



Employee Retirement Solutions

Dear Plan Participant:

Included with the *Participant Payment Request* is a page of instructions attached to the front, along with an IRS Tax information included on the last pages of the application, which you may keep for your personal use.

Please complete your parts of each form according to the instructions (including spousal consent, if applicable), and **forward to your previous employer** for approval by them as the Plan Sponsor. They will complete and return the signed applications to Capella Pension for processing. The distribution of benefits will then be made according to your instructions and in accordance with 402(f) of the Unemployment Compensation Act of 1992, which requires a strict timing procedure on distributions in excess of \$5,000.

Please do not hesitate to contact our office, if you have any questions regarding this application process.

Sincerely,

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Capella
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Sioux Falls, SD 57103
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Qualified Retirement Plan Single Sum Payment Request

(For Plan Without Annuity Payment Options)

GENERAL INSTRUCTIONS

These instructions and the **Special Tax Notice Regarding Plan Payments** and the **Notice to Participant of Distribution Election** attached should be read carefully by the participant requesting a distribution and the plan sponsor before the **Single Sum Payment Request** is completed.

The **Single Sum Payment Request** form is used to request a single sum distribution from a qualified retirement plan. Shaded portions are generally to be completed by the plan sponsor and the remainder of the form is generally to be completed by the participant requesting the distribution. Both the participant and an authorized representative of the plan sponsor must sign the form in the spaces provided. This form may be used by an alternate payee who is entitled to a distribution pursuant to a Qualified Domestic Relations Order. The alternate payee should treat all information as though he or she were the participant.

The **Special Tax Notice Regarding Plan Payments** summarizes the rules relating to mandatory 20% Federal income tax withholding, and is required to be provided to any person requesting a distribution at least 30 days (although this 30-day period may be irrevocably waived) and no more than 90 days before the distribution is made. Please read it carefully.

The **Notice to Participant of Distribution Election** generally explains the optional forms of benefit offered by the plan, including the material features and relative values of these options and the participant's right to defer distribution.

CHECKLIST FOR ITEMS TO BE COMPLETED BY PARTICIPANT

Participant Information

- Complete the general information (name, address, marital status, social security number, citizenship).

Elections and Signatures

If you do NOT want a Qualified Annuity Benefit, complete the rest of the form.

- All items of the section entitled "PAY MY ENTIRE BENEFIT AS FOLLOWS" must be completed.
- If you want a direct rollover, the section entitled "IRA/Qualified Plan Information for Direct Rollovers" must be completed.
- If your distribution is subject to tax withholding, you may give special withholding instructions by completing the sections entitled "Federal Tax Withholding Election" and "State Tax Withholding Election".
- If the distribution includes amounts that are not eligible for rollover (such as post-70 ½ required minimum distributions or hardship distributions from 401 (k) elective deferrals), you may elect to waive tax withholding for those amounts by checking the box entitled "Withholding Election For Distribution Amounts NOT Eligible for Rollover" in the "Withholding Election for Distribution Amounts NOT Eligible for Rollover" section.
- Please sign the form.
- If any item is not known, please contact the Plan Sponsor for assistance.

If you want a Qualified Annuity Benefit, DO NOT complete this form. Instead, complete a Qualified Annuity Benefit Request form, which can be obtained from the Plan Sponsor or Plan Administrator.

CHECKLIST FOR ITEMS TO BE COMPLETED BY PLAN SPONSOR

Account Information

- Enter the account name and account number of the trust account from which this payment is being requested. The account number is the number used to identify the trust account on trust asset statements.
- Indicate the reason for the distribution.
- All other fields in this box must be completed in order to process the requested distribution. Please refer to your plan records and other information sources as necessary.
- The amount of the distribution requested (see "Specify Amount of Distribution Requested" section) should be confirmed before completing this section.
- Plan sponsor signature and date must appear on the bottom of the form immediately below the Participant Signature.
- Request distribution via interface (RPP) or complete appropriate form (form name and number).
- As Plan Administrator, you should retain the Participant Payment Request for a minimum of seven years. Please consult your attorney or advisor if you have questions.

Participant Information

- If the participant resides outside of the United States and is a Non-US citizen, please have the participant complete a W8Ben form and submit this along with the distribution request. For any questions please contact your Wells Fargo Representative.
- If the participant's citizenship is unknown and resides outside of the United States, please send the participant both a W8Ben and W9 form and the participant will complete either one depending on their citizenship. Please submit this along with your distribution request.

SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

This notice explains how you can continue to defer federal income tax on your retirement savings in the Plan and contains important information you will need before you decide how to receive your Plan benefits.

This notice is provided to you by your Plan Administrator because all or part of the payment that you will soon receive from the Plan may be eligible for rollover by you or your Plan Administrator to a traditional IRA or an eligible employer plan. A rollover is a payment by you or the Plan Administrator of all or part of your benefit to another plan or IRA that allows you to continue to postpone taxation of that benefit until it is paid to you. Your payment cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account (formerly known as an education IRA). An "eligible employer plan" includes a plan qualified under section 401(a) of the Internal Revenue Code, including a 401(k) plan, profit-sharing plan, defined benefit plan, stock bonus plan, and money purchase plan; a section 403(a) annuity plan; a section 403(b) tax-sheltered annuity; and an eligible section 457(b) plan maintained by a governmental employer (governmental 457 plan).

An eligible employer plan is not legally required to accept a rollover. Before you decide to roll over your payment to another employer plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts as a rollover. You should also find out about any documents that are required to be completed before the receiving plan will accept a rollover. Even if a plan accepts rollovers, it might not accept rollovers of certain types of distributions, such as after-tax amounts. If this is the case, and your distribution includes after-tax amounts, you may wish instead to roll your distribution over to a traditional IRA or split your rollover amount between the employer plan in which you will participate and a traditional IRA. If an employer plan accepts your rollover, the plan may restrict subsequent distributions of the rollover amount or may require your spouse's consent for any subsequent distribution. A subsequent distribution from the plan that accepts your rollover may also be subject to different tax treatment than distributions from this Plan. Check with the administrator of the plan that is to receive your rollover prior to making the rollover.

