

# Fidelity Investments

## Distribution Form Instructions

### Evangelical Presbyterian Church 403(b) Defined Contribution Retirement Plan

Before you complete a Fidelity Investments Distribution Form, please read the following instructions. Each item listed below corresponds with the steps on the form and contains important information that you might want to consider before completing the form. If you need more information please call the Fidelity Retirement Service Center at 1-800-343-0860, Monday through Friday, from 8:00 a.m. to midnight Eastern time. **It is not necessary to include the instructions when returning the distribution form.**

#### STEP 1 PARTICIPANT INFORMATION

##### A. Your Information

Please enter your Social Security or U.S. tax identification number, date of birth (MM-DD-YYYY), first and last name, street address, city, state, and ZIP, and daytime and evening phone number.

**Address Change:** Please be aware that if the address provided on the distribution form is different from the address on Fidelity's records, Fidelity will change your address as indicated in Step 1 on the distribution form. No distributions from your account will be processed until 15 calendar days have elapsed from the date of the address change unless an approved signer has signed (see Step 9). All correspondence for your account will then be sent to the new address.

##### B. The Employer Sponsoring the Plan from Which You Are Requesting This Distribution

Enter the name of the employer sponsoring the plan(s) from which you are requesting this distribution. The distribution requires an authorized signature by the employer sponsoring the plan—see Step 9 for additional details.

##### C. Applicable Accounts

Check the box(es) of the applicable plan(s) from which you would like your distribution made, and provide the plan number(s) (if known).

#### STEP 2 REASON FOR DISTRIBUTION

You **must** indicate a **reason** for distribution. Check with your Plan Administrator to determine which distribution options are available under the terms of your employer's plan. Federal tax law and your retirement plan allow distributions only for certain events. Please note the appropriate reason on the enclosed distribution form.

**Minister Housing Allowance:** Minister Housing Allowance withdrawals are coded as "taxable amounts not determined" on IRS Form 1099-R. It is the minister's responsibility to meet the IRS guidelines on the amount of Housing Allowance that can be nontaxable. Distributions paid under an IRA or an income annuity are not eligible for a Minister's Housing Allowance under current tax law.

**Attainment of age 59½:** If you take a distribution, the 10% early withdrawal penalty does not apply.

**Separation from service/termination from employment:** Termination of employment from the plan sponsor from whose plan you are taking the distribution.

**Disability:** For elective deferrals in a 401(k) plan or mutual fund value in a 403(b) plan, under Internal Revenue Code Section 72(m)(7), an individual is deemed to be disabled if "unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or to be of long-continued and indefinite duration." Proof of disability may be required by the IRS. The 10% early withdrawal penalty is not imposed on distributions taken due to disability that meets this IRS definition. In some situations, a different definition of disability may apply to your account value, for a qualified plan, for contribution sources that are not salary deferral sources.

**In-service withdrawal:** In-service withdrawals may not be available from some sources and/or funds. Check with your employer or Fidelity at 1-800-343-0860 to determine the available sources and/or funds. If you take a distribution before you reach age 59½, you may be subject to a 10% additional tax on early distributions from qualified retirement plans and 403(b) plans.

**Financial hardship:** Your plan sponsor determines the allowable reasons for a financial hardship distribution. Some of the possible reasons for a financial hardship distribution for you, your spouse, or your primary beneficiary\* that fall under the IRS Safe Harbor guidelines are:

- Purchase of a primary residence
- Prevention of eviction
- Payment of certain unreimbursed medical bills
- Payment of post-secondary education tuition
- Repair of casualty damage to principal residence
- Funeral expenses

\* Primary beneficiary is defined as an individual who is named as beneficiary under the plan and has an unconditional right to all or a portion of the participant's account balance under the plan upon the death of the participant.

When requesting a financial hardship distribution, if this form is used, employer signature is required. The IRS may assess the 10% early withdrawal penalty for a financial hardship distribution if you are under the age of 59½. Please indicate your reason for financial hardship on the line provided on the Distribution form.

