Please remember to sign form after printing.

Print | Clear Form

Invesco Solo 401(k)® Distribution Form

Use this form to request a distribution from a participant's Solo 401(k) account. We recommend that you speak with a tax or financial advisor regarding the consequences of this transaction.

- Do not use this form to request a loan distribution. Please submit the Invesco Solo 401(k) Loan Application and Agreement.
- The plan's trustee(s) should retain a copy of this form with the plan's records and mail the original form to Invesco Investment Services, Inc. (IIS) at the address listed in section 14.

Start here >. Use "Tab" key to move to next field.

PLEASE USE BLUE OR BLACK INK **PLEASE PRINT CLEARLY IN BLOCK CAPITAL LETTERS**

1 | Participant and Plan Information

Social Security Number *(Required)*

Invesco Account Number or Plan ID

Participant's Full Name *(Please print name as it appears on account.)*

Date of Birth (mm/dd/yyyy)

Trustee's Email Address

Plan Name

Trustee's Primary Phone Number

2 | Reason for Distribution *(Required, select one.)*

A distribution cannot be made from a 401(k) plan except for the following reasons. Refer to the Additional Information section for important details regarding your distribution.

- ■ **Retirement on or after age 55 -** *(Complete sections 3, 4 or 7 as applicable, 9-11, 13.)*
- ☐ **Severance from Employment/Prior to Retirement -** *(Complete sections 3, 4 or 7 as applicable, 9-11, 13.)*
- ☐ **Required Minimum Distribution (RMD) -** Not eligible to rollover. *(Complete sections 3, 6, 9-11, 13.)*
- ☐ **Disability as defined by Internal Revenue Code Section 72(m)(7) -** *(Complete sections 3, 4, 9-11, 13.)*
- ☐ **Death -** Participant's date of death (mm/dd/yyyy) ____________________ *(Complete sections 3, 5, 6 if applicable, 9-13.)*
- ☐ **Death Distribution from Beneficiary's Account -** *(Complete sections 3, 4 or 6 as applicable, 9-13.)*
- ☐ **In-Service Distribution -** One of the following must apply to be eligible. *(Select one and complete sections 3, 4, 9-11, 13.)*
  - ☐ Age 55 or older
  - ☐ Participant has participated in the Plan for 60 months
  - ☐ Contributions being withdrawn have been in the plan for a period of 24 months
  - ☐ Financial hardship - Not eligible to rollover.
- ☐ **Plan Termination -** *(Complete sections 3, 4, 9-11, 13.)*
- ☐ **Qualified Domestic Relations Order (Divorce) -** *(To transfer assets to the alternate payee complete sections 8-13. If assets previously transferred to the alternate payee's account are being distributed complete sections 3, 4, 9-13.)*
- ☐ **Return of Excess Salary Deferral Contributions -** Not eligible to rollover. *(Complete the information below and sections 3, 9, 10, 13.)*

Year of Excess ________ Excess Contribution $ ___ ___ ___ , ___ ___ ___ . ___ ___

3 | Federal Income Tax Withholding *(Select one if applicable.)*

Please read the Rollover Explanation for Qualified Plans, 403(b) Plans and Governmental 457(b) Plans at the end of this form for additional information regarding withholding requirements for your distribution.

- **If 20% mandatory withholding applies to your distribution, IIS will automatically withhold this amount. Note:** The following are generally exempt from the 20% mandatory withholding: distributions for direct rollovers, transfers of assets, RMD, return of excess contributions, financial hardship and periodic distributions of equal size distributed at least annually over a 10 year period (Substantially Equal Periodic Payments).
- Withholding may apply to gains distributed from your designated Roth contribution account.
- **If 20% mandatory withholding does not apply to your distribution, IIS will apply 10% voluntary withholding unless you provide an alternate election below.** If your only address of record is a P.O. Box or non-U.S. address, IIS is required to withhold at the rate of 10%.

☐ I do not want any federal income tax withheld from my distribution.

☐ I want federal income tax withholding at a rate of ☐☐ %. *(Must be 10% or greater.)*

4 | Distribution Instructions *(Complete A and B.)*

A. Amount of Distribution: *(Select one.)*

☐ Distribute the entire account.

☐ I have an outstanding loan, distribute the entire amount and offset the loan.

☐ I have an outstanding loan, distribute the entire amount available. I understand a sufficient amount must remain in the account to secure the loan and keep the loan active.

