

**DISTRIBUTION PACKAGE**  
**TERMINATION OF EMPLOYMENT**

**PLANS NOT SUBJECT TO QJSA**

**DISTRIBUTION ELECTION FORM – TERMINATION OF EMPLOYMENT  
(VESTED ACCOUNT BALANCE IN EXCESS OF \$5,000)**

\_\_\_\_\_  
("Plan")

Name of Plan

**1. PARTICIPANT INFORMATION**

Participant's Name (Last, First, Middle Initial)	Social Security Number	Date of Birth

**2. CURRENT VALUE OF VESTED ACCOUNT BALANCE** \$ \_\_\_\_\_

[*Note:* The current value of your vested Account Balance is an estimate based on the value of your Account Balance at the time this form is completed. The actual value of your vested Account Balance may be different as of the date of distribution. The Plan Administrator will provide you with exact distribution amounts at the time your distribution is processed.]

**3. DISTRIBUTION ELECTION**

You may elect to receive a distribution of your vested Account Balance in any form designated below. If you do not consent to a distribution from the Plan, your vested Account Balance will remain in the Plan until such time as you consent to a distribution or the Plan is required to make a distribution. (See the *Summary Plan Description* for a description of the required distribution provisions under the Plan.) For more information regarding the distribution options under the Plan, see the *Qualified Plan Distribution Notice*. You may receive a copy of the *Qualified Plan Distribution Form* from the Plan Administrator.

- Lump sum distribution.** I elect to have my entire vested Account Balance (less income tax withholding) distributed to me in a lump sum. (See the *Special Tax Notice Regarding Plan Distributions* for a description of the rollover and withholding rules that apply to your distribution.)
- Total Direct Rollover.** I elect to have my entire vested Account Balance directly rolled over to an IRA or to another qualified plan. (See #4 below.)
- Partial Direct Rollover.** I elect to have \$ \_\_\_\_\_ (not less than \$500) of my vested Account Balance directly rolled over to an IRA or another qualified plan. (See #4 below.) I elect to have the remainder of my vested Account Balance distributed in a lump sum, less income tax withholding. (See the *Special Tax Notice Regarding Plan Distributions* for a description of the rollover and withholding rules that apply to your distribution.)

**4. IDENTIFICATION OF IRA OR QUALIFIED PLAN**

If a Total or Partial Direct Rollover is elected under #3 above, complete this #4 to identify the IRA or qualified retirement plan to which the distribution will be rolled over.

Name of IRA or qualified plan: \_\_\_\_\_  
 Address to send Direct Rollover: \_\_\_\_\_  
 \_\_\_\_\_

**5. ACKNOWLEDGEMENT AND CONSENT**

I hereby acknowledge that I have read and understand my rights as described in the *Qualified Plan Distribution Notice* and the *Special Tax Notice Regarding Plan Distributions*. I also acknowledge that any IRA or qualified plan described in #4 above, is a proper recipient to receive a Direct Rollover.

I understand that distribution will be made as soon as administratively feasible following my completion of this election form. I understand that I may consider my elections under this *Distribution Election Form* for at least 30 days. I also understand that I may waive the 30-day election period by submitting this completed form to the Plan Administrator before the expiration of the 30-day period. (I have reviewed the *Qualified Plan Distribution Notice* for a detailed description of my election rights.) I hereby authorize the Plan Administrator to make a distribution in accordance with the elections in this *Distribution Election Form* and, if this form is submitted prior to the end of the 30-day notice period, I hereby waive any unexpired portion of such 30-day period.

\_\_\_\_\_  
Participant Signature \_\_\_\_\_  
Date

## INSTRUCTIONS TO PARTICIPANT

### DISTRIBUTION ELECTION FORM – (VESTED ACCOUNT BALANCE EXCEEDS \$5,000)

*This Distribution Election Form (Vested Account Balance Exceeds \$5,000) permits you to elect a distribution from the Plan upon termination of employment. This Distribution Election Form only applies if your vested Account Balance at the time of distribution exceeds \$5,000. If your vested Account Balance exceeds \$5,000, you will not receive a distribution from the Plan until such time as you consent to a distribution or the Plan is allowed to make a distribution without your consent. (For more information regarding the distribution options under the Plan and the effect of not consenting to a distribution upon termination of employment, see the Summary Plan Description (SPD), the *Qualified Plan Distribution Notice*, the *Special Tax Notice Regarding Plan Distributions*, or contact your Plan Administrator or other Plan representative.)*

The following instructions are designed to assist you in completing the *Distribution Election Form*.

