Print Clear

Separation from Service Distribution Checklist

MassMutual will not process your Separation from Service Distribution Request Form until it is received in Good Order. After you have completed your Separation from Service Distribution Request form, please use the below checklist to assist you to verify that the form has been completed correctly and is ready for processing before you submit it.

If you are a Participant

☐ Section B - Participant Information: Is all information correct and legible?

☐ Section E - Form of Payment:

- Have you read all the options to make sure you select the option that best meets your needs?
- If you are required to take a Required Minimum Distribution for this year, but have not yet done so, you must request an RMD before your account can be paid out. Please select one option from Section D. Failure to complete Section D, if required, will result in an RMD being calculated and paid directly to you.

☐ Section G - If your banking information is not legible or is incomplete, we will send a check to your address of record.

☐ Section H - Direct Rollover Instructions:

- If you want to roll over your Pre-tax, After-Tax, or Employer Contributions, did you complete Option 1?
- If you want to roll over your Roth money, did you complete Option 2?
- If you want to roll over your Non-Roth money to a Roth IRA, did you complete Option 3?

☐ Section K - Participant Certification and Authorization:

- Did you sign and date the *Separation from Service Distribution Request Form*?

☐ Return your completed *Separation from Service Distribution Request Form* and *Required Minimum Distribution Request Form*, if applicable, to your Plan Administrator for submission.

If you are a Third Party Administrator (if applicable)

☐ Section C - Employment Status & Vesting Verification: The following **MUST** be completed:

- Vesting - A percentage must be entered for all applicable money sources even if the vesting percentage is zero. (Do not leave blank.)
- Signatures - Did you both sign and print the TPA or Plan Administrator's name in this section?

If you are the Plan Administrator

☐ Section A - Plan Information: Did you complete the Plan ID, Plan Name, and Plan Contact information?

☐ Section C - Employment Status & Vesting Verification: The following **MUST** be completed:

- Vesting - A percentage must be entered for all applicable money sources even if the vesting percentage is zero. (Do not leave blank.)

☐ Section L - Plan Administrator Certification and Authorization:

- Signatures - Did you both sign and print the Authorized Plan Administrator's name in this section?

☐ Ensure that the participant's last payroll has been processed before submitting this form to avoid additional fees.

☐ Please review the entire form for accuracy before submitting it for processing.

Do Not Return this Separation from Service Distribution Checklist to MassMutual

MassMutual

RDISTRIB

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Separation from Service Distribution Request Form

for employees who have terminated employment, retired or become disabled

Use this form if you:
- want to request a cash payment from your vested account.
- want to request a direct rollover from your vested account.
- have requested a distribution due to separation from service and you are or will be age 72 (age 70 ½ if born prior to 7/1/1949) in the current calendar year and have not fulfilled your current year required minimum distribution (RMD). Complete Section D, item 1 on this form to authorize calculation and payment of your RMD.)

Do not use this form if:
- you are still employed.
- you are requesting a distribution following the death of a plan participant (use the *Beneficiary Distribution Request Form.*)
- you want to request installment payments (if your Plan allows, use the *Installment Distribution Request Form.*)
- you want to request an annuity other than the MassMutual Lifetime Income Annuity (if your Plan offers annuity payments, contact your Plan Administrator)

Questions?
Call
MassMutual's Customer Service Center
1-800-854-0647

Fax
1-800-220-2913

Online
www.massmutual.com/corp

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If the plan's normal form of benefit is a *Qualified Joint and Survivor Annuity (QJSA), the Qualified Joint and Survivor Annuity Form* must be completed by the participant (and spouse, if applicable) and provided to the Plan Administrator prior to a distribution being processed. If the Plan's normal form of benefit is not a QJSA, but requires spousal consent for a distribution, a *Spousal Consent Form* must be completed and provided to the Plan Administrator prior to the processing of any distribution.

NOTE: If you own MassMutual Lifetime Income ("MMLI"), please review the *Important Information* Section prior to completing the form.

MassMutual will not process this Form until it is received in good order. Please see the *Important Information* Section for the definition of "Good Order".

Section A - Plan Information (Plan Administrator completes)

Plan ID	Plan Name
Plan Contact	Daytime Phone Number

Section B - Participant Information (Participant completes)

SSN	Participant Name	Date of Birth	
* Legal Address			
City	State	Zip Code	Daytime Phone Number

*All future mailings will be sent to your Legal Address unless changed by you or your Employer and/or Plan Administrator, as applicable, as described under "Stale Address" in the *Important Information* section.

Section C - Employment Status & Vesting Verification (Plan Administrator or Third Party Administrator completes)

Reason for Distribution: (select one below) ☐ Employment Termination ☐ Retirement ☐ Disability	Date of Hire	Date of Termination/ Retirement/Disability
Vesting: Employer Match ___ %	Vesting: Employer Profit Sharing ___ %	Vesting: Other (Specify) ___ %

TPA or Plan Administrator's Signature

Date

TPA or Plan Administrator's Name (please print)

Phone Number

E-Mail

Section D - Required Minimum Distribution (Participant completes)

If you are or will be age 72 (age 70½ if born prior to 7/1/1949) in the current calendar year and are required to take an RMD for the current year, but have not yet done so: (Select 1 or 2 below)

1. ☐ I request that MassMutual calculate and process my RMD using the Uniform Lifetime Tables. I have read the rules and options provided on *MassMutual's Required Minimum Distribution Request Form* and, in lieu of submitting that form, I am selecting this option. The taxable portion of your RMD payment is subject to **10% federal tax withholding** unless you elect not to have withholding apply or to have additional taxes withheld. If no selection is made, MassMutual will withhold 10% federal income tax and any applicable state taxes.
   - ☐ Do not withhold federal income tax.
   - ☐ Withhold the mandatory 10%, plus I voluntarily elect to have additional withholding of: ________ % (whole percentages only)
2. ☐ A completed *Required Minimum Distribution Request Form* is attached. Please process my RMD in accordance with the selections made.

