federal tax laws require that the Plan Administrator or Plan Committee provide you with certain information and forms in order to help you understand the financial effects and tax consequences of the form of distribution and time of distribution of your vested account balance under the Plan. This memorandum and the related enclosures are intended to satisfy those requirements.

Minimum Notice Period. ***For at least 30 days after you receive this notice,*** you have the right to consider your decision whether to consent to a distribution of your Vested Account Balance, whether to waive the Qualified Annuity Benefit (Money Purchase Plans and plans subject to Qualified Joint Survivor Annuity) and consent to another benefit payment option, and whether to elect a direct rollover of any portion of your distribution eligible for rollover. If you sign and return the attached Participant Distribution Election form to the plan administrator less than 30 days after you receive this notice, the plan administrator's receipt of your signed form is *your affirmative waiver* of any unexpired portion of the minimum 30-day period and your affirmative election of a distribution or a direct rollover. If you affirmatively elect a benefit payment option other than the Qualified Annuity Benefit, you have the right to revoke that election until the annuity starting date, or if later, for at least 7 days after you receive this notice. If you fail to complete and return the Participant Distribution form within 180 days after receipt of this notice, your benefit will be distributed as described below.

If your vested Account balance **does not exceed $1,000,** your total vested Account balance will be distributed in a lump sum within an administratively reasonable period of time following your separation from service.

If your vested Account balance **exceeds $1,000 but does not exceed $5,000,** and you do not affirmatively elect either to receive or to rollover the distribution by submitting the attached Distribution Request From within 180 days following your separation from service, the balance of your account will be rolled over to an Individual Retirement Account established by your Plan Administrator.

If your vested account balance **exceeds $5,000** upon your separation of service, you may elect to commence distribution of your Account within a reasonable period of time after your separation from service or you may leave your account in the Plan until any time prior to your Normal Retirement Age as defined in the Plan.

Distribution Charge. The Plan Administrator ❑ will ❑ will not charge your account directly for the reasonable expenses associated with processing your distribution. The amount of the charge *(if applicable)* will be: $_________________________________.

Note: *Check the "will" box and complete the amount only if the plan directly will charge the participant's account for distribution costs. If the employer pays the expense or the plan treats the expense as a general plan expense, check the "will not" box.*

Other Forms Included With This Notice. We have provided you the following forms:

- Distribution Request. Use this form to elect payment of your benefits.
- Your Rollover Options. This notice explains your right to elect a direct rollover of your vested account balance to another plan or to an IRA. This notice also explains the income tax withholding rules if you elect to receive a direct payment from the Plan.
- Qualified Joint and Survivor Annuity Notice. This notice explains how your plan benefits will be calculated and distributed if your Plan is a Money Purchase Plan or another plan subject to Qualified Joint and Survivor benefits, unless you elect an optional form of payment.

(QP-5127 11/09)

Benefit Payment Options. The Plan permits you to elect distribution in the following forms:

(a) Direct rollover.

(b) Lump sum payment.

(c) Installments over a specified period of time.

If your plan is a Money Purchase Plan or another plan subject to Qualified Joint and Survivor Annuity (QJSA), the Plan requires payment to you in the form of a Qualified Annuity Benefit unless you elect another form of payment. An explanation of the Qualified Annuity Benefit is included with your Distribution form. Instead of a Qualified Annuity Benefit, you may elect distribution in the forms mentioned above.

You also may elect one form of payment for part of your Vested Account Balance and another form of payment for another part of your Vested Account Balance. For example, you may elect a direct rollover for part of your Vested Account Balance and a lump sum payment or installments for the other part. See Your Rollover Options for rules on splitting your distribution.

If you are less than 100% vested in your account balance and you incur five consecutive breaks in service or you take a distribution, you will forfeit the non-vested portion of your account balance. If you return to employment with the Employer before your fifth consecutive break in service, and you previously took a distribution of your Vested Account Balance, the Plan provides you a 5-year period during which you may repay the entire amount of your distribution and restore your forfeited non-vested account balance.