☐ **Net** - I would like to receive the following dollar amount from the account: $ ☐☐☐,☐☐☐.☐☐ .
I authorize and direct IIS to redeem additional fund shares in amounts necessary to pay any applicable contingent deferred sales charges and federal income tax withholding. *(If you select the one-time distribution frequency, this will be the amount of your one-time distribution. If you select the periodic distribution frequency, this will be the amount of each installment.)*

☐ **Gross** - Distribute the following dollar amount from the account: $ ☐☐☐,☐☐☐.☐☐ . I understand the amount of the distribution I receive will be reduced by any applicable contingent deferred sales charges and federal income tax withholding. *(If you select the one-time distribution frequency, this will be the amount of your one-time distribution. If you select periodic distribution frequency, this will be the amount of each installment.)*

B. Frequency:

If I do not select a distribution frequency below, I am directing IIS to process a one-time distribution from the account referenced in section 1. Furthermore, I understand and agree to the terms listed below:

- If the selected payment date has already passed, I am directing IIS to establish the plan for the next scheduled payment date.
- If I do not provide a payment date below, I am directing IIS to distribute on the 10th of the selected payment schedule.

(Select one.)

☐ I wish to take an immediate, one-time distribution.

☐ I wish to establish a series of periodic distributions. *(Select one option below.)*

☐ Monthly - One draft per month on the following date: __________

☐ Quarterly - One draft per quarter on the following date: __________

☐ Annually - One draft per year on the following date: __________

Beginning in ________________ (month) __________ (year).

5 | Death Distribution Information *(Complete A and B.)*

A separate distribution form must be submitted for each beneficiary.

A. Beneficiary Information:

Relationship at time of death: *(Select one.)* ☐ Spouse ☐ Non-Spouse ☐ Entity

Beneficiary's Full Name/Name of Entity

Beneficiary's Social Security Number *(or Tax Identification Number if Beneficiary is Entity)*

Date of Birth (mm/dd/yyyy)

Executor/Trustee/Personal Representative Name if Beneficiary is Entity

Important: Continue Death Distribution Information on next page.

Mailing Address *(Account statements and confirmations will be mailed to this address.)*

City State ZIP

Primary Phone Number Email Address

Residential Address *(Required if different from mailing address or if a P.O. Box was given as mailing address.)*

City State ZIP

B. Beneficiary Distribution/Transfer Options: *(Select all that apply.)*

☐ Transfer and immediately distribute ☐☐☐ % of the current account balance to the beneficiary or new custodian. *(Beneficiary's signature is required in section 12.)*

☐ Transfer ☐☐☐ % of the current account balance to an Invesco Solo 401(k) beneficiary account.

☐ Rollover ☐☐☐ % of the current account balance to an Invesco IRA. *(Beneficiary must complete the Invesco Traditional or Roth IRA Application, unless the appropriate Invesco account is already established. Please provide the account number in section 10, if applicable.)*

Important: If there is an outstanding loan on the deceased participant's account, please contact a Client Services representative. Additionally, an RMD is not eligible to rollover. If the deceased participant's current year of death RMD has not been distributed, IIS will distribute this amount under the beneficiary's Social Security number and the withholding election in section 3 will apply to this distribution. **Note:** IIS will not automatically distribute any RMDs not removed for past years.

If the beneficiary would like to establish life expectancy payments, complete section 6 and have the beneficiary sign in section 12.

6 | Required Minimum Distributions *(Complete A and either B or C.)*

If I do not select a distribution frequency below, I am directing IIS to process a one-time distribution. Furthermore, I understand and agree to the terms listed below:

- If the selected payment date has already passed, I am directing IIS to establish the plan for the next scheduled payment date.
- If I do not provide a payment date below, I am directing IIS to distribute on the 10th of the selected payment schedule.

A. Frequency: *(Select one.)*

☐ I wish to take an immediate, one-time distribution.

☐ I wish to establish a series of periodic distributions. *(Select one option below.)*

☐ Monthly - One draft per month on the following date: __________

☐ Quarterly - One draft per quarter on the following date: __________

☐ Annually - One draft per year on the following date: __________

Beginning in ________________ (month) __________ (year).

B. Invesco to calculate:

If IIS did not service your Solo 401(k) at the close of last year, please provide your December 31 account value of the prior year (including any transfers or rollovers received into the account in the current year that were disbursed from the resigning plan in the prior year). $ ☐☐☐,☐☐☐.☐☐

Note: If this method is selected *proportionate* is the only allocation option available.

☐ I would like IIS to calculate my RMD as the participant each year and pay it out based on the following information: *(Select one.)*

☐ Determine my RMD amount using the IRS Uniform Lifetime Table.

☐ Determine my RMD amount using the IRS Joint Life Expectancy Table. *(This option is only available if your spouse is and has been your sole primary beneficiary during the entire calendar year for which you are taking the distribution and he or she is more than ten years younger than you.)*

My spouse's date of birth is: (mm/dd/yyyy)

☐ I would like IIS to calculate my RMD as the beneficiary. *(Select one.)*

☐ I am the surviving spouse of the participant.

☐ I am not the surviving spouse of the participant.

☐ The beneficiary is a trust. If beneficiaries are named for the trust, and the participant died before his or her required beginning date, proceeds distributed may be based on the oldest primary beneficiary's single life expectancy if the trust meets the provisions of a "look-through" trust. If the participant died after his or her required beginning date, proceeds distributed may be based on the participant's or oldest primary beneficiary's single life expectancy.

