

Completing a Hardship Distribution Request

Questions? Call us at 800-880-2776

1. Generally, you may request a hardship distribution from your voluntary retirement plan if you meet the following requirements:
 - i. You have a qualified financial hardship
 - ii. You have taken the maximum loan amount available under your retirement plan and all other plans maintained by your employer, if available
 - iii. You have obtained other currently available distributions
 - iv. You stop contributions to your voluntary retirement plan for a period of six months following the receipt of the hardship distribution
 - v. The distribution is not in excess of the amount of the hardship and taxes attributable to the hardship distribution

Your retirement plan may have additional restrictions on hardship distributions. You may contact your financial representative or National Plan Administrators at 800-880-2776 to determine if you are eligible to make a hardship distribution from your voluntary retirement plan.

Please be sure to read the special tax notice regarding tax withholding and potential tax penalties of making withdrawals from your voluntary retirement plan. This information should be provided to you by your current investment provider.

2. Contact your representative or investment provider to get a copy of the paperwork needed to complete a hardship distribution.
3. Complete the transaction authorization form indicating your desire to process a hardship distribution from your plan. This form is available on our website.
4. Submit the transaction authorization form and hardship distribution request form required by your investment provider to the address listed on the bottom of the transaction authorization form. You must submit documentation, including receipts to substantiate the hardship need and amount requested. Your representative can assist you in completing all forms necessary to complete the hardship distribution.
5. Once the hardship distribution request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.
6. National Plan Administrators will notify your employer that salary reductions must be stopped for a period of six months following the receipt of the hardship distribution.
7. Complete a new salary reduction agreement to restart contributions to your voluntary retirement plan following the mandatory six month deferral suspension period.