Postponement of Distribution. You have the right to delay payment of your Vested Account Balance until the time that you have reached Normal Retirement Age as specified in your Plan, unless the Plan is terminated sooner. The Internal Revenue Code generally prohibits the deferral of payments beyond age 70½ (unless you remain employed and are not a 5% owner of the company) or death, and provides other limitations on the deferral of payments. Under a postponement election, your Vested Account Balance will continue to be subject to adjustments from investment earnings, gains or losses due to market performance. Due to the investment performance of your Vested Account Balance, the amount the Trustee ultimately pays you at your postponed distribution date could be more or less, than the value of your Vested Account Balance described in this notice. The investment options available to you (and the fees associated with those investments) during the postponement of your distribution will be the same as those available to active participants. Contact the Plan Administrator for more information.

Financial Effect of Distribution Options. A direct rollover means the Plan pays the distribution amount directly to another eligible retirement plan or to an IRA. See Your Rollover Options, included with your package. A lump sum payment means you receive a single payment of the distribution amount payable to you. Under an installment distribution, the Plan makes periodic payments of your Vested Account Balance to you over a specified period of time.

If you elect to receive your Plan distribution rather than postpone or rollover the distribution, you will be subject to immediate federal and state (if applicable) income tax, and the 10% premature distribution penalty (unless you have attained age 59½, or qualify for an exception) and you will lose the opportunity to accumulate earnings on your retirement account on a tax-deferred basis for retirement. This means that by taking the distribution directly now you could end up with a much lower retirement income, than if you leave the assets in the plan or roll them over to build (tax-deferred or tax-free) for your retirement. This could be the result even if you invest (instead of spend) the amount of your distribution that you have left after payment of taxes.

Income Tax Withholding. Generally, any distribution you receive will be subject to mandatory twenty percent (20%) federal income tax withholding, unless it is rolled over to an IRA or any other eligible retirement plan in a direct rollover distribution. However, no tax will be withheld for distributions under $200. Please review the "Your Rollover Options" for more information.

Further Information. If you have any question regarding the information provided in this notice or any form included with your distribution package, please contact the Plan Administrator of the Plan.

Plan Name

Plan Administrator Name

Address

City/State/Zip

Telephone (   )

(QP-5127 11/09)

YOUR ROLLOVER OPTIONS
FOR PAYMENTS NOT FROM A DESIGNATED ROTH ACCOUNT

You are receiving this notice because all or a portion of a payment you are receiving from your Retirement Plan (the "Plan") is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do such a rollover.

This notice describes the rollover rules that apply to payments from the Plan that are not from a designated Roth account (a type of account with special tax rules in some employer plans). If you also receive a payment from a designated Roth account in the Plan, you will be provided a different notice for that payment, and the Plan administrator or the payor will tell you the amount that is being paid from each account.

Rules that apply to most payments from a plan are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

GENERAL INFORMATION ABOUT ROLLOVERS

How can a rollover affect my taxes?

You will be taxed on a payment from the Plan if you do not roll it over. If you are under age 59½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (unless an exception applies). However, if you do a rollover, you will not have to pay tax until you receive payments later and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception applies).

Where may I roll over the payment?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified plan, section 403(b) plan, or governmental section 457(b) plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, no spousal consent rules apply to IRAs and IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

How do I do a rollover?

There are two ways to do a rollover. You can do either a direct rollover or a 60-day rollover.

If you do a direct rollover, the Plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. You will have 60 days after you receive the payment to make the deposit. If you do not do a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

(IQP-5480 11/09)

How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Required minimum distributions after age 70½ (or after death)
- Hardship distributions
- ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends)
- Cost of life insurance paid by the Plan
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment
- Amounts treated as distributed because of a prohibited allocation of S corporation stock under an ESOP (also, there will generally be adverse tax consequences if you roll over a distribution of S corporation stock to an IRA)

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.

If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?

If you are under age 59½, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Payments from a governmental defined benefit pension plan made after you separate from service if you are a public safety employee and you are at least age 50 in the year of the separation
- Payments made due to disability

- Payments after your death
- Payments of ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Cost of life insurance paid by the Plan
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO)
- Payments up to the amount of your deductible medical expenses
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001 for more than 179 days
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution

If I do a rollover to an IRA, will the 10% additional income tax apply to early distributions from the IRA?