If you are taking a distribution for a financial hardship reason, please note that you cannot choose a direct rollover or the systematic withdrawal plan.

**Beneficiary Account:** If you are a beneficiary, once your beneficiary account has been established, you may use this form to make withdrawals from it. If you are requesting a Rollover, please refer to the Beneficiary Rollover section in these instructions. If you have not established your beneficiary account with Fidelity, please contact Fidelity at 1-800-343-0860 for a **Beneficiary Distribution Form**.

**QDRO Alternate Payee Account:** If you are an alternate payee, once your QDRO alternate payee account has been established, you may use this form to make withdrawals from it. Plan restrictions may apply.

### STEP 3 AMOUNT OF DISTRIBUTION

Check with your Plan Administrator to determine what distribution options are available under the terms of your Employer's Plan.

**Full Withdrawal:** Select this option to liquidate your entire account balance.

**Partial Withdrawal:** If you choose to distribute money from a specific fund(s), please provide the five-digit fund number. You can find this on the Web at [www.fidelity.com](http://www.fidelity.com) or by contacting a Retirement Service Specialist at the number listed above.

**Systematic Withdrawal Plan (SWP):** If you would like to receive your distribution in the form of periodic payments, please fill in the amount you wish to receive and from which fund(s).

**Specific Dollar Method:** If you would like a specific amount sent to you on an installment basis, check the Specific Dollar Method and list the amount you would like to receive each time. Please indicate the date you would like to begin receiving distributions and at what intervals (monthly, quarterly, or annually). This method will continue until the full balance you have specified has been distributed. You may change or discontinue this option at any time in writing. Please allow five business days to process any change.

**Specific Period Method:** If you would like to pay out your entire account balance over a period of time, check the Specific Period Method.

**If you choose the SWP option, you do not need to complete Step 4.**

Fees may apply. See your prospectus or certificate for details. Please note that the applicable fees may lower your distribution amount.

### STEP 4 METHOD OF DISTRIBUTION

**Direct Rollover:** Taxes will **not** be withheld if we make the check payable to another investment provider on your behalf.

**After-tax:** Unless you check the box "Exclude my after-tax money from the rollover and return it to me," we will include all after-tax contributions as part of your rollover. If you choose to exclude the after-tax contributions from your rollover, two checks will be issued. The first check will be made payable to the investment provider of your choice and sent to you for all pretax and after-tax earnings. The second check will be made payable and sent to you and will include after-tax contributions only. Please note your after-tax contributions may not be accepted by your new plan.

**IRA:** If you choose to roll this distribution to an IRA that contains money from other sources, you may forfeit the right to roll over the value of this distribution to another retirement plan in the future.

If you choose to rollover your after-tax contributions, it is your responsibility to keep track of your after-tax contribution amount. This is very important for future distributions from your IRA so that these funds will not be taxed again. If you choose to roll this distribution to purchase an Income Annuity, please call 1-800-343-0860 Monday through Friday, 8:00 a.m. to midnight Eastern time, to request an application and additional information.

**Payable to Me:** If you choose this option, the proceeds from the distribution will be made payable to you and sent per your instructions. See Step 7 for further information on mandatory tax withholding.

## STEP 5 INDICATE HOW YOU WOULD LIKE TO RECEIVE THE PAYMENT(S)

Choose only one option to indicate how you would like to receive your distribution.

**Direct Deposit to your existing Fidelity nonretirement account:** If you do not currently have a Fidelity nonretirement account, visit [Fidelity.com](https://www.fidelity.com) or call 1-800-544-6666 to obtain the necessary account application.

**Electronic Funds Transfer (EFT):** EFT, also known as Direct Deposit, allows you to have a direct deposit of your distribution to the bank account of your choosing. If you choose this option, be aware that EFT requires a 15-day setup period prior to processing a distribution. Complete the EFT application and attach a voided check. Please go to [Fidelity.com](https://www.fidelity.com) for an EFT application. If your plan is not set up for distributions via EFT, you will receive your distribution by check.

