

Social Security #: - -

Employee Name:
Last, First, Middle

I. Loan Type: Amount of Loan

Check (✓) box to identify the type of loan. A residential loan is only available for the purchase of a primary residence by you. Complete amount requested with the dollar amount you wish to borrow from your account. Your request cannot be greater than 50% of your vested account balance subject to a \$50,000 maximum. (Note: the \$50,000 is reduced by the excess of the highest outstanding loan balance of the participant during the one-year period prior to the loan, less the current outstanding balance of the participant's loan(s) under the plan, if any, on the date the loan is made.) Identify the number of months over which the loan is to be repaid. General purpose loans (including hardship loans other than those to purchase a participant's primary residence) cannot exceed 5 years. Residential loans (including hardship loans to purchase a participant's primary residence) cannot exceed 10 years.

Amount Requested \$ OR All Available Funds

Total Repayment Time Period: Years x 12 months = Total months

Type of Loan: General Purpose
(Check one) Residential

II. Signature and Acknowledgement of Participant

Read the acknowledgement and then sign and date the form.

I hereby authorize the distribution of funds from my account according to the directions identified above. I have reviewed the Summary Plan Description. I understand that the following conditions are applicable:

- The aggregate amount of a loan may not exceed the lesser of:
 1. \$50,000 reduced by the excess of the highest outstanding loan balance of the participant during the one-year period prior to the new loan, less the current outstanding balance of loans in the plan on the date the loan is made, or
 2. 50% of the employee's vested account balance.
- Minimum loan amount is \$1000.00
- One time origination fee is \$75.00
- All loans, except those for the purchase of a principal residence, must be repaid in 5 years.

Signature of Employee/Participant Date

III. Plan Administrator Certification (only applicable for residential or hardship loan requests)

[To be executed only for residential loan requests (hardship or otherwise) exceeding 60 months/5 years.] The undersigned has determined that this loan will be used for the purchase of a principal residence. (This would include but is not limited to, a house, a condo or mobile home that the participant will use as his/her primary home. It would not include for example, a vacation home, construction of garage, barn or other home improvement.) The undersigned acknowledges that he/she has been advised to consult with legal counsel on any questions regarding this certification.

Plan Representative or Notary Public Signature Date

IV. Return Form to Your Plan Administrator

FOR PLAN ADMINISTRATOR USE ONLY (MUST BE COMPLETED)			
Recordkeeping Plan#:	5 9 5 3 7 5	Date Received:	<input type="text"/>
		Plan Administrator Approval:	<input type="text"/>
	Company Code*:	<input type="text"/>	Region*:
		<input type="text"/>	<input type="text"/>
* For ADP Payroll Clients Only			