If you receive a payment from an IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions from the IRA, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- There is no exception for payments after separation from service that are made after age 55.
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to $10,000 used in a qualified first-time home purchase, and (3) payments after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I owe State income taxes?

This notice does not describe any State or local income tax rules (including withholding rules).

SPECIAL RULES AND OPTIONS

If your payment includes after-tax contributions

After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is generally included in the payment. If you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Plan and a portion is paid to you, each of the payments will include an allocable portion of the after-tax contributions. If you do a 60-day rollover to an IRA of only a portion of the payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a complete distribution of your benefit which totals $12,000, of which $2,000 is after-tax contributions. In this case, if you roll over $10,000 to an IRA in a 60-day rollover, no amount is taxable because the $2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan). You can do a 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

If you miss the 60-day rollover deadline

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. To apply for a waiver, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590, Individual Retirement Arrangements (IRAs).

If your payment includes employer stock that you do not roll over

If you do not do a rollover, you can apply a special rule to payments of employer stock (or other employer securities) that are either attributable to after-tax contributions or paid in a lump sum after separation from service (or after age 59½, disability, or the participant's death). Under the special rule, the net unrealized appreciation on the stock will not be taxed when distributed from the Plan and will be taxed at capital gain rates when you sell the stock. Net unrealized appreciation is generally the increase in the value of employer stock after it was acquired by the Plan. If you do a rollover for a payment that includes employer stock (for example, by selling the stock and rolling over the proceeds within 60 days of the payment), the special rule relating to the distributed employer stock will not apply to any subsequent payments from the IRA or employer plan. The Plan administrator can tell you the amount of any net unrealized appreciation.

If you have an outstanding loan that is being offset

If you have an outstanding loan from the Plan, your Plan benefit may be offset by the amount of the loan, typically when your employment ends. The loan offset amount is treated as a distribution to you at the time of the offset and will be taxed (including the 10% additional income tax on early distributions, unless an exception applies) unless you do a 60-day rollover in the amount of the loan offset to an IRA or employer plan.

(IQP-5480 11/09)

If you were born on or before January 1, 1936

If you were born on or before January 1, 1936 and receive a lump sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, Pension and Annuity Income.

If your payment is from a governmental section 457(b) plan

If the Plan is a governmental section 457(b) plan, the same rules described elsewhere in this notice generally apply, allowing you to roll over the payment to an IRA or an employer plan that accepts rollovers. One difference is that, if you do not do a rollover, you will not have to pay the 10% additional income tax on early distributions from the Plan even if you are under age 59½ (unless the payment is from a separate account holding rollover contributions that were made to the Plan from a tax-qualified plan, a section 403(b) plan, or an IRA). However, if you do a rollover to an IRA or to an employer plan that is not a governmental section 457(b) plan, a later distribution made before age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies). Other differences are that you cannot do a rollover if the payment is due to an "unforeseeable emergency" and the special rules under "If your payment includes employer stock that you do not roll over" and "If you were born on or before January 1, 1936" do not apply.

If you are an eligible retired public safety officer and your pension payment is used to pay for health coverage or qualified long-term care insurance

If the Plan is a governmental plan, you retired as a public safety officer, and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income plan payments paid directly as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of $3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

If you roll over your payment to a Roth IRA

You can roll over a payment from the Plan made before January 1, 2010 to a Roth IRA only if your modified adjusted gross income is not more than $100,000 for the year the payment is made to you and, if married, you file a joint return. These limitations do not apply to payments made to you from the Plan after 2009. If you wish to roll over the payment to a Roth IRA, but you are not eligible to do a rollover to a Roth IRA until after 2009, you can do a rollover to a traditional IRA and then, after 2009, elect to convert the traditional IRA into a Roth IRA.

If you roll over the payment to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. However, the 10% additional income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within 5 years, counting from January 1 of the year of the rollover). For payments from the Plan during 2010 that are rolled over to a Roth IRA, the taxable amount can be spread over a 2-year period starting in 2011.