**By Check:** If you choose this option, you should receive your check in 7–10 business days from the date of distribution. If you would like your check sent to an alternative address, please include a letter of instruction.

**By Check sent by express delivery:** If you choose this option, a check will be sent by express delivery service. This option is not available for the Systematic Withdrawal Plan. A fee of not more than \$35 will be deducted from your account. Checks sent by express delivery cannot be delivered to a P.O. Box. Express delivery is available in the U.S. and Canada. You should receive your check in 4–5 business days from the date of distribution.

## STEP 6 SPOUSAL CONSENT

**If you are married and you do not specify a distribution in the form of a qualified joint and 50% (or a higher percentage, if so provided under your Employer's Plan) survivor annuity, then your spouse must sign the consent portion of this form in the presence of a notary public or a representative of your Employer's Plan. The spousal consent is valid until you change your distribution election.**

If you are single, please check the “**Single**” box and skip to Step 7.

If you are married, please check the “**Married**” box and obtain notarized spousal consent, which includes

- Your spouse's signature
- Your notary's signature
- Your notary's seal/stamp (based on his or her state requirements)
- The date your notary's commission expires

If your plan is not subject to the Qualified Joint and Survivor Annuity Rules, or you are specifying a qualified joint and survivor annuity as your method of distribution, your spouse does not have to sign.

## STEP 7 INCOME TAX WITHHOLDING

### Eligible Rollover Distributions:

- Separation from service
- Disability
- Partial distributions
- Full distributions
- Attainment of age 59½
- Specific period, if less than 10 years

### Non-Eligible Rollover Distributions:

- Distributions which take place over a period of 10 or more years
- Financial hardships

### Federal Income Taxes:

20% federal income tax will be withheld from your distribution if an **eligible** rollover distribution is not rolled over **directly** to another employer sponsored retirement plan, or an IRA. The federal income tax withholding is **mandatory** if you elect one of the following distribution options: total distribution, partial distribution, or specific period, if less than 10 years.

## STEP 7 INCOME TAX WITHHOLDING (CONTINUED)

### How to Elect More than Mandatory 20% Withholding for Federal Taxes:

If you would like Fidelity Investments to withhold more than the mandatory 20% federal income tax, please specify in Step 7.

### State Income Taxes:

Please note that some states require Fidelity Investments to withhold state income taxes. We are unable to withhold additional state taxes.

### Financial Hardships:

Unless otherwise directed by you, we will automatically withhold **10%** for federal income taxes. You may choose to elect out of federal income tax withholding at the time of your hardship distribution. Please mark the box "I elect not to have federal income taxes withheld from my distribution."

For more information about income tax withholding for distributions, please refer to IRS Form W-4P at [www.irs.gov](http://www.irs.gov).

## STEP 8 YOUR SIGNATURE

Please sign and date in the space provided in order to avoid delays in processing your request.

## STEP 9 PLAN SPONSOR APPROVAL

Even if you are no longer employed by EPC Benefit Resources, Inc. you are still required to obtain their approval.

To obtain Plan Sponsor authorized signature, return the distribution form to EPC Benefits Resources, Inc. (Main Office) one of three ways:

- Fax: **(407) 930-4492**
- Scan and email to: **Benefits@epc.org**
- Mail to: **EPC Benefits Resources, Inc., 5850 TG Lee Boulevard, Suite 510, Orlando, FL 32822**

Upon receiving your distribution form, EPC Benefits Resources, Inc. Main Office will then forward your form to Fidelity Investments. Before sending your form to the EPC Benefit Resources, Inc. Main Office, please ensure it has been completed in entirety to avoid processing delays.

**Please ensure that the individual signing your distribution form is not your local church administrator. The distribution form must receive authorized signature by the Plan Sponsor (Main Office).**