If you have additional questions after reading this notice, you can contact your Plan Administrator.

SUMMARY

There are two ways you may be able to receive a Plan payment that is eligible for rollover:

- 1) Certain payments can be made directly to a traditional IRA that you establish or to an eligible employer plan that will accept it and hold it for your benefit ("DIRECT ROLLOVER"); or
- 2) The payment can be PAID TO YOU.

If you choose a DIRECT ROLLOVER:

- Your payment will not be taxed in the current year and no income tax will be withheld.
- You choose whether your payment will be made directly to your traditional IRA or to an eligible employer plan that accepts your rollover. Your payment cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account because these are not traditional IRAs.
- The taxable portion of your payment will be taxed later when you take it out of the traditional IRA or the eligible employer plan. Depending on the type of plan, the later distribution may be subject to different tax treatment than it would be if you received a taxable distribution from this Plan.

If you choose to have a Plan payment that is eligible for rollover PAID TO YOU:

- You will receive only 80% of the taxable amount of the payment, because the Plan Administrator is required to withhold 20% of that amount and send it to the IRS as income tax withholding to be credited against your taxes.
 - The taxable amount of your payment will be taxed in the current year unless you roll it over. Under limited circumstances, you may be able to use special tax rules that could reduce the tax you owe. However, if you receive the payment before age 59 1/2, you may have to pay an additional 10% tax.
 - You can roll over all or part of the payment by paying it to your traditional IRA or to an eligible employer plan that accepts your rollover within 60 days after you receive the payment. The amount rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan.
 - If you want to roll over 100% of the payment to a traditional IRA or an eligible employer plan, you must find other money to replace the 20% of the taxable portion that was withheld. If you roll over only the 80% that you received, you will be taxed on the 20% that was withheld and that is not rolled over.
- 3) Special rules apply to Roth elective deferrals and associated earnings, and rollovers of those amounts, as described below.

Your Right to Waive the 30-Day Notice Period.

Generally, neither a direct rollover nor a payment can be made from the plan until at least 30 days after your receipt of this notice. Thus, after receiving this notice, you have at least 30 days to consider whether or not to have your withdrawal directly rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your withdrawal will then be processed in accordance with your election as soon as practical after it is received by the Plan Administrator.

More Information

- I. **PAYMENTS THAT CAN AND CANNOT BE ROLLED OVER**
- II. **DIRECT ROLLOVER**
- III. **PAYMENT PAID TO YOU**
- IV. **SURVIVING SPOUSES, ALTERNATE PAYEES AND OTHER BENEFICIARIES**

I. PAYMENTS THAT CAN AND CANNOT BE ROLLED OVER

Payments from the Plan may be "eligible rollover distributions." This means that they can be rolled over to a traditional IRA or to an eligible employer plan that accepts rollovers. Payments from a plan cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account. Your Plan administrator should be able to tell you what portion of your payment is an eligible rollover distribution.

After-tax Contributions. If you made after-tax contributions to the Plan, these contributions may be rolled into either a traditional IRA or to certain employer plans that accept rollovers of the after-tax contributions. The following rules apply:

a) Rollover into a Traditional IRA. You can roll over your after-tax contributions to a traditional IRA either directly or indirectly. Your plan administrator should be able to tell you how much of your payment is the taxable portion and how much is the after-tax portion.

If you roll over after-tax contributions to a traditional IRA, it is your responsibility to keep track of, and report to the Internal Revenue Service on the applicable forms, the amount of these after-tax contributions. This will enable the nontaxable amount of any future distributions from the traditional IRA to be determined.

Once you roll over your after-tax contributions to a traditional IRA, those amounts CANNOT later be rolled over to an employer plan.

b) Rollover into an Employer Plan. You can roll over after-tax contributions from an employer plan that is qualified under Code section 401(a) or a section 403(a) annuity plan to another such plan using a direct rollover if the other plan provides separate accounting for amounts rolled over, including separate accounting for the after-tax employee contributions and earnings on those contributions. You can also roll over after-tax contributions from a section 403(b) tax-sheltered annuity to another section 403(b) tax-sheltered annuity using a direct rollover if the other tax-sheltered annuity provides separate accounting for amounts rolled over, including separate accounting for the after-tax employee contributions and earnings on those contributions. You CANNOT roll over after-tax contributions to a governmental 457 plan. If you want to roll over your after-tax contributions to an employer plan that accepts these rollovers, you cannot have the after-tax contributions paid to you first. You must instruct the Plan Administrator of this Plan to make a direct rollover on your behalf. Also, you cannot first roll over after-tax contributions to a traditional IRA and then roll over that amount into an employer plan.

The following types of payments cannot be rolled over:

Payments Spread over Long Periods. You cannot roll over a payment if it is part of a series of equal (or almost equal) payments that are made at least once a year and that will last for:

- Your lifetime (or a period measured by your life expectancy), or
- Your lifetime and your beneficiary's lifetime (or a period measured by your joint life expectancies), or
- A period of 10 years or more.

Required Minimum Payments. Beginning when you reach age 70 1/2 or retire, whichever is later, a certain portion of your payment cannot be rolled over because it is a "required minimum payment" that must be paid to you. Special rules apply if you own more than 5% of your employer.

Hardship Distributions. A hardship distribution cannot be rolled over.

ESOP Dividends. Cash dividends paid to you on employer stock held in an employee stock ownership plan cannot be rolled over.

Corrective Distributions. A distribution that is made to correct a failed nondiscrimination test or because legal limits on certain contributions were exceeded cannot be rolled over.

Loans Treated as Distributions. The amount of a plan loan that becomes a taxable deemed distribution because of a default cannot be rolled over. However, a loan offset amount is eligible for rollover, as discussed in Part III below. Ask the Plan Administrator of this Plan if distribution of your loan qualifies for rollover treatment.

