

## HARDSHIP WITHDRAWAL APPROVAL / DENIAL

<b>Plan Name:</b>	
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<b>Participant Name:</b>		<b>Hardship Amount Requested:</b>	\$
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### APPROVAL OR DENIAL OF HARDSHIP WITHDRAWAL

<b>Accounts available for Hardship as of (enter date):</b>	
<b>Pre-tax 401(k) Account:*</b> <i>Employee basis in Account only, not including investment gain after 12/31/88</i>	\$
<b>Employer Vested Accounts:*</b> <i>Plan permits <input type="checkbox"/> Yes <input type="checkbox"/> No</i>	\$
<b>Total Amount Available for Withdrawal</b>	\$

\*Safe Harbor Accounts, QNECs, QMACs, and earnings on elective deferrals after 12/31/88 are by law not available for hardship withdrawal. Roth 401(k) Accounts are not available for hardship withdrawal per the plan document.

### PLAN ADMINISTRATOR CHECKLIST & APPROVAL

- Participant has exhausted all available distributions:
  - Rollover Account
  - Vested Accounts available for In-service Distribution
  
- Participant has exhausted loan option:
  - Amount of Loan available \$ \_\_\_\_\_
  - Plan does not permit participant loans
  - Loan dollar limit already reached or maximum number of loans allowed already taken
  - Loan cannot be approved because it would increase Participant's financial need
  
- Approved for amount requested
  
- Approved for lesser amount: \$ \_\_\_\_\_
  
- Denied

Explanation for denial or approval of lesser amount:

\_\_\_\_\_

### EXECUTION

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
 (Plan Administrator or Other Authorized Signer, please retain for Employer records)

**Print Name** \_\_\_\_\_

**Participants are restricted from making any 401(k) contributions to the Plan for six (6) months following the date of a hardship withdrawal. The Employer is responsible for coordinating the 6-month suspension period with the payroll provider or department following a participant's receipt of hardship funds.**