Section E - Form of Payment (Participant completes)

Important Note: If your vested account balance includes the MassMutual Lifetime Income ("MMLI") investment option, you MUST also complete Section F below. Please also see the *Important Information* Section. For purposes of calculating full or partial withdrawals or rollovers, the MMLI balance will be counted as part of your total vested account balance. However, monies from the MMLI balance will only be available for the payment of the distribution or rollover if you have chosen to liquidate MMLI as part of this distribution or rollover request in Section F, item 3.

I hereby elect my vested account balance be distributed as follows: (Select one option below.)

Note: If you are or will be 72 (age 70½ if born prior to 7/1/1949) in the current calendar year and no longer working (or are a 5% owner) please complete Section D. Failure to complete Section D (if required) will result in an RMD being calculated and paid directly to you.

Cash Options

1. ☐ Lump Sum full distribution payable to me (i.e., fully distribute and close my account).
2. ☐ Partial distribution (if the Plan permits) of $ ☐,☐☐☐,☐☐☐.☐☐ OR ☐☐ % (whole percentages only) and leave the remainder of my account in the Plan (if Plan permits).

   Please be aware that when requesting a specific dollar amount you should take into consideration that the payment will be reduced by all applicable federal and state income tax withholding amounts.

Rollover Options (Note: If selecting a rollover option, please check with your Plan and financial institution for minimum amounts.)

3. ☐ Directly roll over my entire account balance (i.e., fully roll over and close my account) to the institution named in the *Direct Rollover Instructions* in Section H. Note: Please Review Section H before completing this section.
4. ☐ Directly roll over $ ☐,☐☐☐,☐☐☐.☐☐ OR ☐☐ % (whole percentages only) to the institution named in the *Direct Rollover Instructions* in Section H **and pay me the remaining account balance in a Cash Payment.**
5. ☐ Pay me a Cash Payment of $ ☐,☐☐☐,☐☐☐.☐☐ OR ☐☐ % (whole percentages only) of my account and directly roll over the remaining account balance.
6. ☐ Directly roll over $ ☐,☐☐☐,☐☐☐.☐☐ OR ☐☐ % (whole percentages only) **and leave the remainder of my account in the Plan (if Plan permits).**
7. ☐ Roth conversion of $ ☐,☐☐☐,☐☐☐.☐☐ OR ☐ My entire account

Note: Partial cash distributions and partial rollovers will be taken pro-rata across all of your current contribution type sources and investments (other than MMLI, if my account holds MMLI, unless I have expressly requested the liquidation of MMLI in my election in Section F, item 3). The distribution will be taken from each contribution source and investment based on its proportion of the total vested account balance (and subject to the requirement that if my account holds MMLI, MMLI will not be included as a source unless I have expressly requested the liquidation by electing that in Section F, item 3. For example, if an account balance of $1,200 ($600 pre-tax and $600 match) was invested evenly among four funds (A, B, C and D) and a distribution of $600 was requested, then $150 ($75 pre-tax and $75 match) would come from each of funds A, B, C and D.

Section F - Election for MassMutual Lifetime Income Investment Option (Participant completes, if applicable)

I hereby elect to have my MassMutual Lifetime Income investment transacted as follows (please select one option below). If your account has MassMutual Lifetime Income and you fail to complete this section, your distribution or rollover will not be processed.

Please review the *Important Information* Section for more information about the MassMutual Lifetime Income shares and the impacts of each selection below.

1. ☐ Annuity Transfer. A non-taxable transfer from the plan in the form of a qualified plan distributed annuity ("QPDA"). A MassMutual Lifetime Income (MMLI) Annuity Certificate will be mailed to me. I will be able to elect at any time to begin my guaranteed lifetime annuity payments under the QPDA, or cash-out my MMLI Annuity Certificate (subject to contract, plan and tax law requirements). Note, your income payments must be a minimum of $50 per payment. For example, you will need at least 5 income shares to receive a $50 monthly payment at age 65 based on your life. If your payment does not meet the minimum $50 amount, you will receive your cash-out value in the form of a lump sum payment.
2. ☐ Retain the MassMutual Lifetime Income investment option as part of my account balance under the plan.
3. ☐ Liquidate the MassMutual Lifetime Income investment option into cash and distribute or roll over the cash proceeds as part of my requested distribution. The cash-out value of the MassMutual Lifetime Income investment option is the lesser of net contributions accumulated at 3% interest or the dollar amount it would cost to purchase your income shares. Thus, the value of the annuity guarantee may be lost.

Section G - Cash Payment Instructions (Participant completes, if applicable)

If applicable, please check one of the options below for receiving your Cash Payment and complete the appropriate information. Note: If no option is selected we will send you a check via regular United States Postal Service (USPS) mail delivery to the address specified according to plan provisions.

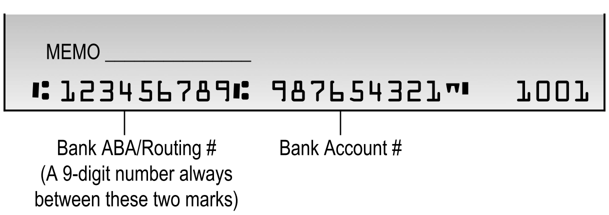
1. ☐ Send my check via regular USPS mail delivery to the address specified according to plan provisions.
2. ☐ Send my check Express Mail Delivery to the address specified according to plan provisions. A check handling fee will be applied to each check issued. **Please allow 3 to 5 business days for processing and delivery.** In addition, ROTH distributions require a separate, 2nd check to be issued, which will also be subject to a check handling fee.
3. ☐ Send my distribution via Direct Deposit to a bank account in which I am an authorized account holder. (Not applicable to Rollover distributions.)