The Plan Administrator of this Plan should be able to tell you if your payment includes amounts, which cannot be rolled over.

II. DIRECT ROLLOVER

A Direct Rollover is a direct payment of the amount of your Plan benefits to a traditional IRA or an eligible employer plan that will accept it. You can choose a Direct Rollover of all or any portion of your payment that is an eligible rollover distribution, as described in Part I above. You are not taxed on any taxable portion of your payment for which you choose a Direct Rollover until you later take it out of the traditional IRA or eligible employer plan. In addition, no income tax withholding is required for any taxable portion of your Plan benefits for which you choose a Direct Rollover. This Plan might not let you choose a Direct Rollover if your distributions for the year are less than \$200.

Direct Rollover to a Traditional IRA. You can open a traditional IRA to receive the direct rollover. If you choose to have your payment made directly to a traditional IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to a traditional IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish a traditional IRA to receive the payment. However, in choosing a traditional IRA, you may wish to make sure that the traditional IRA you choose will allow you to move all or a part of your payment to another traditional IRA at a later date, without penalties or other limitations. See IRS Publication 590, Individual Retirement Arrangements, for more information on traditional IRAs (including limits on how often you can roll over between IRAs).

Direct Rollover to a Plan. If you are employed by a new employer that has an eligible employer plan, and you want a direct rollover to that plan, ask the plan administrator of that plan whether it will accept your rollover. An eligible employer plan is not legally required to accept a rollover. Even if your new employer's plan does not accept a rollover, you can choose a Direct Rollover to a traditional IRA. If the employer plan accepts your rollover, the plan may provide restrictions on the circumstances under which you may later receive a distribution of the rollover amount or may require spousal consent to any subsequent distribution. Check with the plan administrator of that plan before making your decision.

Direct Rollover of a Series of Payments. If you receive a payment that can be rolled over to a traditional IRA or an eligible employer plan that will accept it, and it is paid in a series of payments for less than 10 years, your choice to make or not make a Direct Rollover for a payment will apply to all later payments in the series until you change your election. You are free to change your election for any later payment in the series.

Change in Tax Treatment Resulting from a Direct Rollover. The tax treatment of any payment from the eligible employer plan or traditional IRA receiving your Direct Rollover might be different than if you received your benefit in a taxable distribution directly from the Plan. For example, if you were born before January 1, 1936, you might be entitled to ten-year averaging or capital gain treatment, as explained below. However, if you have your benefit rolled over to a section 403(b) tax-sheltered annuity, a governmental 457 plan, or a traditional IRA in a Direct Rollover, your benefit will no longer be eligible for that special treatment. See the sections below entitled "Additional 10% Tax if You Are under Age 59 1/2" and "Special Tax Treatment if You Were Born before January 1, 1936."

III. PAYMENT PAID TO YOU

If your payment can be rolled over (see Part I above) and the payment is made to you in cash, it is subject to 20% federal income tax withholding on the taxable portion (state tax withholding may also apply). The payment is taxed in the year you receive it unless, within 60 days, you roll it over to a traditional IRA or an eligible employer plan that accepts rollovers. If you do not roll it over, special tax rules may apply.

INCOME TAX WITHHOLDING:

Mandatory Withholding. If any portion of your payment can be rolled over under Part I above and you do not elect to make a Direct Rollover, the Plan is required by law to withhold 20% of the taxable amount. This amount is sent to the IRS as federal income tax withholding. For example, if you can roll over a taxable payment of \$10,000, only \$8,000 will be paid to you because the Plan must withhold \$2,000 as income tax. However, when you prepare your income tax return for the year, unless you make a rollover within 60 days (see "Sixty-Day Rollover Option" below), you must report the full \$10,000 as a taxable payment from the Plan. You must report the \$2,000 as tax withheld, and it will be credited against any income tax you owe for the year. There will be no income tax withholding if your payments for the year are less than \$200.

Voluntary Withholding. If any portion of your payment is taxable but cannot be rolled over under Part I above, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. If you do nothing, an amount will be taken out of this portion of your payment for federal income tax withholding. To elect out of withholding, ask the Plan Administrator for the election form and related information.

Sixty-Day Rollover Option. If you receive a payment that can be rolled over under Part I above, you can still decide to roll over all or part of it to a traditional IRA or to an eligible employer plan that accepts rollovers. If you decide to roll over, you must contribute the amount of the payment you received to a traditional IRA or eligible employer plan within 60 days after you receive the payment. The portion of your payment that is rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan.

You can roll over up to 100% of your payment that can be rolled over under Part I above, including an amount equal to the 20% of the taxable portion that was withheld. If you choose to roll over 100%, you must find other money within the 60-day period to contribute to the traditional IRA or the eligible employer plan, to replace the 20% that was withheld. On the other hand, if you roll over only the 80% of the taxable portion that you received, you will be taxed on the 20% that was withheld.

Example: The taxable portion of your payment that can be rolled over under Part I above is \$10,000, and you choose to have it paid to you. You will receive \$8,000, and \$2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the \$8,000, you may roll over the entire \$10,000 to a traditional IRA or an eligible employer plan. To do this, you roll over the \$8,000 you received from the Plan, and you will have to find \$2,000 from other sources (your savings, a loan, etc.). In this case, the entire \$10,000 is not taxed until you take it out of the traditional IRA or an eligible employer plan. If you roll over the entire \$10,000, when you file your income tax return you may get a refund of part or all of the \$2,000 withheld.

If, on the other hand, you roll over only \$8,000, the \$2,000 you did not roll over is taxed in the year it was withheld. When you file your income tax return, you may get a refund of part of the \$2,000 withheld. (However, any refund is likely to be larger if you roll over the entire \$10,000.)

