

CARES ACT QUALIFIED INDIVIDUAL CERTIFICATION

PARTICIPANT INFORMATION					
Plan Name:					
Participant Name:		Social Security Number:	xxx-xx-__ __ __ __		
Address:					
City:		State:		Zip:	
Email:			Phone:		

The Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") provides "Qualified Individuals" with special options regarding retirement plan distributions, loan originations and loan repayments occurring before December 31, 2020. Use this form to certify that you are a Qualified Individual. A Qualified Individual is defined as someone who before December 31, 2020, meets one of the following criteria:

1. The individual is diagnosed with the virus SARS-CoV-2 or with coronavirus disease 2019 (COVID-19) by a test approved by the Centers for Disease Control and Prevention, or
2. The individual's spouse or dependent (as defined in Section 152 of the Internal Revenue Code of 1986) is diagnosed with such virus or disease by such a test, or
3. The individual experiences adverse financial consequences because the individual, the individual's spouse, or a member of the individual's household experienced any of the following due to COVID-19:
 - quarantine,
 - furlough or layoff,
 - having work hours reduced,
 - being unable to work due to lack of child care,
 - the closing or reduction in hours of a business,
 - reduced pay or self-employment income, or
 - having a job offer rescinded or a start date delayed.

Special Distribution and Loan options for **Qualified Individuals** include:

Coronavirus-Related Distribution (CRD): Distributions up to \$100,000 are exempt from the 10% early withdrawal penalty. Distributions are subject to Federal and State income tax and are reportable as income on IRS Form 1099-R. Mandatory withholding is not required at the time of the distribution. The Act gives you the option to either recognize the income in the year of distribution or pro-rata over 3 years. In addition, you have the option to contribute the distributed amount to an eligible retirement plan or IRA as a rollover contribution within 3 years of the date of distribution. Participants who repay distributions can file an amended return to recover tax paid on income reported in earlier years. Repayment may be made up to the full amount of the distribution, but cannot be adjusted for investment earnings.

Enhanced Loan Options: Note: not all plans permit loans. If your retirement plan allows loans, then the CARES Act temporarily increases the loan limits to the lesser of \$100,000 or 100% of your vested account balance for loans issued through September 22, 2020. Both existing loans and new loans for Qualified Individuals are granted a 1-year extension of time to remit loan payments otherwise due through December 31, 2020, with any missed repayments amortized over the extended period.

PARTICIPANT CERTIFICATION & ELECTIONS

I am electing the following from my account:

Coronavirus-Related Distribution (CRD) up to the lesser of \$100,000 or 100% of my vested account balance. Your distribution will be processed with NO Federal income tax withholding unless you request otherwise below. State income tax will be withheld where required by law.

I am requesting a distribution in the amount of:

\$ _____ or

_____ % (up to 100%) of my vested account balance

Optional: Withhold the following percent or amount for Federal income tax withholding:

_____ % or \$ _____

New Enhanced Loan up to the lesser of \$100,000 or 100% of my vested account balance.

I am requesting a loan in the amount of:

\$ _____ or

_____ % (up to 100%) of my vested account balance

Please indicate a repayment option below:

I am still receiving a paycheck and am able to make payments starting with my next pay date. The loan will be amortized over 5 years unless a shorter time period is elected here: _____.

I wish to defer my payments otherwise due between now and December 31, 2020. I understand that repayments will be due beginning with the first pay date following January 1, 2021 and that all missed payments will be re-amortized in 2021.

If you obtain a CARES Act loan, you agree that the section of your loan paperwork entitled "Irrevocable Pledge and Assignment" and the Promissory Note are modified to read as follows:

Irrevocable Pledge and Assignment:

In consideration of a loan to me in the amount I have requested from the Plan, I hereby irrevocably pledge and assign to the Trustee of the Plan, or to its successor or successors, my vested account balances, not to exceed the lesser of \$100,000, or 100% of my vested account balance determined on the date of the loan, to the extent necessary to satisfy such loan, any unpaid interest on such loan, all attorneys' fees necessary for collection of this obligation and all costs of collection. Failure by me to repay this loan when due or to pay any installment or interest when due authorizes the Trustee to foreclose on this security or to bring a lawsuit to collect the outstanding indebtedness and interests on the indebtedness. This Irrevocable Pledge and Assignment binds my heirs, personal representatives or other legal representatives

To defer payments on my Existing Loan otherwise due through December 31, 2020. I understand that repayments will be due beginning with the first pay date following January 1, 2021 and that all missed payments will be re-amortized in 2021.

I have read the above disclosures and hereby certify with my signature below that I am a Qualified Individual as defined in this certification.

Participant's Signature _____ Date _____

If you are requesting a CARES Act distribution or loan, you may also be required to complete and submit additional documentation as required by the Plan's investment provider. This form is your request to apply and your verification that you are qualified under the CARES Act to make this request.