1. **PARTICIPANT INFORMATION.** Insert your name, Social Security number, and date of birth in the appropriate spaces.
2. **CURRENT VALUE OF VESTED ACCOUNT BALANCE.** The current value of your vested Account Balance should be inserted in the appropriate space. The Plan Administrator may provide this value as of any date following your termination of employment. If you do not know the current value of your vested Account Balance, you should contact the Plan Administrator to obtain the current value of your Vested Account Balance. The current value of your vested Account Balance must be in excess of \$5,000 to use this form. (If your vested Account Balance does not exceed \$5,000, you should complete a *Distribution Election Form (Vested Account Balance Not in Excess of \$5,000)* to request a distribution from the Plan. The actual value of your vested Account Balance at the time of distribution may be different than the amount designated under the form, due to the allocation of earnings or additional contributions or forfeitures. The Plan Administrator will provide you with an exact value of your vested Account Balance at the time of distribution.
3. **DISTRIBUTION ELECTION.** Check the form in which you wish to receive your distribution from the Plan. For more information regarding the available distribution options, see the *Qualified Plan Distribution Notice*. You may obtain a *Qualified Plan Distribution Notice* from the Plan Administrator. For more information regarding the tax effect and withholding rules applicable to distributions from the Plan, see the *Special Tax Notice Regarding Plan Distributions*.
4. **IDENTIFICATION OF IRA OR QUALIFIED PLAN.** If you elect to receive your distribution in the form of a Total or Partial Direct Rollover, you must complete the section designating the name of the IRA or qualified plan to which the rollover will be made. In addition, you must designate the address of the IRA or qualified plan where your distribution is to be sent. The IRA or qualified plan must be a proper recipient to receive a Direct Rollover. For more information regarding the availability of a Direct Rollover and the tax effects of electing a Direct Rollover, see the *Qualified Plan Distribution Form* and the *Special Tax Notice Regarding Plan Distributions*.
5. **ACKNOWLEDGEMENT AND CONSENT.** By signing this *Distribution Election Form*, you acknowledge that you have read and understood the *Qualified Plan Distribution Notice* and the *Special Tax Notice Regarding Plan Distributions*. You may request a copy of these *Notices* from the Plan Administrator. By completing this *Distribution Election Form* you also consent to a distribution of your vested Account Balance in the designated form and waive any unexpired portion of the 30-day consent period described in the *Qualified Plan Distribution Notice*. If you fail to properly complete this *Distribution Election Form*, your vested Account Balance will remain in the Plan until you until such time as you consent to a distribution or the Plan is required to make a distribution. (See the *Summary Plan Description* for a description of the required distribution provisions under the Plan and for forfeiture provisions that apply where you do not consent to a distribution from the Plan upon termination of employment.)
6. **PARTICIPANT SIGNATURE.** Sign and date the form. Your distribution elections will not be effective unless you have signed and dated the *Distribution Election Form*.

**DISTRIBUTION ELECTION FORM – TERMINATION OF EMPLOYMENT  
(VESTED ACCOUNT BALANCE OF \$5,000 OR LESS)**

\_\_\_\_\_  
 (“Plan”)

Name of Plan

**1. PARTICIPANT INFORMATION**

Participant's Name (Last, First, Middle Initial)	Social Security Number	Date of Birth

**2. CURRENT VALUE OF VESTED ACCOUNT BALANCE**

\$ \_\_\_\_\_

[*Note:* The current value of your vested Account Balance is an estimate based on the value of your Account Balance at the time this form is completed. The actual value of your vested Account Balance may be different as of the date of distribution. The Plan Administrator will provide you with exact distribution amounts at the time your distribution is processed.]