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are age 59½ (or after your death or disability, or as a qualified first-time homebuyer distribution of up to $10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publication 590, Individual Retirement Arrangements (IRAs).

(IQP-5480 11/09)

You cannot roll over a payment from the Plan to a designated Roth account in an employer plan.

If you are not a plan participant

Payments after death of the participant. If you receive a distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional income tax on early distributions and the special rules for public safety officers to not apply, and the special rule described under the section "If you were born on or before January 1, 1936" applies only if the participant was born on or before January 1, 1936.

If you are a surviving spouse. If you receive a payment from the Plan as the surviving spouse of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to an IRA, you may treat the IRA as your own or as an inherited IRA.

An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies) and required minimum distributions from your IRA do not have to start until after you are age 70½.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70½.

If you are a surviving beneficiary other than a spouse. If you receive a payment from the Plan because of the participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited IRA. Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

Payments under a qualified domestic relations order. If you are the spouse or former spouse of the participant who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options the participant would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). Payments under the QDRO will not be subject to the 10% additional income tax on early distributions.

If you are a nonresident alien

If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, U.S. Tax Guide for Aliens, and IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Other special rules

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year are less than $200 (not including payments from a designated Roth account in the Plan), the Plan is not required to allow you to do a direct rollover and is not required to withhold for federal income taxes. However, you may do a 60-day rollover.

Unless you elect otherwise, a mandatory cashout of more than $1,000 (not including payments from a designated Roth account in the Plan) will be directly rolled over to an IRA chosen by the Plan administrator or the payor. A mandatory cashout is a payment from a plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed $5,000 (not including any amounts held under the plan as a result of a prior rollover made to the plan).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, Armed Forces' Tax Guide.

FOR MORE INFORMATION

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, Pension and Annuity Income; IRS Publication 590, Individual Retirement Arrangements (IRAs); and IRS Publication 571, Tax-Sheltered Annuity Plans (403(b) Plans). These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.

(IQP-5480 11/09)

YOUR ROLLOVER OPTIONS FOR PAYMENTS FROM A DESIGNATED ROTH ACCOUNT

You are receiving this notice because all or a portion of a payment you are receiving from your Retirement Plan (the "Plan") is eligible to be rolled over to a Roth IRA or designated Roth account in an employer plan. This notice is intended to help you decide whether to do a rollover.

This notice describes the rollover rules that apply to payments from the Plan that are from a designated Roth account. If you also receive a payment from the Plan that is not from a designated Roth account, you will be provided a different notice for that payment, and the Plan administrator or the payor will tell you the amount that is being paid from each account.

Rules that apply to most payments from a designated Roth account are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

GENERAL INFORMATION ABOUT ROLLOVERS

How can a rollover affect my taxes?

After-tax contributions included in a payment from a designated Roth account are not taxed, but earnings might be taxed. The tax treatment of earnings included in the payment depends on whether the payment is a qualified distribution. If a payment is only part of your designated Roth account, the payment will include an allocable portion of the earnings in your designated Roth account.

If the payment from the Plan is not a qualified distribution and you do not do a rollover to a Roth IRA or a designated Roth account in an employer plan, you will be taxed on the earnings in the payment. If you are under age 59½, a 10% additional income tax on early distributions will also apply to the earnings (unless an exception applies). However, if you do a rollover, you will not have to pay taxes currently on the earnings and you will not have to pay taxes later on payments that are qualified distributions.

If the payment from the Plan is a qualified distribution, you will not be taxed on any part of the payment even if you do not do a rollover. If you do a rollover, you will not be taxed on the amount you roll over and any earnings on the amount you roll over will not be taxed if paid later in a qualified distribution.

A qualified distribution from a designated Roth account in the Plan is a payment made after you are age 59½ (or after your death or disability) and after you have had a designated Roth account in the Plan for at least 5 years. In applying the 5-year rule, you count from January 1 of the year your first contribution was made to the designated Roth account. However, if you did a direct rollover to a designated Roth account in the Plan from a designated Roth account in another employer plan, your participation will count from January 1 of the year your first contribution was made to the designated Roth account in the Plan or, if earlier, to the designated Roth account in the other employer plan.

