



In-Service Distribution of Rollover Contributions Form Instructions

PURPOSE:

An Employee who is requesting an In-Service Distribution from a Rollover Account should complete this form.

INSTRUCTIONS:

When completing the form, follow these steps:

1. Name, current Address, Social Security Number (SSN) and Daytime Phone Number must be legible and completed in full. This address is needed to send the Employee the distribution check and the 1099R at the end of the calendar year. If a change of address occurs, please notify PAi.
2. Each Employee requesting an In-Service Distribution must be given a copy of the SPECIAL TAX NOTICE. As explained in greater detail in the SPECIAL TAX NOTICE, Employees are given 30 days between the date the SPECIAL TAX NOTICE is provide to them and the date their pending distribution request is implemented to consider the options available to them. The Employee may waive the notice period by complete the In-Service Distribution Form.
3. Federal Income Tax of 20% will be deducted from the taxable portion unless a direct rollover to an IRA is requested. At the end of the year, the Employee will receive a 1099R and may be required to pay taxes on the withdrawal. Please be advised that certain states may also require mandatory state withholding. Refer an Employee to his or her tax or other advisor if he or she has questions about the tax treatment of the distribution.
4. The Employee will be charged the current processing fee. The fee will be deducted from the amount of distribution and the check will be mailed to the address listed on the form.
5. The form must be signed and dated by the Employee and an Authorized Employer Representative.
6. Send a copy of the completed form to:
PAi
P.O. Box 60
De Pere, WI 54115-0060
OR Fax to:
(920)337-9978

FORM RETENTION:

The Employer is responsible for maintaining the original form(s).

TURN AROUND TIME:

Upon receipt of a complete and accurate copy of the form, PAi will process the form as soon as administratively possible.

NOTE: NO FUND COMPANY CHECKS SHOULD BE RELEASED DIRECTLY TO AN EMPLOYEE. THE SIGNATURE OF THE AUTHORIZED EMPLOYER REPRESENTATIVE ON THE IN-SERVICE DISTRIBUTION FORM ACTS AS AUTHORIZATION FOR PAi TO REQUEST A DISTRIBUTION CHECK. THE CHECK WILL BE ISSUED ACCORDING TO THE EMPLOYEE'S ELECTION ON THE IN-SERVICE DISTRIBUTION FORM AND WILL BE SENT DIRECTLY TO THE EMPLOYEE'S HOME ADDRESS.