

REQUEST FOR DISTRIBUTION CHECKLIST

PLEASE PROVIDE THE FOLLOWING TO THE PARTICIPANT:

- Postponement of Distribution Election Form *(This form cannot be used if the participant has reached the latest time under the Plan for commencing distribution or has a Vested Account Balance of less than the involuntary cash-out amount elected in the Plan Document)*
- Automatic Rollover Notice *(This form should only be provided if you elected the involuntary cash-out option for vested account balances of greater than \$1,000 but less than \$5,000)*
- Request for Distribution Form
- Request for Distribution Instructions
- Special Tax Notice
- Description of Investment Options Available under the Plan including Related Fees *(For the most up-to-date information please contact your Investment Manager or broker directly as TRA does not maintain this information in our files)*

PRIOR TO FORWARDING TO TRA, REVIEW THE COMPLETED “REQUEST FOR DISTRIBUTION FORM” FOR:

- The appropriate processing fee plus the rush fee, if applicable, is to be paid as follows:
 - A cashier's check or money order made payable to The Retirement Advantage, Inc. is enclosed
 - The processing fee will be deducted from the distribution proceeds *(subject to the Investment Manager's policy)**
 - Bill the company *
- The Participant/Beneficiary/Alternate Payee has signed the form
- The Spousal consent has been obtained *(if applicable)*
- The Plan Administrator has signed the form
- The Plan Administrator has completed Section 1, Section 5, Section 6, and Section 10 of the Request for Distribution Form

*Note: If no processing fee has been included with the Request for Distribution Form, we will default to deducting the processing fee from the Participant's proceeds if allowed by the Investment Manager. If the Investment Manager does not allow for this, we will bill the company.