Where may I roll over the payment?

You may roll over the payment to either a Roth IRA (a Roth individual retirement account or Roth individual retirement annuity) or a designated Roth account in an employer plan (a tax-qualified plan or section 403(b) plan) that will accept the rollover. The rules of the Roth IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the Roth IRA or employer plan (for example, no spousal consent rules apply to Roth IRAs and Roth IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the Roth IRA or the designated Roth account in the employer plan. In general, these tax rules are similar to those described elsewhere in this notice, but differences include:

- If you do a rollover to a Roth IRA, all of your Roth IRAs will be considered for purposes of determining whether you have satisfied the 5-year rule (counting from January 1 of the year for which your first contribution was made to any of your Roth IRAs).
- If you do a rollover to a Roth IRA, you will not be required to take a distribution from the Roth IRA during your lifetime and you must keep track of the aggregate amount of the after-tax contributions in all of your Roth IRAs (in order to determine your taxable income for later Roth IRA payments that are not qualified distributions).
- Eligible rollover distributions from a Roth IRA can only be rolled over to another Roth IRA.

How do I do a rollover?

There are two ways to do a rollover. You can either do a direct rollover or a 60-day rollover.

If you do a direct rollover, the Plan will make the payment directly to your Roth IRA or designated Roth account in an employer plan. You should contact the Roth IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, you may still do a rollover by making a deposit within 60 days into a Roth IRA, whether the payment is a qualified or nonqualified distribution. In addition, you can do a rollover by making a deposit within 60 days into a designated Roth account in an employer plan if the payment is a nonqualified distribution and the rollover does not exceed the amount of the earnings in the payment. You cannot do a 60-day rollover to an employer plan of any part of a qualified distribution. If you receive a distribution that is a nonqualified distribution and you do not roll over an amount at least equal to the earnings allocable to the distribution, you will be taxed on the amount of those earnings not rolled over, including the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

If you do a direct rollover of only a portion of the amount paid from the Plan and a portion is paid to you, each of the payments will include an allocable portion of the earnings in your designated Roth account.

If you do not do a direct rollover and the payment is not a qualified distribution, the Plan is required to withhold 20% of the earnings for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover to a Roth IRA, you must use other funds to make up for the 20% withheld.

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How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Required minimum distributions after age 70½ (or after death)
- Hardship distributions
- ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends)
- Cost of life insurance paid by the Plan
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment
- Amounts treated as distributed because of a prohibited allocation of S corporation stock under an ESOP (also, there will generally be adverse tax consequences if S corporation stock is held by an IRA).

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.

If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?

If a payment is not a qualified distribution and you are under age 59½, you will have to pay the 10% additional income tax on early distributions with respect to the earnings allocated to the payment that you do not roll over (including amounts withheld for income tax), unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the earnings not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Payments made due to disability
- Payments after your death
- Payments of ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Cost of life insurance paid by the Plan
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO)
- Payments up to the amount of your deductible medical expenses
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001 for more than 179 days
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution.

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If I do a rollover to a Roth IRA, will the 10% additional income tax apply to early distributions from the IRA?

If you receive a payment from a Roth IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions on the earnings paid from the Roth IRA, unless an exception applies or the payment is a qualified distribution. In general, the exceptions to the 10% additional income tax for early distributions from a Roth IRA listed above are the same as the exceptions for early distributions from a plan. However, there are a few differences for payments from a Roth IRA, including:

- There is no special exception for payments after separation from service.
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to a Roth IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to $10,000 used in a qualified first-time home purchase, and (3) payments after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I owe State income taxes?

This notice does not describe any State or local income tax rules (including withholding rules).

SPECIAL RULES AND OPTIONS

If you miss the 60-day rollover deadline

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. To apply for a waiver, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590, Individual Retirement Arrangements (IRAs).