The date of birth for the calculation is: (mm/dd/yyyy)

☐ The beneficiary is the participant's estate. Distributions may be based on the participant's single life expectancy if the participant died after his or her required beginning date.

C. Participant/Beneficiary to calculate:

Note: The amount of your RMD will change each year based on your December 31 account value of the prior year. You are responsible for recalculating the amount of your RMD and providing IIS with new distribution instructions as applicable.

I have calculated the amount of my RMD and would like it paid out as follows:

☐ **Net** - I would like to receive the following amount from the account: $ ___ , ___ . ___ . I authorize and direct IIS to redeem additional fund shares in amounts necessary to pay any applicable contingent deferred sales charges and federal income tax withholding. *(If you select the one-time distribution frequency, this will be the amount of your one-time distribution. If you select the periodic distribution frequency, this will be the amount of each installment.)*

☐ **Gross** - Distribute the following dollar amount from the account: $ ___ , ___ . ___ . I understand the amount of the distribution I receive will be reduced by any applicable contingent deferred sales charges and federal income tax withholding. *(If you select the one-time distribution frequency, this will be the amount of your one-time distribution. If you select periodic distribution frequency, this will be the amount of each installment.)*

7 | Series of Substantially Equal Periodic Payments *(Complete A and B.)*

Important Note: IIS will report substantially equal periodic payment distributions as a code 1 (early distribution) on Form 1099-R. The participant is responsible for filing a Form 5329 with the IRS to report such distributions.

I wish to establish a series of periodic distributions. Furthermore, I understand and agree to the terms listed below.

- If the selected payment date has already passed, I am directing IIS to establish the plan for the next scheduled payment date.
- If I do not provide a payment date below, I am directing IIS to distribute on the 10th of the selected payment schedule.

A. Frequency: *(Select one.)*

☐ Monthly - One draft per month on the following date: __________

☐ Quarterly - One draft per quarter on the following date: __________

☐ Annually - One draft per year on the following date: __________

Beginning in __________________ (month) __________ (year).

B. Calculation Method: *(Select one.)*

☐ **Invesco to recalculate annually using the RMD Method:** Select the life expectancy table below to be used for this calculation. If this method is selected, *proportionate* is the only allocation option available.

☐ IRS Uniform Lifetime Table

☐ IRS Single Life Expectancy Table

☐ IRS Joint Life Expectancy Table

My beneficiary's date of birth is: ________ (mm/dd/yyyy) *(If you have multiple beneficiaries provide the oldest beneficiary's date of birth.)*

☐ **Participant has calculated payment amount using the Fixed Amorization Method or Fixed Annuitization Method:**

Gross - Distribute the following dollar amount from the account: $ ___ , ___ . __ . I understand the amount of the distribution I receive will be reduced by any applicable contingent deferred sales charges and federal income tax withholding. *(This will be the amount of each installment.)*

8 | Qualified Domestic Relations Order (Divorce) Information *(Complete A and B.)*

A. Alternate Payee Information:

Alternate Payee's Full Name

Alternate Payee's Social Security Number

Date of Birth (mm/dd/yyyy)

Primary Phone Number

Email Address

Alternate Payee's Mailing Address *(Account statements and confirmations will be mailed to this address.)*

City

State

ZIP

Alternate Payee's Residential Address (*Required if different from mailing address or if a P.O. Box was given above.)*

City

State

ZIP

B. Alternate Payee Distribution/Transfer Options: *(Select all that apply.)*

If there is an outstanding loan on the account, indicate if the loan should be transferred to the alternate payee under the terms of the QDRO:

The loan should: ☐ remain on the participant's account OR ☐ be transferred to the alternate payee OR ☐ transferred to the alternate payee, entire loan amount distributed and offset.

☐ Transfer and immediately distribute the following dollar amount $ ___ , ___ . __ or ___ % to alternate payee or new custodian. *(Alternate payee's signature is required in section 12.)*

☐ Transfer the following dollar amount $ ___ , ___ . __ or ___ % to an Invesco Solo 401(k) Plan alternate payee account.

☐ If the alternate payee is a spouse or former spouse, directly rollover the following dollar amount $ ___ , ___ . __ or ___ % to alternate payee's own Invesco IRA. *(Alternate payee must complete the Invesco Traditional or Roth IRA Application, unless the appropriate Invesco account is already established. Please provide the account number in section 10, if applicable.)*

9 | Allocation of Distribution *(Select one.)*

If I do not select an allocation distribution method below, I am directing IIS to distribute using the proportionate method.

☐ **Proportionate:** Shares will be redeemed from each fund proportionate to that fund's value with respect to the total value of your account on the day IIS receives your request in good order.

☐ **Distribution From Specific Fund(s):** Please indicate the fund(s) and redemption amount(s) below.

Fund Number	Account Number	Percentage	Amount
		% or $	, .
		% or $	, .