Direct deposits will be made 3-5 business days from date of processing. The Direct Deposit fields below are required to be completed. The default account type of Checking will be used if not provided. I understand that if I do not fully complete the fields below; or provide a voided check; or the bank information that I have provided is invalid, a check will be mailed. I authorize MassMutual to initiate a debit to my account for any overpayment (s) made in error.

To help protect our customers' assets, MassMutual may independently validate bank and customer account information before processing a wire/Direct Deposit/EFT. If we are unable to independently validate the bank and customer account information or sufficient documentation to support the wire/Direct Deposit/EFT is not provided, we will mail a check to the address of record. It should be noted that we are not always able to independently validate credit unions or smaller banks. <u>Please provide a voided check with your request to assist with this process.</u> If the account cannot be validated, a check will be mailed even if a voided check or financial instrument is submitted with distribution request.

☐ Checking	☐ Savings	Bank Name								
Bank ABA/Routing (9 digits)										Bank Account No.

Please note that we can only send funds via direct deposit to banks with a valid U.S. routing number.



Section H - Direct Rollover Instructions (Participant completes, if applicable)

Please be aware that this Section H is meant to indicate information about the ***recipient*** of any rollover you have requested in Section E. That section must also be completed.

Important Note. If your vested account balance includes the MassMutual Lifetime Income ("MMLI") investment option, you MUST also complete Section F above. For purposes of calculating full or partial rollovers, the MMLI balance will only be available for the payment of the rollover if you have chosen to liquidate MMLI as part of this rollover request in Section F, item 3.

Please note that if you elect an Annuity Transfer in the form of a QPDA, it will not be directly rolled over to another institution (IRA or other plan) in-kind and the rollover institution may not be willing to accept it.

Please indicate the name of the eligible retirement plan or IRA provider to make the check(s) payable to for each applicable Direct Rollover transaction requested below. **Your Direct Rollover check(s) will be mailed via regular USPS mail delivery to the address specified according to plan provisions and it is your responsibility to complete the rollover process upon receipt of the check(s). By selecting the box(es) below you may request your check(s) be sent Express Mail. A check handling fee will be applied to each check issued. Please allow 3 to 5 business days for processing and delivery.**

Section H - Direct Rollover Instructions - continued

I hereby elect to directly roll over my distribution to: (Complete all sections that apply.)

1. ☐ Non-Roth account only (e.g., pre-tax, after-tax* and employer contributions) to a: (Select one)

   ☐ Traditional IRA ☐ Eligible Retirement Plan

   *If your account includes after-tax contributions, do you want to directly roll it over to the eligible retirement plan (that accepts after-tax rollovers) or Traditional IRA below?

   ☐ Yes ☐ No (If no choice is made, your after-tax contributions will be paid to you in a separate check.)

Name of Eligible Retirement Plan or IRA Provider Name for Non-Roth Rollovers

   ☐ Send my check Express Mail Delivery. A check handling fee will be applied to each check issued.

2. ☐ Designated Roth 401(k) account only to one of the following: (Select one)

   ☐ Roth IRA ☐ Eligible Retirement Plan that accepts Roth 401(k) rollovers

Name of Eligible Retirement Plan or IRA Provider Name for Roth Rollovers

   If your account includes Roth contributions and you have elected a full withdrawal in Section E you must name a Financial Institution above or your Roth contributions will be made payable to you in a separate check.

   ☐ Send my check Express Mail Delivery. A check handling fee will be applied to each check issued.

3. ☐ Non-Roth account only to a Roth IRA (i.e., Roth conversion). I understand that the taxable amount paid from my non-Roth account will be reported on IRS Form 1099-R as taxable income You should consult with your tax advisor before making this election.

   *If your account includes after-tax contributions, do you want to directly roll it over to your Roth IRA?

   ☐ Yes ☐ No (Default if no election is made, your after-tax contributions will be paid to you in a separate check.)

Name of Eligible Retirement Plan or IRA Provider Name for Conversion

   ☐ Send my check Express Mail Delivery. A check handling fee will be applied to each check issued.

Section I - Federal Income Tax Withholding (Participant completes)

MassMutual is required to withhold mandatory 20% for federal income taxes on the non-RMD* taxable portion of your benefit distributed to you as a Cash Payment. You may voluntarily elect to have additional withholding below.

I voluntarily elect to have additional withholding of ____________% (whole percentages only)

Note: If you selected option 3 in Section H, no federal or state withholding will be taken from your Roth conversion.
*If a portion of your distribution is an RMD, it will be subject to 10% federal income tax withholding unless you otherwise elect (see Section D).

Section J - State Income Tax Withholding (Participant completes)

Skip this Section if you reside in a state with no income tax or withholding requirement on retirement income.

The taxable portion of your payment may be subject to state income tax withholding requirements. While MassMutual will withhold based on your state's income tax rules and your election, if applicable, you are responsible for ensuring you satisfy your individual state income tax liability. If you make an election that is not compliant with your state's income tax withholding rules, then MassMutual will default to your state's income tax withholding requirements.

State Income Tax Withholding rules are subject to change at any time. For current state specific tax information pertaining to your resident state, you should contact your tax advisor or your state income tax department. Also note, state tax rules may apply differently depending on your type of distribution (i.e. lump sum, periodic, non-periodic, etc.). In addition, some states allow for an exclusion from income distributions from certain retirement plans - to confirm whether you may qualify to exclude all or a portion of your distribution from income for state taxation purposes, you should consult your plan sponsors or state income tax department.

If your state's income taxes are determined based on wage tables, MassMutual is unable to calculate a net amount, you will need to ensure that you have grossed up accordingly. There may be a delay if you request a net amount.