**3. DISTRIBUTION ELECTION**

You may elect to receive a distribution of your vested Account Balance in any form designated below. If you do not consent to a distribution from the Plan, the Plan contains special rules regarding the treatment of your vested Account Balance. For more information, see the *Notice to Employees – Failure to Consent to Distribution*. For more information regarding the distribution options under the Plan, see the *Qualified Plan Distribution Notice*. You may receive a copy of the *Qualified Plan Distribution Form* from the Plan Administrator.

- Lump sum distribution.** I elect to have my entire vested Account Balance (less income tax withholding) distributed to me in a lump sum. (See the *Special Tax Notice Regarding Plan Distributions* for a description of the rollover and withholding rules that apply to your distribution.)
- Total Direct Rollover.** I elect to have my entire vested Account Balance directly rolled over to an IRA or to another qualified plan. (See #4 below.)
- Partial Direct Rollover.** I elect to have \$ \_\_\_\_\_ (not less than \$500) of my vested Account Balance directly rolled over to an IRA or another qualified plan. (See #4 below.) I elect to have the remainder of my vested Account Balance distributed in a lump sum, less income tax withholding. (See the *Special Tax Notice Regarding Plan Distributions* for a description of the rollover and withholding rules that apply to your distribution.)

**4. IDENTIFICATION OF IRA OR QUALIFIED PLAN**

If a Total or Partial Direct Rollover is elected under #3 above, complete this #4 to identify the IRA or qualified retirement plan to which the distribution will be rolled over.

Name of IRA or qualified plan: \_\_\_\_\_

Address to send Direct Rollover: \_\_\_\_\_

**5. ACKNOWLEDGEMENT AND CONSENT**

I hereby acknowledge that I have read and understand my rights as described in the *Qualified Plan Distribution Notice* and the *Special Tax Notice Regarding Plan Distributions*. I also acknowledge that any IRA or qualified plan described in #4 above, is a proper recipient to receive a Direct Rollover.

I understand that distribution will be made as soon as administratively feasible following my completion of this election form. I understand that I may consider my elections under this *Distribution Election Form* for at least 30 days. I also understand that I may waive the 30-day election period by submitting this completed form to the Plan Administrator before the expiration of the 30-day period. (I have reviewed the *Qualified Plan Distribution Notice* for a detailed description of my election rights.) I hereby authorize the Plan Administrator to make a distribution in accordance with the elections in this *Distribution Election Form* and, if this form is submitted prior to the end of the 30-day notice period, I hereby waive any unexpired portion of such 30-day period.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS TO PARTICIPANT**  
**DISTRIBUTION ELECTION FORM – (VESTED ACCOUNT BALANCE OF \$5,000 OR LESS)**

*This Distribution Election Form (Vested Account Balance of \$5,000 or Less) permits you to elect a distribution from the Plan upon termination of employment. This Distribution Election Form only applies if your vested Account Balance at the time of distribution does not exceed \$5,000. If your vested Account Balance exceeds \$5,000, you will not receive a distribution from the Plan until such time as you consent to a distribution or the Plan is allowed to make a distribution without your consent. (For more information regarding the distribution options under the Plan and the effect of not consenting to a distribution upon termination of employment, see the Summary Plan Description (SPD), the *Qualified Plan Distribution Notice*, the *Special Tax Notice Regarding Plan Distributions*, or contact your Plan Administrator or other Plan representative.)*

The following instructions are designed to assist you in completing the *Distribution Election Form*.