If your payment includes employer stock that you do not roll over

If you receive a payment that is not a qualified distribution and you do not roll it over, you can apply a special rule to payments of employer stock (or other employer securities) that are paid in a lump sum after separation from service (or after age 59½, disability, or the participant's death). Under the special rule, the net unrealized appreciation on the stock included in the earnings in the payment will not be taxed when distributed to you from the Plan and will be taxed at capital gain rates when you sell the stock. If you do a rollover to a Roth IRA for a nonqualified distribution that includes employer stock (for example, by selling the stock and rolling over the proceeds within 60 days of the distribution), you will not have any taxable income and the special rule relating to the distributed employer stock will not apply to any subsequent payments from the Roth IRA or employer plan. Net unrealized appreciation is generally the increase in the value of the employer stock after it was acquired by the Plan. The Plan administrator can tell you the amount of any net unrealized appreciation.

If you receive a payment that is a qualified distribution that includes employer stock and you do not roll it over, your basis in the stock (used to determine gain or loss when you later sell the stock) will equal the fair market value of the stock at the time of the payment from the Plan.

If you have an outstanding loan that is being offset

If you have an outstanding loan from the Plan, your Plan benefit may be offset by the amount of the loan, typically when your employment ends. The loan offset amount is treated as a distribution to you at the time of the offset and, if the distribution is a nonqualified distribution, the earnings in the loan offset will be taxed (including the 10% additional income tax on early distributions, unless an exception applies) unless you do a 60-day rollover in the amount of the earnings in the loan offset to a Roth IRA or designated Roth account in an employer plan.

If you receive a nonqualified distribution and you were born on or before January 1, 1936

If you were born on or before January 1, 1936, and receive a lump sum distribution that is not a qualified distribution and that you do not roll over, special rules for calculating the amount of the tax on the earnings in the payment might apply to you. For more information, see IRS Publication 575, Pension and Annuity Income.

If you receive a nonqualified distribution, are an eligible retired public safety officer, and your pension payment is used to pay for health coverage or qualified long-term care insurance

If the Plan is a governmental plan, you retired as a public safety officer, and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income nonqualified distributions paid directly as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of $3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

If you are not a plan participant

Payments after death of the participant. If you receive a distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, whether the payment is a qualified distribution generally depends on when the participant first made a contribution to the designated Roth account in the Plan. Also, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "If you receive a nonqualified distribution and you were born on or before January 1, 1936" applies only if the participant was born on or before January 1, 1936.

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If you are a surviving spouse. If you receive a payment from the Plan as the surviving spouse of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to a Roth IRA, you may treat the Roth IRA as your own or as an inherited Roth IRA.

A Roth IRA you treat as your own is treated like any other Roth IRA of yours, so that you will not have to receive any required minimum distributions during your lifetime and earnings paid to you in a nonqualified distribution before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies).

If you treat the Roth IRA as an inherited Roth IRA, payments from the Roth IRA will not be subject to the 10% additional income tax on early distributions. An inherited Roth IRA is subject to required minimum distributions. If the participant had started taking required minimum distributions from the Plan, you will have to receive required minimum distributions from the inherited Roth IRA. If the participant had not started taking required minimum distributions, you will not have to start receiving required minimum distributions from the inherited Roth IRA until the year the participant would have been age 70½.

If you are a surviving beneficiary other than a spouse. If you receive a payment from the Plan because of the participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited Roth IRA. Payments from the inherited Roth IRA, even if made in a nonqualified distribution, will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited Roth IRA.

Payments under a qualified domestic relations order. If you are the spouse or a former spouse of the participant who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options the participant would have (for example, you may roll over the payment as described in this notice).

If you are a nonresident alien

If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, U.S. Tax Guide for Aliens, and IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Other special rules

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year (only including payments from the designated Roth account in the Plan) are less than $200, the Plan is not required to allow you to do a direct rollover and is not required to withhold for federal income taxes. However, you can do a 60-day rollover.

Unless you elect otherwise, a mandatory cashout from the designated Roth account in the Plan of more than $1,000 will be directly rolled over to a Roth IRA chosen by the Plan administrator or the payor. A mandatory cashout is a payment from a plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed $5,000 (not including any amounts held under the plan as a result of a prior rollover made to the plan).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, Armed Forces' Tax Guide.