If you do not see your state listed below, it is a result of your state not permitting state income tax withholding.

Any tax information included in this written or electronic communication was not intended or written to be used, and it cannot be used by the taxpayer for purpose of avoiding any penalties that may be imposed on the taxpayer by any governmental taxing authority or agency.

Your state income tax withholding options are:

Section J - State Income Tax Withholding - continued

AR, DE, KS, MD, MA NC, NE, VT, VA	These states require mandatory state income tax withholding on taxable distributions. MassMutual is required to withhold state income taxes based on state law. You may not elect out of state income tax withholding.
CA, DC, IA, ME, OK, OR	These states require mandatory state income tax withholding. MassMutual is required to withhold state income taxes based on state law unless you elect out of withholding: ☐ I elect no state income tax withholding. Note: The District of Columbia only requires mandatory withholding on a "lump sum" distribution that brings your account balance to zero. If you are requesting a "lump sum" distribution, then you may not opt out of withholding.
AL, AZ, CO, ID, IL, IN, KY, LA, MS, MO, MT, NJ, NM, NY, ND, OH, PA, RI, WV, WI	These states permit voluntary state income tax withholding. You may voluntarily elect state income tax withholding by providing a dollar amount. If no election is made for these voluntary states identified, then MassMutual will not apply any withholding. ☐ I voluntarily elect to withhold an amount of $ ____________________ (whole dollar amount) Note: AZ and IL only permit voluntary state income tax withholding on periodic payments. If a tax election is requested on periodic payments and no amount is provided, MassMutual will default based on state rules. Lump sum distributions do not allow for state income tax withholding. If a tax election is requested on a lump sum distribution, MassMutual will not apply any withholding.
GA, MN, SC, UT	These states permit voluntary state income tax withholding based on state tax table formulas. You may voluntarily elect state withholding by selecting the box below. If no election is made for these voluntary states identified, then MassMutual will not apply any withholding. Please note only Gross Distribution requests are permitted when applying state tax withholding. ☐ Withhold based on my state's tax table formula, if applicable (MassMutual will apply the default tax allowance.)
CT, MI	These states require mandatory state income tax withholding. MassMutual is required to withhold state income taxes based on state law unless you provide an alternate dollar withholding amount below along with completing your state specific W-4P withholding certificate and submitting it with this form. If a W-4P is not provided, MassMutual will default to your state's mandatory max withholding amount. Note: CT residents, W-4P is only allowed for partial distributions. ☐ I elect to withhold an amount of $ ____________________ (whole dollar amount)

Section K - Participant Certification and Authorization (required)

I hereby instruct the Plan to distribute my vested account balance in the manner indicated on this form and understand that my election is irrevocable once processed. I certify that all the information I provided on this form is true and accurate to the best of my knowledge and belief. I understand that providing false or misleading information on this form may constitute fraud and be subject to severe penalties. I acknowledge that:

- I understand that, in addition to the applicable distribution fee, a processing fee will be assessed to the participant if the request is submitted via paper form instead of utilizing online distribution functionality available on our participant website. Please see the *Important Information* Section for more information about fees.
- I have received and read the *Summary Plan Description*, was able to ask and receive answers to my questions from the Plan Administrator and agree to be bound by the Plan's provisions.
- I have received and read the *Distribution Notice* and *Special Tax Notice* and the *Important Information Section* of this form.
- If my plan requires spousal consent for a distribution, I have provided my Plan Administrator with a properly executed *Spousal Consent for Distribution Form.*
- If my Plan's normal form of benefit is a QJSA, I have received and read the *Qualified Joint and Survivor Annuity Notice and Waiver* and provided my Plan Administrator with a waiver.
- If I elected a Direct Rollover, I have verified that the IRA institution and/or eligible retirement plan will accept the rollover and have completed the applicable paperwork.
- I have had an opportunity to consult with my legal counsel and/or tax advisor regarding the tax implications associated with my distribution request.
- If my current year RMD has not previously been satisfied, I have completed Section D of this form providing direction for payment.
- I have reviewed the state income tax withholding rules in Section J and the attached Fraud Warning Statements, as applicable to my state. I understand that the state income tax withholding rules described in Section J are subject to change.
- I consent to an immediate distribution as selected on this form and affirmatively waive the minimum 30-day notice waiting period.

Note: If the check associated with this request is returned to MassMutual by the U.S. Postal Service as undeliverable, we are unlikely to resend it until you provide us with your updated address. Failure to provide us with your current and valid address may result in the check being considered abandoned property under the laws of the State where the check was mailed (unless preempted by ERISA).

Important Note for Participants with a Non-U.S. or Non-U.S. Territory residence address:
☐ Please check this box if you are *not* a resident of the United States or a United States Territory.
If the current address is not an address within the U.S. or one of its territories, the Participant or Beneficiary receiving the distribution is required to fill out and return a *Citizenship Statement* form with the distribution request. Failure to provide a *Citizenship Statement* will result in U.S. Federal taxes being withheld at a rate of 30% for recipients with a non-U.S. residence address. Please ask your Plan Sponsor for a *Citizenship Statement* form or call MassMutual's Customer Service Center for a copy.

____ ____________________
Participant's Signature Date

Section K - Participant Certification and Authorization - continued

IMPORTANT - If this withdrawal requires participant consent, and the participant's signature is not provided on this form, the Plan Administrator must initial below or this form will not be processed. Note: If the participant/beneficiary ("recipient") is not a resident of the United States (or US territory) at the time the distribution is paid, a Citizenship Statement form must be completed and signed by the recipient and submitted with this distribution request. Failure to do so will result in 30% Federal tax withholding on the taxable distribution.