1. **PARTICIPANT INFORMATION.** Insert your name, Social Security number, and date of birth in the appropriate spaces.
2. **CURRENT VALUE OF VESTED ACCOUNT BALANCE.** The current value of your vested Account Balance should be inserted in the appropriate space. The Plan Administrator may provide this value as of any date following your termination of employment. If you do not know the current value of your vested Account Balance, you should contact the Plan Administrator to obtain the current value of your Vested Account Balance. The current value of your vested Account Balance must be \$5,000 or less to use this form. (If your vested Account Balance exceeds \$5,000, you should complete a *Distribution Election Form (Vested Account Balance in Excess of \$5,000)* to request a distribution from the Plan. The actual value of your vested Account Balance at the time of distribution may be different than the amount designated under the form, due to the allocation of earnings or additional contributions or forfeitures. The Plan Administrator will provide you with an exact value of your vested Account Balance at the time of distribution.)
3. **DISTRIBUTION ELECTION.** Check the form in which you wish to receive your distribution from the Plan. For more information regarding the available distribution options, see the *Qualified Plan Distribution Notice*. You may obtain a *Qualified Plan Distribution Notice* from the Plan Administrator. For more information regarding the tax effect and withholding rules applicable to distributions from the Plan, see the *Special Tax Notice Regarding Plan Distributions*.
4. **IDENTIFICATION OF IRA OR QUALIFIED PLAN.** If you elect to receive your distribution in the form of a Total or Partial Direct Rollover, you must complete the section designating the name of the IRA or qualified plan to which the rollover will be made. In addition, you must designate the address of the IRA or qualified plan where your distribution is to be sent. The IRA or qualified plan must be a proper recipient to receive a Direct Rollover. For more information regarding the availability of a Direct Rollover and the tax effects of electing a Direct Rollover, see the *Qualified Plan Distribution Form* and the *Special Tax Notice Regarding Plan Distributions*.
5. **ACKNOWLEDGEMENT AND CONSENT.** By signing this *Distribution Election Form*, you acknowledge that you have read and understood the *Qualified Plan Distribution Notice* and the *Special Tax Notice Regarding Plan Distributions*. You may request a copy of these *Notices* from the Plan Administrator. By completing this *Distribution Election Form* you also consent to a distribution of your vested Account Balance in the designated form and waive any unexpired portion of the 30-day consent period described in the *Qualified Plan Distribution Notice*. If you fail to properly complete this *Distribution Election Form*, the Plan contains special rules regarding the treatment of your vested Account Balance. For more information, see the *Notice to Employees – Failure to Consent to Distribution*. (See your *Summary Plan Description* for the forfeiture provisions that apply where you do not consent to a distribution from the Plan upon termination of employment.)
6. **PARTICIPANT SIGNATURE.** Sign and date the form. Your distribution elections will not be effective unless you have signed and dated the *Distribution Election Form*.

# QUALIFIED PLAN DISTRIBUTION NOTICE

(“Plan”)

\_\_\_\_\_  
Name of Plan

This *Qualified Plan Distribution Notice* describes the rights of Plan participants and their spouses upon receipt of benefits under the Plan. For more information concerning the availability of a distribution under the Plan, see your Summary Plan Description.

## PART 1- FORMS OF PAYMENT

When you terminate employment, you may elect to receive a distribution of your vested Account Balance under the above-referenced Plan. Upon your termination of employment, the Plan Administrator will provide you with a *Distribution Election Form* setting forth the value of your vested Account Balance and providing you with the ability to elect the form in which your distribution will be paid. The *Distribution Election Form* will also allow you to elect to rollover your distribution to an IRA or to another qualified plan. The available distribution forms under the Plan vary depending on the amount of your vested Account Balance under the Plan.

### Vested Account Balance Exceeding \$5,000

If the value of your vested Account Balance upon termination exceeds \$5,000, you will be entitled to receive a distribution in the following form:

- **Lump sum.** A lump sum payment of your vested Account Balance. (See the discussion under the attached *Special Tax Notice Regarding Plan Distributions* for a discussion of the rollover and tax withholding requirements that apply if you elect to receive a lump sum distribution.)

### Vested Account Balance Not Exceeding \$5,000

If the value of your vested Account Balance upon termination does not exceed \$5,000, you will receive a distribution of your vested Account Balance in a single lump sum. (See the discussion under the attached *Special Tax Notice Regarding Plan Distributions* for a discussion of the rollover and tax withholding requirements that apply to lump sum distributions.)

