

HARDSHIP DISTRIBUTION AMENDMENT

WHEREAS, Plan Administrators, Inc. ("Plan Document Sponsor") is the sponsor of Volume Submitter Profit Sharing Plan With CODA, Advisory Letter Serial No J599088a the "Pre-Approved Plan Documents");

WHEREAS, pursuant to Rev. Procs. 2015-36 and 2016-37, the Plan Document Sponsor amends all Pre-Approved Plan Documents in a good faith effort to meet the requirements of law, regulations, or other issuances regarding hardship distributions; and

WHEREAS, pursuant to the Pre-Approved Plan Documents, the Plan Document Sponsor may adopt amendments at the sponsor level and such amendments will supersede any inconsistent Plan provisions;

NOW, THEREFORE, the Pre-Approved Plan Documents are hereby amended as set forth on the attached document.

IN WITNESS WHEREOF, Plan Administrators, Inc. has caused this Amendment to be executed on 12 day of November 2019.

Plan Administrators, Inc.:

Signature: 

Print Name: Michael P Kiley

Title/Position: Founder/President

HARDSHIP DISTRIBUTION AMENDMENT FOR 401(k) PLANS

This Amendment is intended as a good faith effort to comply with the requirements of the hardship distribution final regulations and is to be construed in accordance with same. Both the Amendment and the provisions of the hardship distribution final regulations will supersede any inconsistent Plan provisions.

For each item below, if the check boxes are empty, the *italicized* provision will apply.

1. Deferral Earnings

Effective on the first day of the first plan year after December 31, 2018, hardship distributions may be taken from earnings on all Elective Deferrals.

☒ Effective December 15, 2019, earnings on all Elective Deferrals are available for hardship distributions.

☐ Hardship distributions continue to only be available from earnings on Elective Deferrals grandfathered under Treas. Reg. section 1.401(k)-1(d)(3)(ii)(B).

2. Safe Harbor Contributions/QNECs/QMACs

Effective on the first day of the first plan year after December 31, 2018, if available under the Plan, Qualified Non-Elective Contributions (QNECs), Qualified Matching Contributions (QMACs) or contributions used to satisfy the safe harbor requirements of Code sections 401(k)(12) or 401(k)(13), or 401(m)(11) or 401(m)(12), will be available for hardship distributions.

☒ Effective December 15, 2019, hardship distributions are permitted from Qualified Non-Elective Contributions, Qualified Matching Contributions or contributions used to satisfy the safe harbor requirements of Code sections 401(k)(12) or 401(k)(13), or 401(m)(11) or 401(m)(12), if available under the Plan.

☐ Hardship distributions continue to be prohibited from Qualified Non-Elective Contributions, Qualified Matching Contributions or contributions used to satisfy the safe harbor requirements of Code sections 401(k)(12) or 401(k)(13), or 401(m)(11) or 401(m)(12).

3. All other Accounts that are 100% Vested

Effective December 15, 2019, all other accounts that are 100% vested are available for hardship distributions.

4. Amount Necessary to Satisfy Need Requirement

Effective on the first day of the first plan year after December 31, 2018, a hardship distribution will be considered necessary to satisfy an immediate and heavy financial need of the Participant only if:

- *The distribution is not in excess of the amount required to satisfy the financial need (including any amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution);*
- *The Participant has obtained all other currently available distributions, other than hardship distributions, under any deferred compensation plan, whether qualified or nonqualified, maintained by the Employer; and*
- *Effective for distributions made on or after January 1, 2020, the Participant has represented (in writing or by an electronic medium) that he has insufficient cash or other liquid assets to satisfy the financial need.*

☒ Effective December 15, 2019, a distribution will be determined to satisfy an immediate and heavy financial need only if the three criteria listed above are met.

☐ The following provisions will be used for complying with the amount necessary to satisfy need requirement:

5. Six-Month Suspension

If the Safe Harbor criteria are used for hardship distributions, effective on the first day of the first plan year after December 31, 2018, the six-month suspension period for Elective Deferrals (and after-tax contributions) will no longer be a condition for obtaining a hardship distribution, even if the hardship distribution was made in the prior plan year.

☒ Effective December 15, 2019, the Plan will not initiate a six-month suspension period on Elective Deferrals (and after-tax contributions) following a hardship distribution (cannot be later than January 1, 2020).

☒ The Plan will discontinue any remaining portion of the suspension period for hardship distributions made prior to the entered effective date.

☐ The Plan will continue any remaining portion of the full six-month suspension period for hardship distributions made prior to the entered effective date.

6. Loan Requirement

If the Safe Harbor criteria are used for hardship distributions, effective on the first day of the first plan year after December 31, 2018, Participants are not required to take all nontaxable loans under all plans maintained by the Employer prior to applying for a hardship distribution.

☒ Effective December 15, 2019, Participants are not required to take all available nontaxable loans before applying for a hardship distribution.

☐ Participants must continue to take all nontaxable loans under all plans maintained by the Employer before applying for a hardship distribution.

7. Safe Harbor Financial Needs

If the Safe Harbor criteria are used for hardship distributions, the following immediate and heavy financial needs are considered as safe harbor criteria for hardship distributions made on or after January 1, 2018:

- *Expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165 (determined without regard to section 165(h)(5) and whether the loss exceeds 10% of adjusted gross income).*
- *Expenses and losses (including loss of income) incurred by the Employee on account of a disaster declared by the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provided that the Employee's principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.*

☐ Effective _____, the immediate and heavy financial needs listed above are considered as safe harbor criteria for hardship distributions.

☐ The immediate and heavy financial needs listed above are not considered as safe harbor criteria for hardship distributions.