By initialing this box, I certify as Plan Administrator that I have obtained the participant's consent and authorization for the distribution requested on this form on a separate document signed by the participant. I further certify that the participant has been advised of his or her rights under the Plan, any fees applicable to the distribution, and applicable law including, but not limited to, disclosures and notices described in this section. I agree that the Plan Administrator, and not MassMutual, is solely responsible for any consequences that result from this distribution.

Plan Administrator Initials______________________

Section L - Plan Administrator Certification and Authorization (required)

As Plan Administrator or an authorized representative of the Plan, I hereby direct MassMutual to distribute from the Plan's group annuity contract or funding agreement as a withdrawal from the participant's vested account the amount necessary to pay the benefit in the manner indicated in this form in accordance with the terms of the Plan and participant election. I have verified the Participant Information, Distribution Reason, Vesting and date of termination and certify that it is true and accurate to the best of my knowledge and that I have obtained any spousal consent for distribution forms (and, if applicable, provided the *Qualified Joint and Survivor Annuity Notice and Waiver* to the participant) that may be required by the Plan and/or ERISA and the Internal Revenue Code. If the participant is or will be age 72 (age 70½ if born prior to 7/1/1949) in the current calendar year and is required to receive a Required Minimum Distribution (RMD) for the current year, I authorize the calculation of an RMD using the IRS Uniform Lifetime Tables and payment of an RMD prior to the distribution being processed if Section D of this form has not been completed. I acknowledge that this form does not constitute a delegation by the Plan Administrator of, and the Plan Administrator has not otherwise delegated, its income tax withholding duties and liabilities under §3405 of the Internal Revenue Code of 1986, as amended, to the Recordkeeper and that the Recordkeeper is acting as independent contractor of the Plan Administrator or Service Provider in making payments in accordance with these instructions. The Plan Administrator confirms that it is responsible for ensuring that state tax is withheld in accordance with current state law, and hereby directs MassMutual to withhold state tax, as applicable, in the manner provided on this form. The Plan Administrator acknowledges and agrees that this form reflects distributable events that may not be available under all plans. As a result, the Plan Administrator confirms that it has reviewed its Plan document to confirm that the requested distribution is in fact permitted and assumes all responsibility for any consequences that result from such distribution, including any correction or disqualification that results from an impermissible distribution. I have reviewed the Plan document as well as the Plan's group annuity contract or funding agreement, and I, and not MassMutual, have made the determination that the participant is eligible under the terms of the Plan and contract to receive this distribution. In the event that the distribution is at any time determined to have been impermissible under the terms of the Plan or contract and applicable qualified plan rules, I agree that MassMutual and its affiliates shall have no responsibility, financially or otherwise, for any associated correction, costs, taxes, fees, expenses, charges, fines, penalties, charges, excise taxes or any other related amount.

Please be sure the below signatory is on record as an authorized signer for your Plan at MassMutual.

____ ____________________

Authorized Plan Administrator's Signature Date

____

Authorized Plan Administrator's Name (please print)

Note: Please submit any outstanding contributions for this participant prior to forwarding their final distribution paperwork in order to avoid additional distribution fees.

Completed and signed forms may be Faxed to 800-220-2913; emailed to mmprocessing@massmutual.com; or mailed to:

Regular Mail Address:
MassMutual
P.O. Box 1583
Hartford, CT 06144-1583

Overnight Mail Address:
MassMutual
100 Bright Meadow Boulevard
Enfield, CT 06082

Note: Duplicate requests for a single distribution, such as a fax followed by a mailed original, may result in multiple distributions. MassMutual will not be responsible for any increase or decrease in account value based on investment performance or charges that arise from duplicate requests for a single distribution.

Section M - Important Information

Good Order - "Good Order" means that all sections of this Form are complete, the participant has provided his/her signature authorizing the transaction (if required) and the Plan Sponsor has provided their signature authorizing MassMutual to process the transaction requested on this Form and the TPA has acknowledged the transaction by providing their signature in Section C. .

Loans - If you have an outstanding loan balance, your loan note and/or your employer's loan program may provide that your loan balance will be due and payable upon termination of employment. Please contact the Plan Administrator to learn the rules that apply to your Plan. Any outstanding loan principal and due but unpaid interest will be tax reported as taxable income, except for any portion of the loan's principal that is secured by employee after-tax contributions. The taxable portion of the loan and cash distribution, if any, will be combined to calculate federal and, if applicable, state income tax withholding. Some plans may also allow for the direct rollover of an outstanding loan balance.

Fees - MassMutual may charge a transaction processing fee in accordance with its Service Agreement with the Plan Sponsor for each single sum benefit payment or rollover issued directly to or on behalf of (in the event of a trustee transfer of eligible rollover distribution) a Participant, beneficiary or alternative payee. In addition, there may be distribution fees payable to your Plan's third party administrator (TPA) and deducted from your account. For more information about fees, visit the "News" Section on the Participant web portal, Retirement Access (massmutual.com/retirementaccess).

MassMutual Lifetime Income Investment
For those who have invested in MassMutual Lifetime Income investment, these are some important points to keep in mind:

Annuity Transfer. If you choose an Annuity Transfer, a MassMutual Lifetime Income (MMLI) Annuity Certificate will be distributed to you in the form of a nontaxable qualified plan distributed annuity ("QPDA"). You will be able to elect at any time to begin your guaranteed lifetime annuity payments and the form of annuity payments, or cash-out the MMLI Annuity Certificate (subject to contract, plan and tax law requirements).

Once you have received your MMLI Annuity Certificate, you may contact our Customer Service Center to obtain a quote when you are interested in starting annuity payments. A 'quote' is information about the amount and frequency of the payments you would receive from the annuity if you began your guaranteed lifetime annuity payments.

Note, your income payments must be a minimum of $50 per payment. For example, you will need at least 5 income shares to receive a $50 monthly payment at age 65 based on your life. If your payment does not meet the minimum $50 amount, you will receive your cash-out value in the form of a lump sum payment.