10 | Payment Options *(Refer to section 13 to determine if a signature guarantee is required.)*

Note: IIS will send a check payable to the plan for the benefit of the participant and mail to the plan sponsor's address, unless specified below. Checks will not be forwarded.

Select only one payment option (A, B, or C).

A. By Check:

☐ Make check payable to the participant and mail to the participant's address.
☐ Make check payable to the participant and mail to the plan sponsor's address.
☐ Make check payable to the plan for the benefit of the participant and mail to the plan sponsor's address.
☐ Make check payable to new custodian or plan trustee and mail to the address given below.
(Signature guarantee is required unless a letter of acceptance is attached.)
This is a: ☐ Direct rollover contribution to a qualifying retirement plan or IRA.
☐ Qualified rollover contribution (QRC) conversion to a Roth IRA.
☐ Mail check to third party address *(including beneficiary and alternate payee).*

Make check payable to:

Mailing Address *(Including apartment or P.O. Box number.)*

City | State | ZIP

B. To Bank: *(If banking information is provided and a single delivery option is not selected, proceeds will be sent via Automated Clearing House (ACH).)*

☐ Wire proceeds to my bank account. *(Not available for periodic distributions.)*
☐ ACH Transfer to my bank account. *(Allow 2-3 business days to receive your proceeds.)*

Note: Unless instructed otherwise, IIS will replace your current bank information with the new bank information provided below. Additionally, company bank information used for making plan contributions cannot be used to wire or ACH proceeds from a participant's account.

Account Type: ☐ Checking ☐ Savings

Name(s) on Bank Account

Pay to the order of $

Please tape your voided check here.

Routing Number | Account Number

C. Deposit Into an Invesco Account:

☐ Direct rollover/QRC proceeds in kind into an Invesco Traditional or Roth IRA. *(Please have participant, beneficiary, or alternate payee provide existing Invesco account number or complete and attach appropriate Invesco IRA application if they do not have an existing account. Your fund selection will remain the same.)*

☐ Existing Invesco Traditional IRA Account Number:

☐ Existing Invesco Roth IRA Account Number:

☐ Deposit the proceeds into a new Invesco account in kind *(Complete and attach the appropriate Invesco application. Your fund selection will remain the same.)*

☐ Deposit the proceeds into my existing Invesco account in the following funds. *(Exchanges must be for shares of the same share class.)*

Fund Number	Account Number	Percentage		Amount
			% or $	, .
			% or $	, .
			% or $	, .

11 | Marital Status of Participant *(Please check with your plan trustee or administrator to see if this section is required.)*

The participant's marital status is: ☐ Single ☐ Married

Spouse's Name

I, the undersigned spouse of the participant, have read the Invesco Solo 401(k) Distribution Form, and consent to distribution of my spouse's benefits under the plan in the form requested. I have signed this consent freely and voluntarily.

Spouse's Signature

X

Date (mm/dd/yyyy)

12 | Signature of Beneficiary or Alternate Payee *(Please sign and date below.)*

If you are a Non-Resident Alien you must cross out the Form W-9 section below and instead attach a completed IRS Form W-8 to this form.

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (Substitute Form W-9)
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien), **and**
4. I am exempt from FATCA reporting.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

I authorize and direct IIS to distribute assets from my account in the plan in accordance with the instructions set forth above. In connection with these instructions, I certify the information I have provided in connection with this request is true and accurate.

Signature

X

Date (mm/dd/yyyy)

Name *(Please print)*

Title *(Required if beneficiary is an entity.)*

13 | Signature of Plan Trustee(s) or Successor Trustee(s) and Participant *(Required)*

Plan Trustee Authorization:
I authorize and direct IIS to distribute assets from the Plan's account in accordance with the instructions set forth above. I certify that the information provided is true and accurate, and that the participant has been provided with a written explanation of the rules permitting direct rollover of eligible rollover distribution amounts and mandating a 20% withholding on distributions that are not directly rolled over, and has also complied with any other notice requirements to the participant that are applicable to this distribution.

The Plan agrees to indemnify and hold harmless IIS, its affiliates, each of their respective employees, officers, trustees, or directors and each of the Invesco Funds from and against any and all claims, losses, liabilities, damages and expenses that may be incurred by reason of your actions taken in accordance with the instructions set forth herein.

Participant's Authorization:
If you are a Non-Resident Alien you must cross out the Form W-9 section below and instead attach a completed IRS Form W-8 to this form.

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (Substitute Form W-9)
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien), **and**
4. I am exempt from FATCA reporting.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

I authorize IIS to distribute assets from my account in the Plan in accordance with the instructions set forth above. I certify the information I have provided in connection with this request is true and accurate.

Important Note: If the Plan Trustee and Participant are one and the same, then only the Plan Trustee's signature is required below.