Additional 10% Tax If You Are under Age 59 1/2. If you receive a payment before you reach age 59 1/2 and you do not roll it over, then, in addition to the regular income tax, you may have to pay an extra tax equal to 10% of the taxable portion of the payment. The additional 10% tax generally does not apply to (1) payments that are paid after you separate from service with your employer during or after the year you reach age 55, (2) payments that are paid because you retire due to disability, (3) payments that are paid as equal (or almost equal) payments over your life or life expectancy (or your and your beneficiary's lives or life expectancies), (4) dividends paid with respect to stock by an employee stock ownership plan (ESOP) as described in Code section 404(k), (5) payments that are paid directly to the government to satisfy a federal tax levy, (6) payments that are paid to an alternate payee under a qualified domestic relations order, or (7) payments that do not exceed the amount of your deductible medical expenses. See IRS Form 5329 for more information on the additional 10% tax.

The additional 10% tax will not apply to distributions from a governmental 457 plan, except to the extent the distribution is attributable to an amount you rolled over to that plan (adjusted for investment returns) from another type of eligible employer plan or IRA. Any amount rolled over from a governmental 457 plan to another type of eligible employer plan or to a traditional IRA will become subject to the additional 10% tax if it is distributed to you before you reach age 59 1/2, unless one of the exceptions applies.

Special Tax Treatment If You Were Born before January 1, 1936. If you receive a payment from a plan qualified under section 401(a) or a section 403(a) annuity plan that can be rolled over under Part I and you do not roll it over to a traditional IRA or an eligible employer plan, the payment will be taxed in the year you receive it. However, if the payment qualifies as a "lump sum distribution," it may be eligible for special tax treatment. (See also "Employer Stock or Securities", below.) A lump sum distribution is a payment, within one year, of your entire balance under the Plan (and certain other similar plans of the employer) that is payable to you after you have reached age 59 1/2 or because you have separated from service with your employer (or, in the case of a self-employed individual, after you have reached age 59 1/2 or have become disabled). For a payment to be treated as a lump sum distribution, you must have been a participant in the plan for at least five years before the year in which you received the distribution. The special tax treatment for lump sum distributions that may be available to you is described below.

Ten-Year Averaging. If you receive a lump sum distribution and you were born before January 1, 1936, you can make a one-time election to figure the tax on the payment by using "10-year averaging" (using 1986 tax rates). Ten-year averaging often reduces the tax you owe.

Capital Gain Treatment. If you receive a lump sum distribution and you were born before January 1, 1936, and you were a participant in the Plan before 1974, you may elect to have the part of your payment that is attributable to your pre- 1974 participation in the Plan taxed as long-term capital gain at a rate of 20%.

There are other limits on the special tax treatment for lump sum distributions. For example, you can generally elect this special tax treatment only once in your lifetime, and the election applies to all lump sum distributions that you receive in that same year. You may not elect this special tax treatment if you rolled amounts into this Plan from a 403(b) tax-sheltered annuity contract, a governmental 457 plan, or from an IRA not originally attributable to a qualified employer plan. If you have previously rolled over a distribution from this Plan (or certain other similar plans of the employer), you cannot use this special averaging treatment for later payments from the Plan. If you roll over your payment to a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, you will not be able to use special tax treatment for later payments from that IRA, plan, or annuity. Also, if you roll over only a portion of your payment to a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, this special tax treatment is not available for the rest of the payment. See IRS Form 4972 for additional information on lump sum distributions and how you elect the special tax treatment.

Employer Stock or Securities. There is a special rule for a payment from the Plan that includes employer stock (or other employer securities). To use this special rule, 1) the payment must qualify as a lump sum distribution, as described above, except that you do not need five years of plan participation, or 2) the employer stock included in the payment must be attributable to "after- tax" employee contributions, if any. Under this special rule, you may have the option of not paying tax on the "net unrealized appreciation" of the stock until you sell the stock. Net unrealized appreciation generally is the increase in the value of the employer stock while it was held by the Plan. For example, if employer stock was contributed to your Plan

account when the stock was worth \$1,000 but the stock was worth \$1,200 when you received it, you would not have to pay tax on the \$200 increase in value until you later sold the stock.

You may instead elect not to have the special rule apply to the net unrealized appreciation. In this case, your net unrealized appreciation will be taxed in the year you receive the stock, unless you roll over the stock. The stock can be rolled over to a traditional IRA or another eligible employer plan, either in a direct rollover or a rollover that you make yourself. Generally, you will no longer be able to use the special rule for net unrealized appreciation if you roll the stock over to a traditional IRA or another eligible employer plan.

If you receive only employer stock in a payment that can be rolled over, no amount will be withheld from the payment. If you receive cash or property other than employer stock, as well as employer stock, in a payment that can be rolled over, the 20% withholding amount will be based on the entire taxable amount paid to you (including the value of the employer stock determined by excluding the net unrealized appreciation). However, the amount withheld will be limited to the cash or property (excluding employer stock) paid to you.

If you receive employer stock in a payment that qualifies as a lump sum distribution, the special tax treatment for lump sum distributions described above (such as 10-year averaging) also may apply. See IRS Form 4972 for additional information on these rules.

Repayment of Plan Loans. If your employment ends and you have an outstanding loan from your Plan, your employer may reduce (or "offset") your balance in the Plan by the amount of the loan you have not repaid. The amount of your loan offset is treated as a distribution to you at the time of the offset and will be taxed unless you roll over an amount equal to the amount of your loan offset to another qualified employer plan or a traditional IRA within 60 days of the date of the offset. If the amount of your loan offset is the only amount you receive or are treated as having received, no amount will be withheld from it. If you receive other payments of cash or property from the Plan, the 20% withholding amount will be based on the entire amount paid to you, including the amount of the loan offset. The amount withheld will be limited to the amount of other cash or property paid to you (other than any employer securities). The amount of a defaulted plan loan that is a taxable deemed distribution cannot be rolled over.

IV. SURVIVING SPOUSES, ALTERNATE PAYEES, AND OTHER BENEFICIARIES

In general, the rules summarized above that apply to payments to employees also apply to payments to surviving spouses of employees and to spouses or former spouses who are "alternate payees." You are an alternate payee if your interest in the Plan results from a "qualified domestic relations order," which is an order issued by a court, usually in connection with a divorce or legal separation.

