

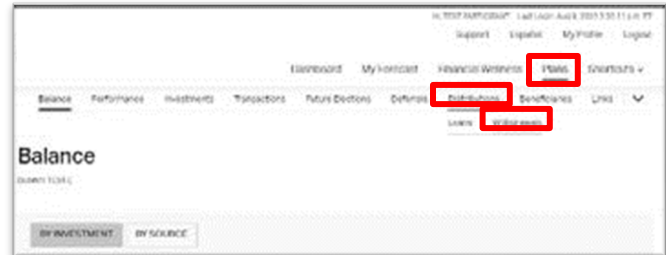
Retirement Plan Information Online Distribution

Within your account website you can make an online distribution request.

STEP 1

From the Dashboard select:

- *Plans*
- *Distributions*
- *Withdrawals*



STEP 2

- *Request a Withdrawal*



STEP 3

- Review Distribution Notice
- Confirm Address

Withdrawal Options

The following will guide you through the steps to request a distribution from your account. Depending upon your plan and personal circumstances, available options may vary.

Before you begin you must review the Distribution Notice. You can download a copy for your records.

Have you read and understood the Distribution Notice?
 Yes No

Do you agree to waive the 30-day period?
 Yes No

Note: Scheduled payments from your employer's qualified retirement plan must be delayed for a minimum of 30 days after you receive this notice to allow you time to consider your distribution options. Although you are entitled to consider your distribution options you may make the 30-day notice requirement.

Please confirm your address below

Address: 200 DRYDEN ROAD
City: DALLAS TX
State: TX
Zip: 75220

Is the address listed above correct?
 Yes No

After the request is approved, please allow 2-3 business days for processing before the check is ready to be mailed. Checks typically arrive within 7-10 business days.

STEP 4

- Select Your Withdrawal Option

Withdrawal Options

Hardship Distribution - You are an active employee of the employer sponsoring your plan and have a financial need that requires taking a hardship distribution from your retirement account.

Terminations - You no longer work for the employer who sponsors this plan and would like to request a cash distribution, rollover distribution or a combination of both (split) from your retirement account.

In-Service Distribution - You are at least 59½ years old, still work for the employer who sponsors this plan, and would like to request a cash distribution from your retirement account. Note: Other in-service distribution options may be available for your plan, please check with Participant Services for more information.

STEP 5

- Review and Accept Processing Fee

Withdrawal Options

In accordance with your retirement plan's agreement, a processing fee will be deducted from your account in the amount of **\$0.00**.

Please be aware that all distribution requests are subject to a \$0.00 processing fee, including requests received via mail, fax, and phone. The processing fee includes the cost of one check. If your distribution requires more than one check, an additional fee will be applied per check.

Fees will be deducted either from your account, or from the amount requested, depending on the type of transaction.

Would you like to continue with this distribution request?

STEP 6

- If you choose cash withdrawal, The Federal Withholding section displays a default value. Modify the field or accept the default values.

Withdrawal Options

The distribution amount is eligible for rollover. Therefore, a required minimum of 20% federal income tax and any applicable state tax must be withheld on the cash amount of your distribution. Note: To request this rollover distribution as a rollover instead of a cash distribution, please check with Participant Services for more information.

Distribution Amount

Minimum distribution amount: \$5.00
Maximum distribution amount: \$230,458.70

Amount of distribution requested

Maximum amount available
 Other amount

FEDERAL WITHHOLDING (Form 1042-S, 1042-DF)

Your withholding rate is determined by the type of payment you will receive.

- For lump-sum payments, the default withholding rate is 20%. You can choose to have a different rate by entering a rate between 0% and 100% (based on the amount of your distribution). You can choose to have 0% for payments to be delivered outside the United States and to beneficiaries.
- For an ongoing periodic distribution, the default withholding rate is 20%. You can choose a rate greater than 20% by entering the rate. You may not choose a rate less than 0%.

Withholding Election Complete this section if you would like a rate of withholding that is different from the default withholding rate. See the instructions and the withholding rates table by clicking the link to the withholding instructions for additional information.

Enter the rate as a whole number (no decimals):
[20] %

NOTE: If applicable, mandatory state income tax will be withheld from the distribution in accordance with state law guidelines.

Select processing method: Direct deposit to your bank account Cash withdrawal Check Other (select from dropdown menu)

Submit

STEP 7

- Confirm your delivery choice and select *Continue*

Withdrawal Options

Faster Delivery:

You can also elect to choose faster delivery of your money via UPS for an additional fee.

Your instructions for faster delivery will be honored the following business day after the transaction is processed.

The fee for faster delivery will be deducted either from your account, or from the amount requested, depending on the type of transaction.

UPS - \$30.00

Click **Yes** to proceed with Faster Delivery.
Click **No** to have your funds delivered in the standard manner.

⚠ If you choose No for faster delivery, after the request is approved, please allow 2-3 business days for processing before the check is generated and ready to be mailed. Checks typically arrive within 7-10 business days.

Would you like to take advantage of faster delivery? Yes No

Click **Continue to proceed**

STEP 8

- Review and confirm your selections, apply an e-signature, and select *Submit*

Withdrawal Options

Review

Address: TEST PARTICIPANT
XXXXX 7805
200 PHOENIX ROAD
DUBLIN, OH 43005

Distribution amount: Maximum amount available (\$230,458.70)

Withhold percentage: 20%

Faster Delivery: No

Please agree to the following:

I understand that I am responsible for payment of federal income tax and any applicable state income tax on the taxable amount of the distribution, and I may be required to make estimated tax payments if I do not elect to have federal and state income tax withheld from the distribution.

Verification

Please review and verify that the information above is correct. Use your browser's back button to make changes or click **Submit** if your information is correct.

I am applying an e-signature to the document and have read the Disclosure. I understand that I am completing and signing this distribution request by applying this electronic signature.