Plan Trustee's or Successor Trustee's Signature	Name *(Please print)* and Date (mm/dd/yyyy)
X	

Plan Trustee's or Successor Trustee's Signature	Name *(Please print)* and Date (mm/dd/yyyy)
X	

Participant's Signature *(Only required if not the trustee.)*	Name *(Please print)* and Date (mm/dd/yyyy)
X	

A signature guarantee for the Plan Trustee or Successor Trustee is required under the following circumstances:
- Redemption proceeds will exceed $250,000 per fund.
- Redemption proceeds to be paid to someone other than the participant or plan.
- Redemption proceeds to be sent somewhere other than the address of record or bank of record on the account.
- Proceeds of an unscheduled redemption will be sent to an address or bank account that has been on your Invesco account less than 15 days.

Signature Guarantee: (Please place signature guarantee stamp below.)

Each signature must be guaranteed by a bank, broker-dealer, savings and loan association, credit union, national securities exchange or any other "eligible guarantor institution" as defined in rules adopted by the Securities and Exchange Commission. Signatures may also be guaranteed with a medallion stamp of the STAMP program or the NYSE Medallion Signature Program, provided that the amount of the transaction does not exceed the relevant surety coverage of the medallion. **A signature guarantee may NOT be obtained through a notary public.**

Note: Endorsement guarantee is not acceptable.

14 | Checklist and Mailing Instructions

Please review checklist before submitting the form.

- ☐ A distribution reason was selected and additional information, as applicable, was provided in section 2.
- ☐ Reviewed and selected a federal income tax withholding option in section 3. Applicable only if 20% mandatory withholding does not apply.
- ☐ Complete all necessary information for periodic distributions, if applicable.
- ☐ The trustee(s) or successor trustee(s) signed in section 13.
- ☐ Participant, if not one and the same as trustee, signed in section 13.
- ☐ Review the signature guarantee requirements in section 13.
- ☐ If you are a beneficiary, alternate payee, or rolling assets into a new Invesco account, the appropriate account application is completed and attached.
- ☐ If you are a beneficiary or alternate payee of an account with an outstanding loan, a completed Invesco Solo 401(k) Loan Repayment Change Form is attached.

Please send completed and signed form to:

(Direct Mail)
Invesco Investment Services, Inc.
P.O. Box 219078
Kansas City, MO 64121-9078

(Overnight Mail)
Invesco Investment Services, Inc.
c/o DST Systems, Inc.
430 W. 7th Street
Kansas City, MO 64105-1407

For additional assistance please contact an Invesco Client Services representative at 800 959 4246, weekdays, 7 a.m. to 6 p.m. Central Time.

Visit our website at invesco.com/us to:

- Check your account balance
- Confirm transaction history
- View account statements and tax forms
- Sign up for eDelivery of statements, daily transaction statements, tax forms, prospectuses, and reports
- Check the current fund price, yield and total return on any fund
- Process transactions
- Retrieve account forms and investor education materials

Call the 24-Hour Automated Investor Line 800 246 5463 to:

- Obtain fund prices
- Confirm your last three transactions
- Order a recent account statement(s)
- Check your account balance
- Process transactions

To use the system, please have your account numbers and Social Security number available.

Additional Information

Please read the Rollover Explanation for Qualified Plans, 403(b) Plans and Governmental 457(b) Plans at the end of this form. When taking a distribution from your retirement account, consult a tax advisor for information pertaining to taxable amounts and possible penalties.

Distribution Reasons

A distribution cannot be made from a Solo 401(k) plan except for the following reasons:

Retirement: The participant has retired on or after the attainment of age 55 the normal retirement age under the Invesco Solo 401(k) plan document.

Severance from Employment: The participant has terminated his or her employment with the company sponsoring the plan prior to retirement, death or disability.

Required Minimum Distribution (RMD): If you are a participant that owns more than 5% of the company sponsoring the plan, you must begin taking RMDs by April 1 of the calendar year following the year you attain age 70½. However, if you do not own more than 5% of the company sponsoring the plan, you must begin taking RMDs by April 1 of the calendar year following the later of the calendar year in which you attain age 70½ or the calendar year in which you retire from employment with the employer maintaining the plan.

If you are a beneficiary, you must begin taking RMDs by December 31 of the year following the year of the participant's death, unless you were the participant's spouse. A spousal beneficiary may postpone taking RMD until the date the participant would have attained 70½.

All subsequent RMDs must be taken by December 31 each year. If you do not take your RMD for a given tax year, the IRS may assess a penalty of 50% on the difference between the amount required to be distributed and the amount actually distributed.

If you are the participant the IRS provides two life expectancy tables for calculating your RMD. The Uniform Lifetime Table is calculated without regard to your beneficiary's age. However, if your spouse has been your sole primary beneficiary during the entire calendar year for which you are taking the distribution and is more than 10 years younger, you may use the Joint Life Expectancy Table which generally results in a lower RMD amount. If you are a beneficiary the IRS provides the Single Life Expectancy Table for calculating your RMD. You may calculate your RMD each year or have IIS calculate the RMD for you annually.