If you are a surviving spouse or an alternate payee, you may choose to have a payment that can be rolled over, as described in Part I above, paid in a Direct Rollover to a traditional IRA or to an eligible employer plan or paid to you. If you have the payment paid to you, you can keep it or roll it over yourself to a traditional IRA or to an eligible employer plan. Thus, you have the same choices as the employee.

If you are a beneficiary other than a surviving spouse or an alternate payee, you cannot choose a direct rollover, and you cannot roll over the payment yourself.

If you are a surviving spouse, an alternate payee, or another beneficiary, your payment is generally not subject to the additional 10% tax described in Part III above, even if you are younger than age 59 1/2.

If you are a surviving spouse, an alternate payee, or another beneficiary, you may be able to use the special tax treatment for lump sum distributions and the special rule for payments that include employer stock, as described in Part III above. If you receive a payment because of the employee's death, you may be able to treat the payment as a lump sum distribution if the employee met the appropriate age requirements, whether or not the employee had 5 years of participation in the Plan.

V. SPECIAL RULES FOR ROTH ELECTIVE DEFERRALS AND ASSOCIATED EARNINGS

In general, special rules apply to rollovers and taxation of any Roth elective deferrals and earnings associated with those deferrals, collectively called "Roth amounts." Roth elective deferrals are similar to after-tax contributions in that they are subject to federal income taxes when contributed to a 401(k) or 403(b) plan, unlike pre-tax deferrals made to those plans. However, Roth amounts are not subject to federal income taxes upon distribution if the distribution constitutes a qualified distribution.

Qualified Distributions. A qualified distribution is one that occurs after you reach age 59½, die, or become disabled. In addition, a qualified distribution must occur after the expiration of a five-year participation period. The five-year period begins on the first day of the year in which you first make a Roth elective deferral contribution to the Plan, and ends when five consecutive years have been completed. However, if you make a direct rollover of Roth amounts to this plan from another plan, the five-year period begins on the first day of the year in which you made Roth elective deferrals to that other plan, if earlier. The five-year period is not redetermined if the account is divided pursuant to a qualified domestic relations order or paid to your beneficiaries after your death. Qualified distributions are not subject to federal income taxes or federal income tax withholding.

Nonqualified Distributions. Distributions of Roth amounts that are not qualified distributions are nonqualified distributions. Nonqualified distributions of Roth amounts are subject to federal income taxes to the extent the distribution consists of earnings on Roth elective deferrals. In general, unless you receive payment in the form of an annuity, the nonqualified distribution will consist of both Roth elective deferrals and taxable earnings on Roth elective deferrals in proportion to your overall Roth amounts in the Plan. For example, if you have \$9,000 of Roth elective deferrals and \$1,000 of earnings on those deferrals, and take a nonqualified distribution of \$1,000, \$900 of the distribution will be a nontaxable return of your Roth elective deferrals and \$100 will be a taxable distribution of earnings. This proration applies even if the Plan maintains multiple accounts consisting of Roth amounts for you. Mandatory 20% federal income tax withholding will apply to the taxable portion of any nonqualified distribution paid directly to you that you could directly rollover. An additional 10% tax may apply to the taxable portion of a nonqualified distribution if you are under age 59½.

Distribution of certain amounts are always nonqualified distributions, including certain corrective distributions, loans treated as distributions, cost of life insurance, and ESOP dividends paid to you. Such amounts will be taxed according to special rules that apply to them.

Direct Rollover of Roth Amounts. You can make a direct rollover of Roth amounts in a qualified plan to a Roth IRA or another qualified plan that will accept it. Roth amounts in a 403(b) plan can be directly rolled over to another 403(b) plan that will accept it. You cannot directly roll over Roth amounts in a qualified plan to a 403(b) plan, or vice versa. Roth amounts you directly roll over are not includible in your income.

a) Direct Rollover to a Roth IRA. If you have Roth amounts in a plan, you can open a Roth IRA to receive a direct rollover of Roth amounts. To do so, contact a Roth IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to a Roth IRA at that institution. Qualified distributions directly rolled over to a Roth IRA are treated as Roth IRA contributions for taxation of subsequent distributions from the Roth IRA. Nonqualified distributions directly rolled over to a Roth IRA are treated as Roth IRA contributions and earnings in the same proportion as described above under "Nonqualified Distributions." Your Roth IRA will have its own five-year period to determine whether subsequent distributions from the Roth IRA are qualified or nonqualified. That five-year period begins on the first day of the year in which you first made a Roth IRA contribution, including the Roth rollover contribution. In addition to the qualified distribution reasons noted above, qualified distributions from Roth IRAs include distributions (after the five-year period) used within 120 days to pay certain costs associated with a first-time home purchase up to a \$10,000 lifetime maximum. Roth amounts rolled over into a Roth IRA cannot be rolled back into a qualified plan or 403(b) plan.

b) Direct Rollover to a Plan. If you are employed by a new employer that has an eligible employer plan, and you want a direct rollover of Roth amounts to that plan, ask the plan administrator of that plan whether it will accept your rollover. An eligible employer plan is not legally required to accept a rollover. If the employer plan accepts your rollover, the plan may provide restriction on the circumstances under which you may later receive a distribution of the rollover amount or may require spousal consent to any subsequent distribution. Check with the plan administrator of that plan before making your decision. If you make a direct rollover of Roth amounts to a plan, the five-year period used to determine whether distributions from that plan are qualified will begin with the year you first made a Roth elective deferral to this Plan, if earlier than any Roth elective deferrals you may have made to that other plan. If you directly rollover the entire Roth amount to another plan, the portion that would not have been included into your gross income had you not rolled it over will be treated as Roth elective deferrals for subsequent distributions from that other plan.