## PART 2 - FEDERAL INCOME TAX RULES AND CONSEQUENCES

The Plan contains specific rules for determining the availability of distributions under the Plan. The Summary Plan Description contains specific information regarding distribution events and the consent requirements that must be satisfied to receive a distribution under the Plan. Generally, if your vested Account Balance exceeds \$5,000, you must consent to any distribution that occurs prior to the later of normal retirement age or age 62. (See the Summary Plan Description for the Plan’s definition of normal retirement age.) The Plan may require your consent for other distributions as well. For example, a plan may require consent for distributions of vested Account Balances of less than \$5,000. See the Summary Plan Description for details regarding the distribution and consent rules under the Plan.)

If you do not consent to a distribution from the Plan upon termination of employment at a time when your consent is required, you will be deemed to have elected to defer distribution until the latest time allowed under the Plan. If you defer your distribution until a later time, your Account Balance will continue to be invested under the Plan. (See the Summary Plan Description for rules regarding the forfeiture of nonvested benefits following termination of employment.) Subject to the Plan’s distribution provisions, you may elect to commence distribution at any time permitted by the Plan. However, in no event may you delay distribution beyond the later of age 70½ or your date of termination. This date is referred to as your Required Beginning Date. (See the Summary Plan Description for special rules that may apply to 5% owners.)

If you do not consent to a distribution when your consent is not required, the Plan will make an involuntary distribution within a reasonable time following your termination of employment. For this purpose, an involuntary

distribution will be deemed to have been made within a reasonable period of time if it is made within 30 – 90 days after you receive this *Qualified Plan Distribution Notice*. If an involuntary distribution is made from the Plan, special distribution rules apply. See the *Notice to Employees – Failure to Consent to Distribution* for a description of the distribution rules that apply to involuntary distributions under the Plan.

Your distribution will be subject to Federal income tax in the year in which you take your distribution. In addition to Federal income tax, the taxable portion of your distribution will be subject to a 10% early payment penalty if you receive the distribution before you reach age 59½. However, the 10% penalty does not apply to (i) any payment that is made after you have terminated employment with the employer maintaining the Plan, if you terminate employment during or after the year in which you reach age 55, or (ii) any payment that is part of a series of substantially equal payments made over your life or life expectancy (or the joint lives or joint life expectancies of you and your beneficiary).

If you elect to take your distribution in the form of a lump sum, you may rollover your distribution to another qualified plan or to an IRA. See the *Special Tax Notice Regarding Plan Distributions* for more information regarding your rollover rights. If you receive distribution in the form of a lump sum and do not elect to have your distribution directly rolled over to another qualified plan or IRA, your distribution will be subject to automatic withholding equal to 20% of the taxable distribution. (See the *Special Tax Notice Regarding Plan Distributions* for more information.)

You are solely responsible for the effect and validity of the distribution options you select. Neither the Plan Administrator nor any other Plan representative is responsible for the elections made under the *Distribution Election Form*. It is strongly suggested that you seek advice of legal counsel if there is any concern as to whether the elections in the *Distribution Election Form* accomplish your intentions. If you have any questions regarding your distribution options, please contact your Plan Administrator.

## Special Tax Notice Regarding Plan Distributions

This *Special Tax Notice* 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 will soon receive from the \_\_\_\_\_ (the "Plan") may be eligible for rollover by you or your Plan Administrator to a traditional IRA or another qualified employer plan. A "traditional IRA" does not include a Roth IRA, SIMPLE IRA, or education IRA.

If you have additional questions after reading this notice, you can contact your Plan Administrator at:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

### 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 or, if you choose, another qualified employer plan that will accept it ("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. Your payment will be made directly to your traditional IRA or, if you choose, to another qualified employer plan that accepts your rollover. Your Plan payment cannot be rolled over to a Roth IRA, a SIMPLE IRA, or an education IRA because these are not traditional IRAs. Your payment will be taxed later when you take it out of the traditional IRA or the qualified employer plan.

If you choose to have a Plan payment that is eligible for rollover PAID TO YOU, you will receive only 80% of the payment, because the Plan Administrator is required to withhold 20% of the payment and send it to the IRS as income tax withholding to be credited against your taxes.

