

LONG ISLAND EMPLOYEE BENEFITS GROUP, LTD.

50 Stewart Avenue, Suite 2 ~ Huntington, NY 11743 ~ 631-273-9220 Tel ~ 631-424-0608 Fax

You may be entitled to a benefit from your employer’s retirement plan. Enclosed you will find the documents necessary to process your distribution from the plan. You are always 100% vested in your employee contributions. Employer contributions are subject to the vesting terms in the plan.

In order for your distribution to be processed, you will need to complete the following documents:

DISTRIBUTION ELECTION FORM – This form is for you to elect how to receive your benefits. It summarizes the rollover guidelines and requires your election regarding federal and state income tax withholding.

SPECIAL TAX NOTICE – This notice provides pertinent tax information and is for your personal files. You should show this form to your personal tax advisor. Please read it carefully.

ELECTION FOR DISPOSITION OF LIFE INSURANCE (if applicable) – If your plan provides for individual life insurance, this form informs you of your options related to the distribution of insurance policies in the plan.

OUTSTANDING LOAN(S) (if applicable) – If your plan permits you to borrow from the plan and you have an outstanding loan, this form informs you of your options related to the distribution of the loan.

SPOUSAL CONSENT (if applicable) – If your plan requires spousal consent, this form will be included and must be signed by you and your spouse. Your signatures must be witnessed by the Plan Administrator, an Authorized Representative, or a Notary Public.

NOTE – Normal processing time – upon receipt of a completed form you can expect to receive a check within 5 – 10 business days (wire transfers within 1 – 3 days).

If you have any questions regarding the completion of these forms, please contact us.

Return the completed form(s) to:

By Mail to:

Attn: Distribution Department
Long Island Employee Benefits Group
50 Stewart Avenue, Suite 2
Huntington, NY 11743
(631) 273-9220 ext. 128

By Fax to: (631) 424-0608

By e-mail to ljenkins@liebg.com

NOTE - if any section of the forms are incomplete, the distribution may be delayed until all required information is received.

Do Not Write in This Space - For Administrative Use Only

Distribution Details: (check all that apply)

Vested Percentage: _____ %	Fee: \$ _____	<i>(NOTE: "Net Amount" should not be reduced by the "Fee" for 70 ½ RMDs)</i>	
<input type="checkbox"/> total distr'n	<input type="checkbox"/> over age 59 ½	<input type="checkbox"/> death	<input type="checkbox"/> disability
<input type="checkbox"/> in-service-distr'n	<input type="checkbox"/> loan default	<input type="checkbox"/> 70 ½ (RMD)	<input type="checkbox"/> hardship
<input type="checkbox"/> residual distr'n	<input type="checkbox"/> ADP/ACP refund	<input type="checkbox"/> owner	<input type="checkbox"/> state tax w/h
<input type="checkbox"/> partial distr'n	<input type="checkbox"/> 415 excess	<input type="checkbox"/> 457(b) plan	<input type="checkbox"/> over age 55 in year of term
<input type="checkbox"/> outstanding loan: \$ _____	<input type="checkbox"/> Roth: _____	<i>(date of first Roth contribution)</i>	
<input type="checkbox"/> after-tax contr'n's: \$ _____	<input type="checkbox"/> insurance: \$ _____	<i>(Cash Surrender Value)</i>	
<input type="checkbox"/> automatic R/O with: _____	<input type="checkbox"/> QDRO: _____	_____	
	IRA Provider	Alternate Payee	

Other instructions:

_____ Admin / date

DISTRIBUTION ELECTION FORM

Plan Name: Volunteers of America Chesapeake, Inc. Employee TDA Plan

Participant Name: _____ SS#: _____

Address: _____

Employer: Volunteers of America Chesapeake, Inc.

Date of Birth: _____ Telephone #: _____

E-Mail Address: _____ Marital Status: Single Married Widowed

Reason for Distribution (choose one)

- Separation from Service:** Date of Termination: _____
- Death** (please provide a copy of the death certificate, most recent beneficiary designation form, and complete the Beneficiary/Alternate Payee Information below)
- Disability** (proof of total and permanent disability is required)
- Qualified Domestic Relations Order** (please provide a copy of the executed QDRO and complete the Beneficiary/Alternate Payee Information below)

In-Service Distribution Options (subject to the terms of the plan document, please refer to your Summary Plan Description)

- Attainment of Age 59½** **Attainment of Normal Retirement Age** (as defined by the plan)
- Withdrawal of Rollover Contributions** **Early/Pre-Retirement**

Beneficiary/Alternate Payee Information (if applicable)

Name: _____ SS#: _____

Address: _____

E-Mail Address: _____ Telephone #: _____

Date of Birth: _____ Relationship to Participant: _____

Payment Options (choose one...Cash Distribution or Rollover)

- Cash Distribution** (payment is issued directly to you) (choose one)
- Entire account balance
- Partial distribution of \$ _____ (net amount after tax withholding)

I understand that this distribution may be subject to 20% mandatory Federal withholding and excise taxes described in the Special Tax Notice. I wish to have these funds paid to me net of withholding taxes as follows:

- Choose one... a check made payable to me
- electronically transferred to my checking account (your name must appear on the account)
(attach a voided check with the name and address of the bank or complete below)

Please write clearly to ensure prompt processing

Rollover – I hereby elect to have my retirement benefit rolled over directly into an IRA or Qualified Retirement Plan. I understand this transfer will represent my entire benefit under the Plan (listed above), ending the Plan’s responsibility for my benefit. By choosing this option, no taxes will be withheld from my benefit at this time nor will I be subject to Federal penalties for early withdraw associated with this transaction unless I have an outstanding loan balance on the Plan.

