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## Request for Hardship Withdrawal

☐ TRADITIONAL, BEFORE-TAX ACCOUNT

☐ ROTH 403(b) AFTER-TAX ACCOUNT

WDW600

### PERSONAL INFORMATION:

Name: First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_ Member/Ministerial File No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Telephone No.: \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_@\_\_\_\_\_

Marital Status: ☐ Married ☐ Single ☐ Widow/Widower Gender: ☐ Male ☐ Female

In order to take a hardship withdrawal, you must suffer an immediate and heavy financial need from one of the events listed below. Before obtaining a hardship withdrawal, you must obtain all other available distributions (if any) from other sources. In addition, you may only withdraw the amount necessary to meet your hardship need, plus any applicable taxes or fees. Supporting documentation of need must be submitted with this application.

If you receive a hardship distribution, a SURRENDER FEE may apply.

I WISH TO WITHDRAW \$\_\_\_\_\_ FROM MY ACCOUNT IN THE MINISTERS' RETIREMENT PLAN BECAUSE OF THE FOLLOWING IMMEDIATE AND HEAVY FINANCIAL NEED:

- ☐ Uninsured medical expenses (as described in Section 213 of the Internal Revenue Code and Treasury Regulations) incurred by myself, my spouse, or any of my dependents;
- ☐ Costs related to the purchase of my principal residence (not including mortgage payments);
- ☐ Payment of tuition and related educational fees for the next 12 months of post-secondary education for myself, my spouse, my children, or my dependents;
- ☐ Payments necessary to prevent my eviction from my principal residence or foreclosure on the mortgage on that principal residence;
- ☐ Funeral expenses for my spouse, my children, my parents, or my dependents; or
- ☐ Payment for the repair of damages caused to my principal residence by a natural disaster.

I certify that the amount requested above is no more than necessary to meet the need created by the hardship identified above. Further, I certify that I have not taken (nor will I take) a hardship distribution from any other employer-provided retirement plan available to me.

Member's signature \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's signature \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND AFFIRMED TO AND BEFORE ME, BOTH PARTIES SIGNING ABOVE,

this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
State County

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My commission expires

DOCUMENTATION FOR HARDSHIP WITHDRAWAL REQUEST

The following list provides examples of the types of documentation that you can use in support of your application for a hardship withdrawal from the Ministers' Retirement Plan. This list is not intended to be inclusive. Rather, it is intended to provide examples of the types of documentation that the Benefits Board looks for in determining whether to approve a request for a hardship withdrawal.

1. Bills (dated within 60 days of the withdrawal request) from doctors, hospitals or other health care providers for *unpaid* medical expenses, including prescription drugs or necessary medical supplies.
2. Statements of closing costs due at the time you purchase your home.
3. Bills from college or university for tuition or other expenses for course of study for any period during the next year.
4. Eviction notices relating to your current residence.
5. Foreclosure notices from a bank or from a mortgage company relating to your current residence.
6. Bills from the funeral home for *unpaid* costs.
7. Bills from builders or suppliers showing the *unpaid* costs associated with repairing your home following a natural disaster. Newspaper articles or letters from governmental officials declaring the disaster are also needed.

It is important to remember that the IRS permits a hardship withdrawal only if the amount requested is needed for one of the six types of expenses listed on page 1 of this form. A hardship distribution cannot be approved for any other types of expenses. This means that you are not entitled to a hardship withdrawal to pay off any other debts, even debts incurred in order to pay off uninsured medical expenses or one of the other approved hardship expenses.

Participant acknowledges that he/she has not taken (or will not take) a hardship distribution from any other employer-provided retirement plan available to the participant. If a hardship withdrawal from another employer-provided retirement plan has been taken or is contemplated, this application should **not** be submitted until you have gotten approval from the Member Services Department at the Benefits Board.

Participants should also be aware that although they may qualify for a hardship withdrawal, such does not eliminate the tax liability on the monies withdrawn (20%) nor the early withdrawal penalty (10%). In addition, a surrender fee may apply to the distribution. *All amounts withdrawn will most likely be subject to both taxes and penalties imposed by the IRS.*