Roth Amounts Paid to You. If Roth amounts that can be rolled over are paid to you in cash, the taxable portion of any nonqualified distribution will be subject to 20% federal income tax withholding. The taxable portion will be taxed in the year you receive it unless, within 60 days, you roll it over into a Roth IRA or another plan. You can rollover all Roth amounts into a Roth IRA within 60 days. However, if you wish to rollover to an eligible retirement plan using a 60-day rollover, you can only roll over the portion that would otherwise be includible in your income, and the five-year participation period will be determined without regard to the rollover for subsequent distributions. If you receive a nonqualified distribution and roll over only a portion of it, the portion rolled over is first deemed to consist of amount that would otherwise be included in your income.

Employer Securities. If you receive a nonqualified distribution in a lump sum that includes employer securities, the net unrealized appreciation attributable to the employer securities is not includible in your gross income, and will be capital gain to the extent you realize the gain in a subsequent taxable transaction. Qualified distributions of employer securities are not includible in income, and the basis of the securities will be the fair market value on distribution to determine any gain on a subsequent taxable transaction.

HOW TO OBTAIN ADDITIONAL INFORMATION

This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. Therefore, you may want to consult with the Plan Administrator or a professional tax advisor before you take a payment of your benefits from your Plan. Also, you can find more specific information on the tax treatment of payments from qualified employer plans in IRS Publication 575, Pension and Annuity Income, and IRS Publication 590, Individual Retirement Arrangements. These publications are available from your local IRS office, on the IRS's Internet Web Site at www.irs.gov, or by calling **1-800-TAX-FORMS**.

NOTICE TO PARTICIPANT OF DISTRIBUTION ELECTION

Based upon certain provisions of the plan, you are entitled to a payout under the plan. This notice explains election rights under the plan but is general in content. You should consult with your tax advisor about these elections.

Proposed Payout Date. The date you are entitled to receive payment is described in the plan's summary plan description. It is the earliest date the plan permits you to receive the payment of your interest in the plan. If you wish to commence payment on the proposed distribution date, you must normally complete the attached payment form 30 days prior to that date. (See "Minimum Notice Period" below for information about waiving this 30-day period). If you prefer a payout other than an immediate payout, you should inform us so that we can furnish you a different form. If you elect a payout at this time, the plan will commence payment to you, in the form you have elected, on the proposed distribution date or as soon as it is practical for the Trustee to commence distribution to you.

Minimum Notice Period. For at least 30 days after you receive this notice, you have the right to consider your decision whether consent to a distribution of your vested account balance, to select a benefit payment option (see "**Benefit Payment Options**" below), and whether to elect a direct rollover of any portion of your distribution eligible for rollover. If you sign and return the election form to the plan administrator less than 30 days after you receive this notice, the plan administrator's receipt of your signed form is your affirmative waiver of any unexpired portion of the minimum 30-day period and your affirmative election of distribution or a direct rollover.

If you elect a single sum payment and any additional amounts are allocated to your account after the date your account balance has been paid out in full (such as dividends or current year contributions or forfeitures), such additional amounts will be paid in accordance with your elections on your distribution form unless you subsequently change your election, even if such amounts are allocated or paid more the 90 days after you completed your original distribution form. You can change your election for such subsequent allocations by contacting your plan administrator and filling out a new distribution form prior to the time such additional amounts are paid. If you fail to complete and return this form within the 90-day period and your vested account balance is not more than \$5,000 or such lesser amount as your plan provides or the plan is terminating, your account balance will be paid directly to you.

Benefit Payment Options. The plan may permit you to elect distribution in other forms, such as installments over a specified period of time or a single sum with respect to a portion of your vested account balance, and periodic payments with respect to the other portion. If you prefer a form of benefit other than a single sum, please ask the plan administrator to furnish you a different form. You may also elect a direct rollover for one part of your vested account balance and a single sum payment or installments for another part of your vested account balance. See the attached "Special Tax Notice Regarding Plan Payment" for rules on splitting your distribution.

Automatic Distribution. If you fail to complete and return your distribution form within the next 60 days and your vested account balance (not including the balance in your rollover account unless your plan provides otherwise) is not more than \$5,000 (or such lesser amount as your plan provides) or the plan is terminating, your account balance may be distributed.

Based upon your plan provisions, your vested account balance may be rolled to an Individual Retirement Account (IRA) or a check may be issued to you for the total (less the required 20% federal income tax withholding required by the Internal Revenue Service, if applicable). Consult your Summary Plan Description for more information.

Financial Effect of Distribution Options. A direct rollover means the plan pays the distribution amount directly to another qualified plan or to an IRA. See the attached "Special Tax Notice Regarding Plan Payments." A single sum distribution means you receive a single payment of the distribution amount. An installment distribution means you receive periodic payments of your vested account balance over a specified period of time. You may take the installment payments directly from the trust or your plan may permit you to elect to have the plan buy a nontransferable annuity contract, which will provide the installment distributions. If you receive installment payment directly from the plan, your vested account balance will be subject to adjustment for expenses and investment gain or loss. If the plan permits you to elect a nontransferable annuity contract, certain expenses and fees may be paid to an insurance company. As a result, the total amount ultimately paid to you could be more or less than the value of your current vested account balance. If you elect an installment distribution, you also must complete a beneficiary designation form.

Postponement of Distribution. If your vested account balance is more than \$5,000 or such lesser amount as your plan provides, you do not have to take a distribution at this time. You have the right to defer your distribution and the plan will not make a distribution to you unless you consent. Once you have attained age 70 ½ and terminated service, the plan must begin to distribute your vested account no later than the April 1st after the close of that plan year. (Special rules apply if you are a more than 5% owner). If you elect to postpone distribution, your vested account balance will be subject to adjustment for expenses and investment gain or loss. As a result, the total amount ultimately paid to you could be more or less than the value of your current vested account balance.

If you have any questions regarding the information provided in this notice, please contact your plan administrator.

Participant Payment Request

(For Plans Without Annuity Payment Options)



Please print clearly.

