



403(b) Plan Notice – The Importance of Name & Address Changes

Dear 403(b) Participants,

It has come to our attention that many participants are either undervaluing or unaware of the importance of keeping us informed at all times of any name change or address change that they incur. Please note that making sure that your school district, your 403(b) Plan Administrator (NPA) and your 403(b) Investment Provider is of great importance. This most likely will require three separate notifications, but is imperative that they are made.

By not notifying those who are administering and investing your 403(b) of a change in name or address you are essentially creating a situation that will end up negatively affecting you in the end. There are a number of different negative scenarios that can result from those associated with your 403(b) not having your correct name or contact information. Please see the following examples.

Having incorrect name or address information can result in:

- incorrect processing of your funds
- delays in transactional requests (i.e. distributions, exchanges, transfers, loans, hardships etc...)
- the complete inability to inform you of important plan or IRS notices concerning your account (such as Required Minimum Distributions)
 - Not performing RMDs correctly can result in hefty penalties levied against your 403(b) account by the IRS.

The process of updating your Plan Administrator and Investment Provider with your correct name and contact information is quite simple and requires the completion of our 403(b) Transaction Authorization Form along with your Investment Provider's form to change your name/address. Contact your Investment Provider to have them provide you with the correct form and then complete and return their form as well as our form to NPA for processing. Instructions to perform a "Name Change/Address Change," otherwise known as a "Non-Financial Request," have been attached to this notice for your convenience.

If you should have any questions with regards to the information provided within this notice or the Non-Financial Request instructions please contact NPA.

Sincerely,

Client Services



Completing a Non-Financial Request:

The following instructions explain how to make non-financial changes to your voluntary retirement plan including:

- Name Changes
- Address Changes

NPA requires all forms necessary to complete a transactional request be submitted through NPA. Therefore, you should contact your financial representative or investment provider to get a copy of the paperwork they require to complete a Non-Financial Request.

Next, you will complete the NPA Transaction Authorization Form indicating your desire to process a Non-Financial Request on your account within your employer's plan. Fill out section one (1) of the TAF, providing general information about who you are, what school district(s) are involved, and what investment provider(s) are involved. When performing a Non-Financial Request, please fill out section three (3), "Non-Financial Request," on page three (3) of the TAF. Non-Financial Requests are the only type of requests that can be completed on the same TAF as another request. All other requests require a separate TAF. Complete the form by signing and dating the request on the third page. Please note that it is important to carefully read the entire TAF as it will assist you in completing it correctly.

For NPA to correctly and successfully process your request please submit the completed Transaction Authorization Form, and the completed investment provider Non-Financial Request paperwork to NPA via any of the means listed at the base of the TAF. Your financial representative can assist you in filling out and completing all forms.

Once your request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.

403(b) Transaction Authorization Form

Questions? Call us at 800-880-2776 or E-mail us at TSA@NatPlan.com

Complete and submit this form along with any supporting documentation or forms required by your investment provider to National Plan Administrators, Inc. at the address listed on the bottom of this form. National Plan Administrators will forward approved transaction requests to your investment provider(s).

1. Provide General Account Information

Name of Owner/Participant _____
First MI Last

Mailing Address _____
Street Address City State Zip Code

Social Security Number/Tax ID Number _____ Date of Birth _____

Daytime Phone Number _____ Home Phone Number _____

Email Address _____

Current Employer Name _____

Former Employer Name _____ Separation Date _____

Investment Provider Name _____

Contract/Account Number _____

Product Name (list your product name ONLY if you know it) _____

2. Transaction Request – Please select **only one** of the following transaction request types below.

- Provider-to-Provider Exchange** – (change of investment choice within the current employer’s 403(b) plan.):

Exchange From Company _____ Exchange To Company _____

I would like to Exchange: Full Balance or Partial Balance Amount \$ _____

- Plan-to-Plan Transfer** – (moving money from a former employer’s 403(b) plan to the current employer’s 403(b) plan.)

The former employer’s plan must allow transfers out of their plan and the current employer’s plan must allow transfers into their plan to proceed with this transfer request.

Transfer From Company _____ Transfer To Company _____

Name of Former Employer 403(b) Plan _____ Name of Current Employer 403(b) Plan _____

Severance from former employer on _____
Date

I would like to Transfer: Full Balance or Partial Balance Amount \$ _____



- Loan Request** – (Check with your financial advisor to see if loans are available in your employer’s plan.)

The amount of this loan request is: \$ _____

List below all the names of the investment companies where you have 403(b), 457(b) and/or 401(a) employer sponsored retirement accounts:

_____ List Investment Companies Here _____

Have you ever taken out a 403(b), 457(b) or 401(a) loan while with this employer? Yes No

- If yes, what are the name(s) of the companies you borrowed from? _____

- Which of the companies listed above do you have outstanding loans with? _____

Have you ever defaulted on a 403(b), 457(b) or 401(a) Loan? Yes No

- If yes, list the companies with which you have a defaulted loan _____

- Financial Hardship Withdrawal**

In order to be eligible for a Hardship Withdrawal **you must exhaust all your resources and take the maximum loan**, if loans are allowed by your plan.

Please submit documentation, including receipts, to substantiate your hardship need and the amount requested. **REQUESTS MISSING DOCUMENTATION WILL BE DENIED.**

The amount of this hardship withdrawal request is: \$ _____

Select reason for hardship:

- Deductible Medical Expenses
- Post secondary education, tuition, room and board or related fees
- Purchase of principal residence (excluding mortgage payments)
- Prevent eviction from principal residence
- Funeral expenses for immediate family members
- Casualty loss of principal residence

If a hardship withdrawal is taken, regulations prohibit contributions to this Plan or any other Plan maintained by your employer during the six-month period following the withdrawal.

- Distribution/Withdrawal** Reason for distribution: (Check all that apply.)

Age 59 ½ Severance from employment on _____ (includes retirement, termination, change of employment.)
Date

Disabled - Permanent Disability (As defined in section 72(m)(7) of the Internal Revenue Code – Physician’s explanation is required.)

Death of participant on _____ Required Minimum Distribution (RMD) age 70 ½
Date

I would like to receive: Full Balance or Partial Balance Amount \$ _____

- Permissive Service Credit** – (Moving funds from a 403(b) account to **purchase years of service** from an approved governmental pension plan.)

_____ From Company

_____ To Governmental Pension Plan

I would like to move: Full Balance or Partial Balance Amount \$ _____

- Qualified Domestic Relations Order (QDRO)**

Please call NPA at 800-880-2776 for additional instructions.