Retain. If you choose to retain your MassMutual Lifetime Income investment, it will remain as an investment in your account balance under the Plan, similar to other investment options in your account.

Liquidate. If you choose to liquidate your MassMutual Lifetime Income investment, this will result in the cash-out of the investment. The cash-out value of the MassMutual Lifetime Income investment option is the lesser of net contributions accumulated at 3% interest or the dollar amount it would cost to purchase your income shares. Thus, if you elect to cash out your MassMutual Lifetime Income investment, you may lose the actuarial value of the guaranteed annuity payments which may be greater than the cash-out value.

Portability. Your MassMutual Lifetime Income investment is portable since you can elect to receive an Annuity Transfer as described above and preserve your investment in MMLI, including your guaranteed lifetime income benefit. However, you may not be able to have it distributed or rolled over in-kind to another money manager. Therefore, if you selected a rollover, you must make an election to retain your MMLI investment in the Plan, perform an Annuity Transfer as explained above, or liquidate your MMLI investment, as explained above.

Source of Payment Example When MMLI is Included as a Source. Please note that if you elected a partial cash payment or rollover and indicated in Section F, item 3 to liquidate the MassMutual Lifetime Income investment, the source of payment allocation will include a proportion of the MMLI investment.

For an illustration of how the distribution or rollover would be processed if MMLI was one of the sources, see the example within the Note: at the bottom of Section E.

Stale Address - It is important that you notify us if you change your address. Going forward, you or your Employer may change your address in our records. Your address may also be changed as a result of an address confirmation service provided under our agreement with your Employer. Under this service, the addresses in our records are compared against and updated quarterly with addresses received from commercial address update services (e.g., the U.S. Postal Service). If your mail is returned to us or your Employer tells us your address is incorrect, we are likely to suspend future mailings until a new address is obtained. Unless preempted by Federal law, failure to give us a current address may also result in uncashed distributions from your participant account being considered abandoned property under state law, and remitted to the applicable state. To update your address, contact your Employer and/or Plan Administrator, as applicable, or, if permitted by your Plan, log in to our website at www.massmutual.com/govnp and select the change address link under your personal settings.

Federal tax if taking an RMD - If you are requesting a Required Minimum Distribution (RMD) in addition to your Separation from Service distribution, you will receive two form 1099-Rs. RMD payments are subject to 10% federal tax withholding unless you elect no withholding. Separation from Service distributions are subject to 20% mandatory withholding unless the distribution is rolled over to an IRA or other qualified retirement plan.

Fraud Warning Statements

Refer to the applicable fraud warnings for your state of residence.

The "Company" refers to Massachusetts Mutual Life Insurance Company 1295 State Street, Springfield, Massachusetts 01111-0001

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

Alaska - A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

Arizona - For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

Arkansas, Louisiana, Rhode Island, Texas, West Virginia - Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

California - For your protection California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

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

Delaware, Idaho, Indiana, Oklahoma - WARNING: Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony.

District of Columbia - WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits, if false information materially related to a claim was provided by the Applicant.

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

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

Maine - It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

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

Minnesota - A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

New Hampshire - Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

New Jersey - Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

New Mexico - ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

New York - Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousands dollars and the stated value of the claim for each such violation.

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

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

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

Puerto Rico - Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand ($5,000) dollars and not more than ten thousand ($10,000) dollars, or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances be present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

Tennessee - It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

Virginia and Washington - It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

All other states - Any person who knowingly and with intent to defraud, deceive, or injure an insurance company, files a claim containing false, incomplete, fraudulent, or misleading information, may be prosecuted under state law and may be subject to fines and/or confinement in prison.

DISTRIBUTION NOTICE

The Plan is required to provide you with information that explains your distribution options and the federal income tax implications of a Plan distribution prior to the receipt of assets from your account. As a Plan participant you must receive these notices (the "Distribution Notice" and the "Special Tax Notice" enclosed) at least thirty (30) days prior to your distribution. If you received the notice more than one hundred eighty (180) days prior to taking a distribution, you must receive either a new notice or a notice summary. You have the ability to waive the remaining unexpired notice period if you elect a payment from the Plan prior to the expiration of the 30 day period. Please note that the value of your account will continue to increase or decrease based on market performance until it is distributed or forfeited, as appropriate, in its entirety.

Your Right to Defer Distribution and Direct Account Investments.

If you have terminated employment and your balance in the Plan is over $5,000 (or lesser amount if the plan so provides), you may choose to defer the distribution of your account until a later date. If you elect to defer the distribution of your account, you may continue to direct the investment of your account among the investment options offered by the Plan. Your account will continue to be subject to market fluctuation based upon its investment. For more information on the investment options available under the Plan, please consult your Plan enrollment kit, log on to your internet account or contact your Plan Administrator.

Your Ability to Rollover Your Account.

You may elect to have the balance of your account paid to you directly or to the custodian or trustee of another eligible retirement plan (including an IRA). Please note that the taxable portion of the distributed amount will be included in your taxable income at the time of the distribution (unless you elect to directly rollover the balance) and will no longer be invested in the investment options available under the Plan. The attached *Special Tax Notice* explains the federal income tax consequences of eligible rollover distributions and the types of retirement plans which may receive such distributions.

Your Consent Not Required for Distribution of De Minimis Amounts.

The Plan may pay out certain account balances below $5,000 (or lesser amount if the plan so provides) without your consent in accordance with the terms of the Plan, which are described in the Plan's Summary Plan Description ("SPD"). If your account balance is below $5,000 (or lesser amount if the plan so provides) and otherwise subject to the Plan's cash-out provisions, the Plan may pay a distribution of your account balance to you or to an eligible retirement plan on your behalf as determined by the Plan Administrator. However, in such event the Plan will notify you of the pending distribution and you may generally elect to rollover the distribution.