Account Information

Name of the plan				Account number of the plan
Reason for payment <input type="checkbox"/> Termination <input type="checkbox"/> Retirement <input type="checkbox"/> Disability <input type="checkbox"/> Death <input type="checkbox"/> Other (specify)				
Date of last payroll as of which participant deferred salary (401k plans only)			Hours worked this plan year? <input type="checkbox"/> Less than 501 <input type="checkbox"/> 501-999 <input type="checkbox"/> 1,000 or more	
Vested percentage	Hire date	Participation date	Termination date	Specify amount of distribution requested <input type="checkbox"/> Maximum available <input type="checkbox"/> Other (specify):

Participant Information

Participant name (Name on file with Social Security)		Participant deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No	Participant Social Security Number	
Street address		City	State/Country	Zip code
Participant telephone numbers: Day: Evening:	Birth date	<input type="checkbox"/> Check this box if you are age 70 or older	Marital status <input type="checkbox"/> Married <input type="checkbox"/> Not married	Citizen of <input type="checkbox"/> United States <input type="checkbox"/> Specify:

Beneficiary Information

Beneficiary name (Name on file with Social Security)		Spouse of Participant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Beneficiary Social Security Number	
Address		City	State/Country	Zip

Pay My Entire Benefit as Follows:

→ **Employer Stock Election:** Complete only if you have employer stock.

If my plan allows in-kind distributions of employer stock, I elect to take my employer stock: (choose one of the following)

- In cash (liquidate)
- In-kind rollover to a Wells Fargo Investments Brokerage IRA (if publicly traded) OR the trustee or custodian listed below*
- In-kind to me
- In-kind to my taxable brokerage account at Broker Name _____

Account # _____ DTC # _____

Note: If you elect to keep your employer stock in-kind and you do not choose to have all your stock paid to you/your non-retirement brokerage account, a pro-rata portion of any distribution paid to you will be paid in the form of employer stock.

→ **After-tax Contributions Election:** Complete only if you have after-tax contributions. (Choose one.)

- Pay all my after-tax contributions as indicated by my Rollover Election below. If I rollover less than 100% of my amounts eligible for rollover, any amount rolled over will first consist of amounts other than after-tax contributions, and then (if needed) after-tax contributions.
- Pay all my after-tax contributions to me, and pay all other amounts eligible for rollover as indicated by my Rollover Election below.

→ **Rollover Election:** Pay all amounts eligible for rollover as follows. (Choose one.)

- Pay my entire eligible rollover amount in a direct rollover to a **Wells Fargo Investments Brokerage IRA.**
 - Liquidate my investments and send a check directly to Wells Fargo Investments.
- Pay \$ _____ or _____ % (specify amount or %) of my eligible rollover amount to a **Wells Fargo Investments Brokerage IRA.**
 - Liquidate my investments and send a check directly to Wells Fargo Investments.
 - Liquidate and pay the remainder directly TO ME (20% withholding applies; additional penalties may apply).
- Pay \$ _____ or _____ % (specify amount or %) of my eligible rollover amount in a direct rollover to the trustee or custodian listed below.
* Pay the remainder directly TO ME (20% withholding applies; additional penalties may apply).
- Pay my entire eligible rollover TO ME (20% withholding applies; additional penalties may apply).
- Pay all amounts not eligible for rollover TO ME as required by law (i.e., required minimum distributions).

IRA/Qualified Plan Information for Direct Rollovers

*Complete this box if you elected a direct rollover or an in-kind rollover of employer stock to an institution other than Wells Fargo Investments. Verify that your selected financial institution will accept your rollover contribution, especially if you rollover employer stock or after-tax contributions since many institutions do not accept such rollovers. You are solely responsible for any delays or consequences resulting from your selected institution rejecting your rollover contribution.

Type of Account:	<input type="checkbox"/> Trustee	<input type="checkbox"/> Custodian	<input type="checkbox"/> IRA Account	<input type="checkbox"/> Qualified Plan
Financial Institution Name		Routing Transit Number	Financial Institution Account Number	
Address		City	State	Zip Code Country

For payments not rolled over, the Participant must complete the following sections:

Federal Tax Withholding Election

I understand that federal income tax will be withheld at the rate of 20% from the taxable portion of my distribution that is an eligible rollover distribution but not rolled over. I realize that my final federal income tax liability will vary depending upon my individual tax bracket and tax situation. I may be subject to tax penalties if my estimated tax payments and withholding on my other taxable income are inadequate. I may elect to have additional withholding applied to the taxable portion of my distribution which is not rolled over by checking the box and filling in the appropriate amount:

YES - ADDITIONALLY WITHHOLD the following fixed amount (in addition to the 20%): \$ _____

→ **Withholding Election for Distribution Amounts NOT Eligible for Rollover (e.g., post-70½ minimum distributions)**

Federal income tax of 10% WILL be withheld from taxable amounts not eligible for rollover unless I check the box below. Even if I check the box below, I remain liable for federal income tax on the taxable portion of my distribution. I also may be subject to tax penalties if my estimated tax payments and withholding on my other taxable income, if any, are not adequate.

DO NOT withhold Federal income tax from any portion of my distribution that is not an eligible rollover distribution.

State Tax Withholding Election (select one, if applicable)

For those states with income tax, the taxable portion of a distribution, which is not rolled over, will also be subject to state income tax. If my state of residence requires mandatory withholding, I realize that those withholding laws will be followed. If my state of residence does not require mandatory withholding I may elect my state income tax withholding below. I also realize that I may be subject to state tax penalties if my estimated tax payments and withholding on my other taxable income are inadequate.

NO - DO NOT withhold State income tax from any portion of my distribution that is not directly rolled over other than as required by law.

YES - WITHHOLD State income tax from any portion of my distribution that is not directly rolled over.

The two-letter abbreviation for my withholding state is: _____

Your state may offer calculated or fixed amount withholding options. Use the included chart provided with this form to find the options that are permitted for your state and complete either the appropriate section below.