FOR MORE INFORMATION

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, Pension and Annuity Income; IRS Publication 590, Individual Retirement Arrangements (IRAs); and IRS Publication 571, Tax-Sheltered Annuity Plans (403(b) Plans). These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.

(QP-5480 11/09)

NOTICE REGARDING AUTOMATIC ROLLOVER

(QP-5127 11/09)

This notice supplements the distribution forms provided to you. As explained in the forms, you may elect to receive a distribution or have the distribution rolled over to an IRA. Due to a change in the law, if you fail to elect either of these options, the Plan is required to make a direct rollover of the distribution to an IRA. This notice supersedes any inconsistent statements in the distribution forms regarding payment to you in a lump sum in the event you fail to elect either of these options.

The trustee/issuer of the IRA is *[enter the name and address of the financial institution]:*

Financial Institution Name

Address

City/State/Zip

The trustee or issuer of the IRA will impose fees for maintaining the IRA. These fees will be paid from the IRA. However, you may transfer the IRA funds, at any time and without cost, to another IRA or retirement plan that will accept such amounts.

This notice explains how your Plan benefits will be calculated and distributed unless you (and your spouse if you are married) elect an optional form of payment. This notice should be provided to you at least 30 days, but no more than 90 days, before your proposed distribution date. You are entitled to at least 30 days (but no more than 90 days) within which to make this decision.

Joint and Survivor Annuity. The Plan Administrator of the Plan is preparing to direct the Trustee regarding distribution of your vested Account balance under the Plan. The Plan requires the Trustee to distribute a joint and survivor annuity to you if you are married on the date of your death (or a single life annuity if you are unmarried) and if the present value of your benefits (including Voluntary Deductible Employee Contributions and earnings) exceeds $5,000, unless this form of payment is waived (see "Waiver Election" below). Under the annuity, you will receive a level monthly payment for your life and, if you are married at the time payment of your benefit commences and your spouse survives you, your spouse will receive the same level monthly payment payable during your joint lives.

The Trustee will use your vested balance to purchase the appropriate annuity contract from an insurance company. The Trustee then will distribute the contract to you as evidence of your right to receive the annuity payments from the insurance company. The actual level monthly payments made under the annuity contract will depend on the annuity purchase rates used by the insurance company, your age and, if you are married, your spouse's age at the time the distribution begins, and the amount of your vested Account balance at the time the Trustee purchases the annuity contract. The Plan may charge your Account for the commission incurred to purchase any annuity contract. Furthermore, if anyone (a former spouse, for instance) is entitled to a portion of your benefits pursuant to a Qualified Domestic Relations Order, the amount available for the annuity is reduced by the amount specified by the Order. The amount available for the annuity will also be reduced by any outstanding amount due on a loan secured by your vested Account balance.

To determine the approximate level monthly payments you will receive under the annuity, divide into your vested Account balance the annuity factor below which most closely approximates your situation. Determine your age, and if you are married, your spouse's age as of the birth date nearest the proposed distribution date. The Plan Administrator, upon request, will provide a more precise calculation.

ANNUITY FACTOR TABLE

Married Participant's Annuity Age	Spouse's Age	Factor	Unmarried Participant's Annuity Age	Factor
50	45	176.99	50	153.16
50	50	172.71	52	148.45
50	55	168.25	54	143.49
50	50	168.35	55	140.93
55	55	162.86	57	135.59
55	55	157.72	59	130.02
60	55	157.72	60	127.15
60	60	151.05	61	124.23
60	65	144.92	62	121.26
65	60	144.92	63	118.25
65	65	136.98	65	112.14
65	70	130.20	66	109.07
70	65	130.20	68	102.91

<u>Note</u>: We have based the above annuity factors on the UP-1984 mortality tables, assuming a 6% interest rate. The insurance company from which the Trustee purchases the joint and survivor annuity contract may use different factors. Different factors will produce a different monthly payment. The joint annuity factor assumes a joint and 50% survivor annuity.