All notices will be sent to your address of record on file with the Plan; if you move please inform the Plan of your new address to ensure that you continue to receive these important materials.

You should consult with a tax advisor prior to requesting a distribution to determine the financial impact of each form of distribution.

Your Plan's Distribution Option(s)

The distribution options offered in your Plan are described in the Plan's SPD and/or in a Summary of Material Modifications ("SMM"). If your plan requires that you (and your spouse, if you are married) consent to any distribution that is not in the form of a qualified annuity, you must also be provided with a notice describing this annuity form of benefit and the procedures for waiving it, if you would prefer an alternate form of benefit. The SPD and SMM also contain information describing the form and timing of distribution payments. Please contact your Plan Administrator to request a copy of the SPD and/or SMM.

SPECIAL TAX NOTICE
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 an IRA or an employer plan; or if your payment is from a Designated Roth Account (a type of account with special tax rules in some employer plans), to a Roth IRA or Designated Roth Account in 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. To the extent that the rules differ based on whether the payment is from a Designated Roth Account or from an account that is not a Designated Roth Account, the differences will be identified in each applicable section of this notice. In addition, if you receive a payment from a Designated Roth Account and a payment from an account that is not a Designated Roth Account in the Plan, you may contact the Plan administrator or the Plan's recordkeeper for assistance in determining 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?

Not a Designated Roth Account:

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 (generally, made before age 59½), (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). If you do a rollover 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; please see the **"If you rollover your payment from an account which is not a Designated Roth Account to a Roth IRA"** section under "Special Rules and Options" below.

Designated Roth Account:

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 (generally distributions made before age 59½), 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.

Please note that if you have after-tax or Roth money in your plan and that money was formerly held by another service provider who did not supply your current service provider with comprehensive account information at the time the funds were transferred to your current service provider, tax reporting of the distribution may be affected.

What types of retirement accounts and plans may accept my rollover?

Not a Designated Roth Account:

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.

Designated Roth Account:

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, section 403(b) plan or governmental section 457 plan) that will accept the rollover. The rules of the Roth IRA or section 457 plan) that will accept the rollover. The rules of 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 do either a direct rollover or a 60-day rollover. The 60-day rollover period may be extended for certain circumstances, including but not limited to loan offsets that are considered “qualified”. For more information, see “If you miss the 60-day rollover deadline”.

If you do a direct rollover, the Plan will make the payment directly to your IRA or an employer plan, or if your payment is from a Designated Roth Account, to your Roth IRA or Designated Roth Account in an employer plan. You should contact the IRA or Roth IRA custodian 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, or if your payment is from a Designated Roth Account, to your Roth IRA or Designated Roth Account in an eligible employer plan that will accept it. You should contact the IRA or Roth IRA custodian or the administrator of the employer plan for information on how to do an indirect rollover.

Not a Designated Roth Account:

You may make 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). Generally, you will have 60 days after you receive payment to make the deposit. 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).

Designated Roth Account:

You may make 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 at the same time, the portion directly rolled over consists first of earnings.

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). Generally, you will have 60 days after you receive payment to make the deposit.

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;
- 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;
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution;
- 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); and
- Qualified birth or adoption distributions.

The Plan administrator or the Plan’s recordkeeper 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?

Not a Designated Roth Account:

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 applies to the part of the distribution that you must include in income and is in addition to the regular income tax on the payment not rolled over.

Designated Roth Account:

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 applies to the part of the distribution that you must include in income and is in addition to the regular income tax on the payment not rolled over.

Exceptions:
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 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;
- 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 (without regard to whether you itemize deductions for the taxable year);
- 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;
- Payments for certain distributions relating to certain federally declared disasters;
- Phased retirement payments made to federal employees; and
- Payments made for a qualified birth or adoption (not to exceed $5,000 in the aggregate), made during the 1-year period beginning on the date on which a child is born or on which the legal adoption of an eligible adoptee is finalized.

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 for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

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 an IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions on the part of the distribution that you must include in income, unless an exception applies. 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:

- The exception for payments made after you separate from service if you will be at least age 55 in the year of separation (or age 50 for qualified public safety employees) does not apply.
- 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 for health insurance premiums 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 and is not from a Designated Roth Account

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 included in the payment, so you cannot take a payment of only after-tax contributions. However, 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. In addition, special rules apply when you do a rollover, as described below.

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 at the same time the rest is paid to you, the portion directly rolled over consists first of the amount that would be taxable if not rolled over. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions. In this case, if you directly rolled over $10,000 to an IRA that is not a Roth IRA, no amount is taxable because the $2,000 amount not directly rolled over is treated as being after-tax contributions. If you do a direct rollover of the entire amount paid from the Plan to two or more destinations at the same time, you can choose which destination receives the 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 as 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. Under certain circumstances, you may claim eligibility for a waiver of the 60-day rollover deadline by making a written self-certification. Otherwise, to apply for a waiver from the IRS, 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-A, *Contributions to Individual Retirement Arrangements (IRAs).*

Automatic Waivers. You qualify for an automatic waiver if all of the following apply:

- The financial institution receives the funds on your behalf before the end of the 60-day rollover period.

  You followed all of the procedures set by the financial institution for depositing the funds into an IRA or other eligible retirement plan within the 60-day rollover period (including giving instructions to deposit the funds into a plan or IRA).
- The funds are not deposited into a plan or IRA within the 60-day rollover period solely because of an error on the part of the financial institution.
- The funds are deposited into a plan or IRA within 1 year from the beginning of the 60-day rollover period.
- It would have been a valid rollover if the financial institution had deposited the funds as instructed.

If you do not qualify for an automatic waiver, you can apply to the IRS for a waiver of the 60-day rollover requirement or use the self-certification procedure to make a late rollover contribution.