Arizona Residents: You need only to complete the section provided for your state's options.

CALCULATED WITHHOLDING-To be completed if your state allows a calculated amount-YES is in the calculated column on the chart.

Withholding Election Status: Find your state on the back of this form. An "X" identifies the permitted withholding elections for your state. Please choose a permitted election.

- Married (M) Single (S) Married Both Spouses Working (B) Married Filing Jointly (J)
 Married One Spouse Working (O) Married Filing Separately (X) Head of Household (H)

Number of allowances claimed: _____

Optional: In addition to the amount calculated above, withhold this amount: \$ _____

FIXED WITHHOLDING-To be completed if your state allows a fixed dollar amount-YES is in the fixed column on the chart

I elect to withhold a fixed amount of \$ _____

ARIZONA State ONLY (Circle One): 0% 10% 19% 23% 25% 31% 37%

Optional: In addition to the amount calculated above, withhold this amount: \$ _____

Payment Instructions (Your Employer's Plan Policy May Override This Election)

If the distribution is to be issued and mailed to another address or deposited directly to your checking or savings account, please complete:

Pay any portion of my distribution that is NOT directly rolled over as follows (select one – complete box at right):

- Issue check to participant – mail to alternate address
 Issue check to bank account – mail to bank address
 ACH to checking account (attach voided check)
 ACH to savings account (attach voided check)

Name of Bank/Alternate Payee (if applicable)			
Address			
City	State	Zip code	Country
Bank account number		Routing Transit number (ACH only)	

Participant Signature

I hereby irrevocably request and consent to a distribution from my account on the terms stated above. I understand that my distribution will be offset by the balance of any outstanding loan that I owe to the plan. I have read the Special Tax Notice Regarding Plan Payments and the Notice to Participant and Participant's Spouse of Distribution Elections that was provided to me with this form, and I understand that 20% Federal income tax withholding will be imposed on the taxable amount of any eligible rollover distribution that is not directly rolled to an eligible retirement plan. Under penalties of perjury, I certify that the above information is correct and that my social security number shown on this form is my correct taxpayer identification number. I certify that any eligible retirement plan specified above meets all applicable requirements and will accept the direct rollover indicated. I affirmatively waive any unexpired portion of the minimum 30-day notice period prior to distribution.

Participant Signature X	Date
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Plan Sponsor Authorization and Signature

As an authorized representative of the Plan Sponsor, I direct Wells Fargo and Participant's Spouse to act in accordance with the instructions on this form. I certify that (1) the Special Tax Notice Regarding Plan Payments and Notice to Participant of Distribution Election have been provided to the participant within the period required by law or regulation, (2) the distribution complies with applicable provisions of ERISA, other federal and state laws, and the terms of the plan, (3) all appropriate underlying documentation has been received, (4) all plan requirements pertaining to direct rollovers have been met if applicable, and (5) the information given above is accurate and complete. Please request distribution via interface (RPP) or complete appropriate form (form name and number).

Authorized Signature X	Date
Authorized Signature X	Date

Single Sum Payment State Withholding Reference Chart

State	Calculation Based on State Rates								
AZ – Arizona	0%	10%	19%	23%	25%	31%	37%		
		Permitted Elections for Calculated Option. X = Permitted option for state.							
State	Does My State Accept a ...		Married	Single	Married Both Spouses Working	Married Filing Jointly	Married One Spouse Working	Married Filing Separately	Head of Household
	Calculated Withholding Option?	Fixed Withholding Option?							
AL - Alabama	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
AK – Alaska	No Withholding								
AR - Arkansas	Yes	Yes	X	X					X
CA – California *	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
CO- Colorado	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
CT - Connecticut		Yes							
DC - District of Columbia	Yes	Yes		X		X		X	X
DE - Delaware *	Yes	Yes		X		X		X	
FL – Florida	No Withholding								
GA - Georgia *	Yes	Yes		X	X		X	X	X
HI - Hawaii		Yes							
IA - Iowa *	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
ID - Idaho	Yes		X	X					
IL - Illinois		Yes							
IN - Indiana		Yes							
KS - Kansas *	Yes		Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
KY - Kentucky	Yes		Marital Status is not applicable for this state. The calculation is based on # of allowances.						
LA - Louisiana	Yes	Yes	X	X					X
MA - Massachusetts *	Yes	Yes	X	X	X	X	X	X	X
MD - Maryland	Yes	Yes	Eligible pay types require Calculated Non-eligible require Fixed						
ME - Maine *	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
MI - Michigan		Yes							
MN - Minnesota	Yes	Yes	X	X					
MO - Missouri	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
MS - Mississippi		Yes							
MT - Montana	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on # of allowances.						
NC - North Carolina *	Yes		Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
ND - North Dakota	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
NE – Nebraska *	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
NH – New Hampshire	No Withholding								
NJ - New Jersey		Yes							
NM - New Mexico	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
NV - Nevada	No Withholding								
NY - New York		Yes							
OH - Ohio	Yes		Marital Status is not applicable for this state. The calculation is based on # of allowances.						
OK - Oklahoma *	Yes		Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
OR - Oregon *	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
PA - Pennsylvania		Yes							
PR - Puerto Rico		Yes							
RI - Rhode Island	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
SC - South Carolina	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
SD – South Dakota	No Withholding								
TN – Tennessee	No Withholding								
TX – Texas	No Withholding								
UT - Utah	Yes	Yes	X	X					
VA - Virginia *	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
VI - Virgin Islands	Yes		Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
VT - Vermont *	Yes	Yes	Marital Status is not applicable for this state. The calculation is based on a percentage rate.						
WA – Washington	No Withholding								
WI - Wisconsin	Yes	Yes	X	X					X
WV - West Virginia	Yes	Yes	X	X	X	X	X	X	X
WY - Wyoming	No Withholding								

* Indicates a Mandatory Withholding State. If you live in this state and do not make an election for State tax withholding, taxes will automatically be withheld according to that Mandatory State's regulations.