Disability: The participant has become disabled. Disability is defined in the Internal Revenue Code, 72(m)(7), as being unable to engage in any substantial gainful activity by reason of a medically determinable physical or mental impairment which can be expected to result in death or to be of long-continued and indefinite duration. By signing this distribution form, you certify that you meet the requirements for a disability distribution.

Death: The participant (including a trustee that is one and the same) has died and the designated beneficiary is requesting transfer or distribution of the assets. The distribution form must be signed by the trustee or successor trustee and beneficiary. The trustee(s) or successor trustee's signature must be medallion guarantee in section 13. If a medallion guarantee cannot be provided than a signature guarantee for the trustee's or successor trustee's signature with a certified death certificate for the deceased participant is acceptable. If applicable, a state inheritance tax waiver is required. A separate distribution form must be submitted for each beneficiary.

Death Distribution from Beneficiary's Account: The participant has died and the beneficiary is distributing assets that were previously transferred to a beneficiary account.

In-Service Distribution: A distribution of the eligible portion of the account balance may be made to a participant who is still employed. Under the Invesco Solo 401(k) plan document, nonelective contributions are available for withdrawal to the **participant that has participated in the plan for 60 months.** Prior to the 60-month period, participants withdraw nonelective **contributions which have been in the plan for a period of 24 months** or apply for a financial hardship distribution. Additionally, in-service distributions from nonelective contributions are available upon the **participant's attainment of age 55.** Elective deferrals are available for distribution upon attainment of age 59 ½ or due to financial hardship. **Financial hardship** shall be determined by the plan administrator on a reasonable equivalent basis and shall include but not be limited to certain medical expenses; costs relating to the purchase of a principal residence; tuition and related educational fees and expenses; payments necessary to prevent eviction from, or foreclosure on, a principal residence; burial or funeral expenses; and certain expenses for the repair of damage to the employee's principal residence. Furthermore, this transaction will be reported on Form 1099-R according to the participant's age.

Plan Termination: The employer has terminated the Solo 401(k) Plan in accordance with the Plan's governing documents and has provided the required notice to the plan trustee. Plan terminations can be complex and must meet certain requirements to ensure that participants' benefits maintain their tax-favored status. It is the employer's and participant's responsibility to consult with a tax advisor or legal counsel familiar with qualified retirement plans for guidance regarding plan termination and related distributions.

Qualified Domestic Relations Order (QDRO): A QDRO is normally issued due to divorce. The plan has been ordered by a court to transfer or distribute assets from the account to a current or former spouse or child (named as the alternate payee) of the participant pursuant to a QDRO. The QDRO should be directed to the plan trustee or administrator and kept with the records of the plan. It should not be sent to IIS. If the **alternate payee** is a spouse or former spouse, he or she may roll over assets directly into an IRA or other qualified plan, if eligible.

Return of Excess Contributions: The participant has made elective deferral contributions to the account in excess of the annual elective deferral limit and needs to remove the excess contribution and investment earnings attributable to such contribution as calculated by IIS. Excess contributions are taxable for the year in which the contributions are made. Excess contributions may be distributed before April 15 of the year following the year in which the excess contributions are made. Excess contributions that are not distributed before such deadline may only be distributed when otherwise distributable (i.e., following death, disability, attainment of age 59½ or on the basis of hardship) and the distribution will be taxable. The participant must provide the year of excess and the excess contribution amount in section 2.

Federal Income Tax Withholding

Please read the Rollover Explanation for Qualified Plans, 403(b) Plans and Governmental 457(b) Plans at the end of this form for additional information regarding the withholding requirements for your distribution.

Mandatory withholding: 20% mandatory withholding applies to any portion of your distribution that is eligible to be rolled over and you do not elect to make a direct rollover. The distributions you receive from your 401(k) plan are generally subject to 20% mandatory withholding except for direct rollovers, transfer of assets, required minimum distributions, return of excess contributions, financial hardship and periodic distributions of equal size distributed at least annually over a 10 year period (Substantially Equal Periodic Payments).

Voluntary withholding: 10% voluntary withholding only applies to the portion of your distribution that is not eligible to be rolled over to another employer plan or IRA, unless you provide an alternate election in section 3. If no election is made, or your only address of record is a P.O. Box or a non-U.S. address, IIS is required to withhold at the rate of 10%. If you elect not to have voluntary withholding applied to your distributions or if you do not have enough federal income tax withheld from your distributions you may be responsible for payment of estimated taxes. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient. If you elect to receive periodic distributions, you're withholding election for this series of payments will remain on file with IIS. You may change or revoke your withholding election at any time by contacting an Invesco Client Services representative.

Designated Roth account withholding: 20% mandatory (or 10% voluntary) withholding may apply to gains distributed prior to attaining age 59 ½ (death or disability) and having had a designated Roth account in the Plan for at least 5 years. Earnings on Designated Roth distributions are subject to the same rules as stated above.