Private Letter Rulings. You can request a private letter ruling according to the procedures outlined in Revenue Procedure 2003-16 and Revenue Procedure 2017-4. Private letter ruling requests require the payment of a nonrefundable user fee.

IRS Self-Certification Procedure. To use the IRS self-certification procedure, you would complete the Model Letter in the appendix to Revenue Procedure 2016-47 or a substantially similar letter and present it to the financial institution receiving the late rollover contribution. You will generally be entitled to a waiver if ALL of the following are true:

- The rollover contribution satisfies all of the other requirements for a valid rollover (except the 60-day requirement).
- You can show that one or more of the reasons listed in the Model Letter prevented you from completing a rollover before the expiration of the 60-day period.
- The distribution came from an IRA you established or from a retirement plan you participated in.
- The IRS has not previously denied your request for a waiver.
- The rollover contribution is made to the plan or IRA as soon as practicable (usually within 30 days) after the reason or reasons for the delay no longer prevent you from making the contribution.
- The representations you make in the Model Letter are true.

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

Not a Designated Roth Account:

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.

Designated Roth Account:

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, thenet 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 outstanding amount of the loan, typically when your employment ends. The offset amount is treated as a distribution to you at the time of the offset. Generally, you may roll over all or any portion of the offset amount. Any offset amount that is not rolled over will be taxed (including the 10% additional income tax on early distributions, unless an exception applies). You may roll over offset amounts to an IRA or an employer plan (if the terms of the employer plan permit the plan to receive plan loan offset rollovers).

How long you have to complete the rollover depends on what kind of plan loan offset you have. If you have a qualified plan loan offset, you will have until your tax return due date (including extensions) for the tax years during which the offset occurs to complete your rollover. A qualified plan loan offset occurs when a plan loan in good standing is offset because your employer plan terminates, or because you sever from employment. If your plan loan offset occurs for any other reason, then you have 60 days from the date the offset occurs to complete your rollover.

Not a Designated Roth Account:

The outstanding loan amount 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. The 60-day rollover period may be extended for loan offsets that are considered "qualified". For more information, see "If you miss the 60-day rollover deadline" above.

Designated Roth Account:

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. The 60-day rollover period may be extended for loan offsets that are considered "qualified". For more information, see "If you miss the 60-day rollover deadline" above.

If you were born on or before January 1, 1936

Not a Designated Roth Account:

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*.

Designated Roth Account:

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 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 receive a payment that is not a qualified distribution and you do not roll it over, you will not have to pay the 10% additional income tax on early distributions with respect to the earnings allocated to the payment that you do not rollover, 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 that is not a qualified distribution made before age 59½ will be subject to the 10% additional income tax on earnings allocated to the payment (unless an exception applies). Other differences include 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 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

If you roll over a payment from the Plan 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).

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-A, *Contributions to Individual Retirement Arrangements (IRAs)*, and IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*.

If you do a rollover to a designated Roth account in the Plan

You cannot roll over a distribution to a designated Roth account in another employer's plan. However, you can roll the distribution over into a designated Roth account in the distributing Plan. If you roll over a payment from the Plan to a designated Roth account in the Plan, the amount of the payment rolled over (reduced by any after-tax amounts directly rolled over) will be taxed. However, the 10% additional tax on early distributions will not apply (unless you take the amount rolled over out of the designated Roth account within the 5-year period that begins on January 1 of the year of the rollover).

If you roll over the payment to a designated Roth account in the Plan, later payments from the Designated Roth Account that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Designated Roth Account is a payment made both 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 this 5-year rule, you count from January 1 of the year your first contribution was made to the Designated Roth Account. However, if you made a direct rollover to a Designated Roth Account in the Plan from a Designated Roth Account in a plan of another employer, the 5-year period begins on January 1 of the year you made the first contribution to the Designated Roth Account in the Plan or, if earlier, to the Designated Roth Account in the plan of the other employer. Payments from the Designated Roth Account 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).

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 do 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.

However, whether a payment from a Designated Roth Account is a qualified distribution generally depends on when the participant first made a contribution to the Designated Roth Account in the Plan.

If you are a surviving spouse.

Not a Designated Roth Account:

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 the required minimum distributions from your IRA do not have to start until after you are age 72 (or you are age 70½ if you were born on or before June 30, 1949).

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 72 (or after age 70½ if the participant was born on or before June 30, 1949).

Designated Roth Account:

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 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 72 (or age 70½ if the participant was born on or before June 30, 1949).

If you are a surviving beneficiary other than a spouse.

Not a Designated Roth Account:

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.

Designated Roth Account:

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 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 and the same tax treatment that the participant would have (for example, you may roll over the payment as described in this notice. However, payments under the QDRO that are not from a Designated Roth Account 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 current address on record is not an address within the U.S. or one of its territories you are required to fill out a Citizenship Statement. Failure to provide a statement will result in U.S. Federal taxes being withheld at a rate of 30%. 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.

- 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*. You also may have special rollover rights if you were affected by a federally declared disaster. For more information in special rollover rights related to disaster relief, see the IRS website at www.irs.gov.

Mandatory Cashout Distributions

Not a Designated Roth Account:

Unless you elect otherwise, a mandatory cashout of more than $1,000 (or lesser amount if the plan so provides, 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 (or lesser amount if the plan so provides, not including any amounts held under the plan as a result of a prior rollover made to the plan).

Designated Roth Account:

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 (or lesser amount if the plan so provides, not including any amounts held under the plan as a result of a prior rollover made to the plan).

FOR MORE INFORMATION

You may wish to consult with the Plan administrator 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-A Contributions to Individual Retirement Arrangements (IRAs)*; IRS publication 590-B, *Distributions from 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-TAXFORM