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 59-1/2, you also may have to pay an additional 10% tax.

You can roll over the payment by paying it to your traditional IRA or to another qualified 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 qualified employer plan. If you want to roll over 100% of the payment to a traditional IRA or another qualified employer plan, you must find other money to replace the 20% 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.

### 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 an IRA or to another employer plan that accepts rollovers. Payments from a plan cannot be rolled over to a Roth IRA, a SIMPLE IRA, or an education IRA. Your Plan administrator should be able to tell you what portion of your payment is an eligible rollover distribution. The following types of payments cannot be rolled over: Non-taxable Payments. In general, only the "taxable portion" of your payment can be rolled over. If you have made "after-tax" employee contributions to the Plan, these contributions will be non-taxable when they are paid to you, and they cannot be rolled over. (After-tax employee contributions generally are contributions you made from your own pay that were already taxed.) 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 employee contribution portion.

**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 your life expectancy), or your lifetime and your beneficiary's lifetime (or life expectancies), or a period of ten years or more.

**Required Minimum Payments.** Beginning when you reach age 70-1/2 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 5% or more of your employer.

**Hardship Distributions.** A hardship distribution from your employer's 401(k) plan may not be eligible for rollover. Your Plan Administrator 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 another qualified 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 portion of your payment for which you choose a DIRECT ROLLOVER until you later take it out of the traditional IRA or qualified employer plan. In addition, no income tax withholding is required for any portion of your Plan benefits for which you choose a DIRECT ROLLOVER.

**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 consider whether 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 a qualified employer plan, and you want a direct rollover to that plan, ask the Plan Administrator of that plan whether it will accept your rollover. A qualified employer plan is not legally required to accept a rollover. If your new employer's plan does not accept a rollover, you can choose a DIRECT ROLLOVER to a traditional IRA.

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

## III. PAYMENT PAID TO YOU

If your payment can be rolled over under Part I above and the payment is made to you in cash, it is subject to 20% income tax withholding. The payment is taxed in the year you receive it unless, within 60 days, you roll it over to a traditional IRA or another qualified 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 that amount. This amount is sent to the IRS as income tax withholding. For example, if you can roll over a 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, you must report the full \$10,000 as a payment from the Plan. You must report the \$2,000 as tax withheld, and it will be credited against any income tax you owe for the year.

**Voluntary Withholding.** If any portion of your payment is taxable but cannot be rolled over under Part I above, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. 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 another qualified 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 another qualified 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 qualified 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% 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 qualified employer plan, to replace the 20% that was withheld. On the other hand, if you roll over only the 80% that you received, you will be taxed on the 20% that was withheld.

**Example:** The 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 a qualified 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 the qualified 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 59-1/2.** If you receive a payment before you reach age 59-1/2 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.

**Special Tax Treatment If You Were Born Before January 1, 1936.** If you receive a payment that can be rolled over under Part I and you do not roll it over to a traditional IRA or other qualified employer plan that will accept it, 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 59-1/2 or because you have separated from service with your employer (or, in the case of a self-employed individual, after you have reached age 59-1/2 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 if 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. If you have previously rolled over a distribution from the 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, you will not be able to use special tax treatment for later payments from the traditional IRA. Also, if you roll over only a portion of your payment to a traditional IRA, 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 (including any net unrealized appreciation) can be rolled over to a traditional IRA or another qualified employer plan, either in a direct rollover or a rollover that you make yourself.

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 amount paid to you (including the employer stock but 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 you end your employment and 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 repayment. The amount withheld will be limited to the amount of other cash or property paid to you (other than any employer securities).

#### **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. Some of the rules summarized above also apply to a deceased employee's beneficiary who is not a spouse. However, there are some exceptions for payments to surviving spouses, alternate payees, and other beneficiaries that should be mentioned.

If you are a surviving spouse, 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 paid to you. If you have the payment paid to you, you can keep it or roll it over yourself to a traditional IRA but you cannot roll it over to a qualified employer plan. If you are an alternate payee, you have the same choices as the employee. Thus, you can have the payment paid as a direct rollover or paid to you. If you have it paid to you, you can keep it or roll it over yourself to a traditional IRA or to another qualified employer plan that accepts rollovers.