Series of Substantially Equal Periodic Payments

The 10% additional tax does not apply to any taxable distribution that is part of a series of substantially equal periodic payments. The distribution must be at least annually over your life expectancy or the joint life expectancy of you and your beneficiary. Your SEPP calculation must meet one of the IRS approved methods. If you modify your SEPP or distribute additional amounts prior to the later of age 59½ or five years (other than by reason of death or disability), all taxable amounts withdrawn prior to age 59½ will be retroactively subject to a 10% premature distribution tax penalty, plus interest.

IRS approved methods: Required minimum distribution method determines the payment by dividing your January 1 account balance by your life expectancy factor (and oldest beneficiary's when using joint life expectancy) from any of the following IRS life expectancy tables: IRS Uniform Lifetime Table, IRS Single Life Expectancy Table, or IRS Joint Life Expectancy Table. **Fixed amortization method** determines the payment for each year by amortizing in level amounts your account balance over a specified number of years utilizing one of the IRS life expectancy tables and a reasonable interest rate. **Fixed annuitization method** determines the payment for each year by dividing your account balance by an annuity factor that is the present value of an annuity of $1 per year beginning at your age and continuing for the expectancy of your life or the joint lives of you and your oldest primary beneficiary. The annuity factor is derived using the mortality table provided in IRS Revenue Ruling 2002-62.

Outstanding Loan Balances

If you have an outstanding loan on your account and are taking a total distribution, you may continue to repay the loan or offset (treat as a distribution) the outstanding loan balance. In order to offset the outstanding loan balance you must meet one of the qualifying events; severance from employment, retirement on or after age 55, plan termination, disability, death or QDRO. (QDRO may only be used by the receiving spouse.) With a loan offset, the outstanding balance of the loan is treated as a distribution to you at the time of the offset and will be taxable in the year of distribution (including the 10% additional income tax on early distributions, unless an exception applies), unless you are able to make a rollover contribution in the amount of the loan offset to an IRA or employer plan by the tax filing deadline (including extensions) for the year of the offset. The offset amount will be included in the total distribution reported on Form 1099-R. Additionally, the total account value (including the offset amount) may be subject to a 20% mandatory income tax withholding.

Direct Rollover: The participant, beneficiary or alternate payee is rolling over assets into another retirement plan. The participant must have attained a distributable event (attained age 55, separated from employment or employer terminated plan) in order to be eligible to rollover. The assets may be rolling over to an IRA or qualified retirement plan. Designated Roth contributions may rollover to another Designated Roth account or to a Roth IRA.

Qualified Rollover Contribution (QRC): The participant, beneficiary or alternate payee is rolling over (converting) non-designated Roth contributions to a Roth IRA. The participant must have attained a distributable event (attained age 55, separated from employment or employer terminated plan) in order to be eligible to rollover (convert).

Rollover Explanation for Qualified Plans, 403(b) Plans, and Governmental 457(b) Plans

Invesco

PART I: SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

For Payments *Not* From a Designated Roth Account

Your Rollover Options

You are receiving this notice because all or a portion of a payment you are receiving from your Employer's Plan (the "Plan") is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do such a rollover.

This notice describes the rollover rules that apply to payments from the Plan that are not from a designated Roth account (a type of account with special tax rules in some employer plans). If you also receive a payment from a designated Roth account in the Plan, please refer to Part II of this Rollover Explanation which serves as a supplemental notice for that payment, and the Plan administrator or the payor will tell you the amount that is being paid from each account.

Rules that apply to most payments from a plan are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

Your Right to Waive the 30-Day Notice Period
Generally, neither a direct rollover nor a payment can be made from the plan until at least 30 days after your receipt of this notice. Thus, after receiving this notice, you have at least 30 days to consider whether or not to have your withdrawal directly rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your withdrawal will then be processed in accordance with your election as soon as practical after it is received by the Plan Administrator.

General Information about Rollovers

How can a rollover affect my taxes?
You will be taxed on a payment from the Plan if you do not roll it over. If you are under age 59½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (unless an exception applies). However, if you do a rollover, you will not have to pay tax until you receive payments later and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception applies).

Where may I roll over the payment?
You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified plan, section 403(b) plan, or governmental section 457(b) plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, no spousal consent rules apply to IRAs and IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

Even if a plan accepts rollovers, it might not accept rollovers of certain types of distributions, such as after-tax amounts. If this is the case, and your distribution includes after-tax amounts, you may wish instead to roll your distribution over to a traditional IRA or split your rollover amount between the employer plan in which you will participate and a traditional IRA. If an employer plan accepts your rollover, the plan may restrict subsequent distributions of the rollover amount or may require your spouse's consent for any subsequent distribution. A subsequent distribution from the plan that accepts your rollover may also be subject to different tax treatment than distributions from this Plan. Check with the administrator of the plan that is to receive your rollover prior to making the rollover.

How do I do a rollover?
There are two ways to do a rollover. You can do either a direct rollover or a 60-day rollover.