Choose One... Traditional/Inherited IRA Roth IRA (for Roth Distributions only) Qualified Retirement Plan

Account No: _____

Payable to: _____
(Consult with financial institution or new plan administrator for exact wording)

Address: _____

Federal/State Tax Withholding

FEDERAL INCOME TAX WITHHOLDING: Distributions of pre-tax contributions plus interest on all contributions (except interest on qualified Roth distributions) are subject to federal income tax. Federal income tax law requires that 20% of the taxable amount of the distribution be withheld, unless the payment is directly rolled over to an eligible employer plan or an IRA.

To request a higher tax rate, specify a whole number above 20%: _____

STATE INCOME TAX WITHHOLDING: The taxable portion of your payment may be subject to state income tax withholding requirements. If you make an election that is not in compliance with your state’s income tax withholding rules, then the withholding will default to your state’s income tax requirements. For current state specific information pertaining to your resident state, you should contact your tax advisor or your state income tax department.

DO NOT withhold Withhold _____% or \$_____

*Please note, CT and MI require a state specific Form W-4P to opt out of or to request additional withholding. This form must be completed and attached.

Participant Certification & Release

I have received and reviewed notification of possible tax penalties and additional withholding requirements and waive the right to a review period of 30 days, during which I would be allowed to consider such penalties and withholding applicable to this distribution. I have read and understood the information provided and certify that such is correct. I hereby release the Administrator, the Trustees, the Plan Sponsor (Employer) and its officers and directors, from and against any and all claims that I, or my heirs may have or claim to have against them, but only with respect to my interest in the Plan. Nothing in this release is intended to relieve any fiduciary of an obligation or duty under ERISA or any other law.

WITNESS:

Participant/Beneficiary/Alternate Payee Signature

Date

Trustee, Authorized Plan Representative
or Notary Public

Date

Trustee/Authorized Signer Certification *(if required by Plan)*

I certify that the above information is complete and accurate. On behalf of the Plan Sponsor, the Plan and its related trust, and the Plan Trustee of named Fiduciary, I further agree to indemnify and hold harmless Long Island Employee Benefits Group Ltd., its employees and officers from any liability, penalties, and taxes that may be incurred as a result of the requested distribution giving rise to one or more prohibited transactions or for implementing requests based solely on the instructions provided on this form, or if any of the certifications provided on this form are incorrect.

Trustee/Authorized Signer Signature

Trustee/Authorized Signer Name

Date

Please write clearly to ensure prompt processing

SPECIAL NOTICE REGARDING PLAN LOANS

Name: _____ SS#: _____

Address: _____

Employer: Volunteers of America Chesapeake, Inc.

Plan Name: Volunteers of America Chesapeake, Inc. Employee TDA Plan

Telephone #: _____ E-Mail Address: _____

If you have an outstanding loan(s) from the Plan at the time plan benefits are to be paid to you, the following events will occur:

1. The loan will be considered in default.
2. Your total vested benefit will be reduced by an amount equal to the current outstanding balance of your loan(s).
3. The outstanding balance of the loan will be treated as a taxable distribution to you. It would be subject to the 10% excise tax related to distributions before age 59 1/2.

You have the option to pay off the outstanding balance of the loan. If you do, your total vested benefit may be rolled over to an IRA or another plan. This would avoid current taxation and excise taxes based upon the outstanding amount of the loan.

ELECTION

I understand that I have outstanding loan(s) from the Plan and have the option to either pay it off or not. I hereby make the following election for the disposition of my outstanding loan(s). **(check one)**

- I will not pay off the balance of the loan(s). I understand that if I do not pay off the loan(s), it will be considered in default and subject to tax (including the 10% additional income tax on early distributions).
- I elect to pay off the loan(s). Enclosed is a money order/bank check for \$_____ to be deposited into my account in the Plan and distributed along with my total balance in the Plan. (No personal checks allowed)

Please make the check payable to the name of the Plan and attach to this form.

Participant's Signature

Date

FAQs

- What is the process?
 - Submit a Distribution Election Form and any other applicable forms to LIEBG.
 - LIEBG will review the application to verify your vested benefit.
- Where do I get the Distribution Election Form?
 - Forms can be obtained from your benefits/human resources department or LIEBG.
- How long does it take?
 - Once a Distribution Election Form is found to be in good order, you should receive a check within 5-10 days. Wire transfers may be received in 1-3 days (additional fees may apply).
- Can I direct deposit to my checking account?
 - Yes (a voided copy of your check is required)
- Do you need the originals?
 - No, a scanned or faxed copy is acceptable.
- Do I have to have my signature notarized?
 - A notary public or plan administrator must witness your signature.
- Who is the plan administrator?
 - A trustee of the plan or an authorized signer at your employer.
- What if I have an outstanding loan?
 - You have the option to pay off the outstanding balance of the loan.
 - If you do, the payment will be deposited into your account and can be distributed along with your total vested benefit.
 - If you do not pay off the loan, it will be considered in default and treated as a taxable distribution to you.
- What are the tax implications?
 - Refer to the Special Tax Notice.

SPECIAL TAX NOTICE for payments from a designated ROTH account

YOUR ROLLOVER OPTIONS

You are receiving this notice because all or a portion of a payment you are receiving from 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.

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.

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

SPECIAL TAX NOTICE for payments from a designated ROTH account

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.

*** Recent law changes (Tax Cuts and Jobs Act) have extended the amount of time you have to rollover a loan offset from 60 days to until your tax filing due date (including extensions) for the year in which the loan offset amount arose. This extension only applies if the offset was due to your termination from service or termination of the 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.

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.