If you are a beneficiary other than the surviving spouse, 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 section III above, even if you are younger than age 59-1/2.

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 section 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 the Plan Administrator or a professional tax advisor before you take a payment of your benefits from your Plan. Also, you can find more specific information on the tax treatment of payments from qualified retirement plans in IRS Publication 575, Pension and Annuity Income, and IRS Publication 590, Individual Retirement Arrangements. These publications are available from your local IRS office, on the IRS's Internet Web Site at [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORMS.

**NOTICE TO EMPLOYEES  
FAILURE TO CONSENT TO DISTRIBUTION**

\_\_\_\_\_  
("PLAN")

Name of Plan

THIS NOTICE SUPPLEMENTS THE *SPECIAL TAX NOTICE REGARDING PLAN DISTRIBUTIONS* ADDRESSING DISTRIBUTIONS UPON TERMINATION OF EMPLOYMENT. AS DESCRIBED IN THE *SPECIAL TAX NOTICE REGARDING PLAN DISTRIBUTIONS*, YOU MAY ELECT TO RECEIVE A DISTRIBUTION IN CASH OR ELECT TO HAVE YOUR DISTRIBUTION DIRECTLY ROLLED OVER TO AN IRA OR QUALIFIED PLAN. HOWEVER, DUE TO LAW CHANGES, NEW RULES APPLY IF YOU DO NOT PROPERLY COMPLETE A *DISTRIBUTION ELECTION FORM* DESIGNATING HOW YOU WANT YOUR DISTRIBUTION MADE FROM THE PLAN.

**VESTED ACCOUNT BALANCE EXCEEDS \$5,000.** IF YOUR VESTED ACCOUNT BALANCE EXCEEDS \$5,000 AND YOU DO NOT ELECT A CASH DISTRIBUTION OR ROLLOVER, YOUR BENEFIT WILL REMAIN INVESTED UNDER THE PLAN.

**VESTED ACCOUNT BALANCE OF \$1,000 OR LESS.** IF YOUR VESTED ACCOUNT BALANCE IS \$1,000 OR LESS AND YOU DO NOT ELECT TO RECEIVE A CASH DISTRIBUTION OR ROLLOVER, YOUR VESTED ACCOUNT BALANCE AUTOMATICALLY WILL BE DISTRIBUTED TO YOU IN CASH.

**VESTED ACCOUNT BALANCE BETWEEN \$1,000 AND \$5,000.** IF YOUR VESTED ACCOUNT BALANCE IS ABOVE \$1,000, BUT IS NOT ABOVE \$5,000, AND YOU DO NOT ELECT A CASH DISTRIBUTION OR ROLLOVER, YOUR VESTED ACCOUNT BALANCE WILL BE AUTOMATICALLY ROLLED OVER INTO AN IRA MAINTAINED BY THE FOLLOWING IRA PROVIDER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UPON ROLLOVER TO THE IRA, YOUR BENEFIT WILL BE INVESTED IN INVESTMENT VEHICLES DESIGNED TO PRESERVE PRINCIPAL, SUCH AS A MONEY MARKET, CERTIFICATE OF DEPOSIT, OR STABLE VALUE FUND. THE IRA PROVIDER WILL CHARGE FEES AGAINST YOUR IRA ACCOUNT FOR ESTABLISHING AND MAINTAINING THE IRA. YOU MAY MODIFY THE INVESTMENT CHOICES UNDER THE IRA OR TRANSFER YOUR BENEFIT FROM THE IRA AT ANY TIME BY CONTACTING THE IRA PROVIDER.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR DISTRIBUTION OPTIONS UPON TERMINATION OF EMPLOYMENT, BE SURE TO READ THE DISTRIBUTION NOTICES. IF YOU STILL HAVE QUESTIONS, YOU MAY CONTACT THE PLAN ADMINISTRATOR DESCRIBED IN YOUR SUMMARY PLAN DESCRIPTION AND YOUR DISTRIBUTION NOTICES.