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The quotient of the annuity factor divided into your vested Account balance represents the approximate monthly payment you will receive during your lifetime. If you are married, the same quotient represents the approximate monthly payment your spouse will receive after your death, if your spouse survives you. For example, if you and your spouse both are age 60 and your vested Account balance is $10,000, your approximate monthly payment under the joint and survivor annuity is $78.65 ($10,000 divided by 127.15) and the approximate monthly payment of the 50% survivor annuity would be $39.33. If you are unmarried, age 65, and your vested Account balance is $10,000, your approximate lifetime monthly benefit is $89.17 ($10,000 divided by 112.14). These approximate monthly payments are only estimates. The Plan Administrator, upon request, will provide a more precise calculation.

Waiver Election. The Plan permits you to waive the annuity form of payment. To have a valid waiver you must complete a waiver election, and if you are married, your spouse must consent to the waiver of the joint and survivor annuity and the election of an alternate form of benefit payment by signing the waiver also. A designation of a primary beneficiary other than your spouse also will be effective only if your spouse consents to the designation. A notary public or the Plan Administrator must witness your spouse's signature. Your waiver election is not valid unless you make the election within the 90-day period ending on your proposed distribution date. Within the 90-day election period (up until the date of distribution), you may revoke a waiver election, or make a new waiver election following a revocation, as often as you wish. If you are married, you may revoke a waiver election without your spouse's consent, but your spouse would have to consent to a new waiver election.

Financial Effect of Waiver. Under a qualified joint and survivor annuity, if you are single, you will receive a level monthly payment until your death. No payments will be made to your beneficiary after your death. If you are married, you will receive a level monthly payment until your death, but upon your death, your spouse will receive the same level monthly payment payable during your joint lives. If your spouse predeceases you, payments will be made to you for the remainder of your life in the form of a single life annuity.

If you waive the joint and survivor annuity, you may receive your vested Account balance in a form permitted under the Plan. The optional forms of distribution available to you are extremely varied and include, but are not limited to, the alternatives discussed below. One alternative is a lump sum distribution under which the Trustee will distribute your entire vested Account balance in a single sum payment. Certain distributions are eligible for rollover or for other special tax benefits. If you receive a lump sum distribution or an eligible rollover distribution, the Plan Administrator will provide you a notice of the special tax benefits or rollover options available for your distribution. A second alternative is a periodic installment distribution from the trust over a fixed period of years. Under an installment distribution, payments continue until your vested Account balance is exhausted. Furthermore, your vested Account balance will continue to earn investment income. If you have a vested Account balance remaining under the Plan at the time of your death, the Plan will pay the remaining balance to your designated beneficiary. A third alternative is a combination of the two preceding alternatives, meaning you may receive part of your vested Account balance in a single sum and the remainder in installment payments. Distribution may be in cash or in kind.

The relative values of your optional forms of benefit are equal. The value of any distribution you may receive is based solely on the investments purchased with the employer, employee and/or rollover contributions or transfers made to your separate Account under the Plan. Please consult your tax advisor regarding the option that will best suit your specific needs.

Unless you elect otherwise, you have the right to delay payment of your Account until 60 days after the end of the Plan year in which you attain normal retirement age, occurs the tenth anniversary of your commencement of participation in the Plan, or you actually retire, if that is later. In any event payment must begin by your Required Beginning Date. Your Required Beginning Date, if you are not a 5% owner of the Plan sponsor, generally will be April l of the calendar year following the calendar year in which you attain age 70½ or the calendar year in which you retire.

Procedure. If you wish to receive the annuity, please complete the Distribution Request Form appropriately and attach an annuity application from the insurance company of your choice. The Trustee will purchase the appropriate annuity contract, depending on your marital status.

If you wish to receive distribution but do not wish to receive the annuity, complete the Distribution Request Form appropriately and obtain the appropriate signatures within the 90-day period ending on your proposed distribution date. The distribution form permits you to elect one of the alternative forms of payment described above.

If you have any questions regarding the information provided in this notice, or you wish further information, please contact the Plan Administrator listed below:

Plan Name

Plan Administrator Name

Address

City/State/Zip

Telephone (   )

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