# Completing a Distribution Request

*Questions? Call us at 800-880-2776*

The following instructions explain how you may request a distribution from your voluntary retirement plan.

1. Generally, you may request a distribution from your voluntary retirement plan if:
   i. You are retired or separated from service from the employer that made salary reduction contributions to your retirement account
   ii. You are disabled
   iii. You have attained 59 ½ years of age

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

3. Complete the transaction authorization form indicating your desire to process a distribution from your plan. This form is available on our web site.

4. Submit the transaction authorization form and distribution request form required by your investment provider to the address listed on the bottom of the transaction authorization form. Your representative can assist you in completing all forms necessary to complete the distribution.

5. Once your distribution request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.