If you do a direct rollover, the Plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. You will have 60 days after you receive the payment to make the deposit. If you do not do a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

How much may I roll over?
If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Required minimum distributions after age 70½ (or after death)
- Hardship distributions
- ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends)
- Cost of life insurance paid by the Plan
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution
- Amounts treated as distributed because of a prohibited allocation of S corporation stock under an ESOP (also, there will generally be adverse tax consequences if you roll over a distribution of S corporation stock to an IRA).

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.

If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?
If you are under age 59½, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Payments from a governmental defined benefit pension plan made after you separate from service if you are a public safety employee and you are at least age 50 in the year of the separation
- Payments made due to disability
- Payments after your death
- Payments of ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Cost of life insurance paid by the Plan
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO)
- Payments up to the amount of your deductible medical expenses
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001 for more than 179 days

- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution

If I do a rollover to an IRA, will the 10% additional income tax apply to early distributions from the IRA?
If you receive a payment from an IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions from the IRA, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- There is no exception for payments after separation from service that are made after age 55.
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to $10,000 used in a qualified first-time home purchase, and (3) payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Does Federal income tax withholding apply to my distribution?

- *Mandatory Withholding.* If any portion of your payment can be rolled over and you do not elect to make a DIRECT ROLLOVER, the Plan is required by law to withhold 20% of the taxable amount. This amount is sent to the IRS as federal income tax withholding. For example, if you can roll over a taxable payment of $10,000, only $8,000 will be paid to you because the Plan must withhold $2,000 as income tax. However, when you prepare your income tax return for the year, unless you make a rollover within 60 days (see "Sixty-Day Rollover Option" below), you must report the full $10,000 as a taxable payment from the Plan. You must report the $2,000 as tax withheld, and it will be credited against any income tax you owe for the year. There will be no income tax withholding if your payments for the year are less than $200.
- *Voluntary Withholding.* If any portion of your payment is taxable but cannot be rolled over, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. If you do nothing, an amount will be taken out of this portion of your payment for federal income tax withholding. To elect out of withholding, ask the Plan Administrator for the election form and related information.
- *Sixty-Day Rollover Option.* If you receive a payment that can be rolled over, you can still decide to roll over all or part of it to an IRA or to an eligible employer plan that accepts rollovers. If you decide to roll over, you must contribute the amount of the payment you received to an IRA or eligible employer plan within 60 days after you receive the payment. The portion of your payment that is rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan.

You can roll over up to 100% of your payment that is an eligible rollover distribution, including an amount equal to the 20% of the taxable portion that was withheld. If you choose to roll over 100%, you must find other money within the 60-day period to contribute to the IRA or the eligible employer plan, to replace the 20% that was withheld. On the other hand, if you roll over only the 80% of the taxable portion that you received, you will be taxed on the 20% that was withheld.

Example: The taxable portion of your payment that can be rolled over is $10,000, and you choose to have it paid to you. You will receive $8,000, and $2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the $8,000, you may roll over the entire $10,000 to an IRA or an eligible employer plan. To do this, you roll over the $8,000 you received from the Plan, and you will have to find $2,000 from other sources (your savings, a loan, etc.). In this case, the entire $10,000 is not taxed until you take it out of the traditional IRA or an eligible employer plan. If you roll over the entire $10,000, when you file your income tax return you may get a refund of part or all of the $2,000 withheld.

If, on the other hand, you roll over only $8,000, the $2,000 you did not roll over is taxed in the year it was withheld. When you file your income tax return, you may get a refund of part of the $2,000 withheld. (However, any refund is likely to be larger if you roll over the entire $10,000.)

Will I owe State income taxes?
This notice does not describe any State or local income tax rules (including State/local withholding rules).

Special Rules and Options

If your payment includes after-tax contributions
After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is included in the payment, so you cannot take a payment of only after-tax contributions. However, if you have prre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment. In addition, special rules apply when you do a rollover, as described below.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Plan and at the same time the rest is paid to you, the portion directly rolled over consists first of the amount that would be taxable if not rolled over. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions. In this case, if you directly roll over $10,000 to an IRA that is not a Roth IRA, no amount is taxable because the $2,000 amount not directly rolled over is treated as being after-tax contributions. If you do a direct rollover of the entire amount paid from the Plan to two or more destinations at the same time, you can choose which destination receives the after-tax contributions.

If you do a 60-day rollover to an IRA of only a portion of a payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions, and no part of the distribution is directly rolled over. In this case, if you roll over $10,000 to an IRA that is no a Roth IRA in a 60-day rollover, no amount is taxable because the $2,000 amount not rolled over is treated as being after-tax contributions.

Once you roll over your after-tax contributions to a traditional IRA, those amounts CANNOT later be rolled over to an employer plan.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan). You can do a 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

If you miss the 60-day rollover deadline
Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. To apply for a waiver, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs).

If your payment includes employer stock that you do not roll over
If you do not do a rollover, you can apply a special rule to payments of employer stock (or other employer securities) that are either attributable to after-tax contributions or paid in a lump sum after separation from service (or after age 59½, disability, or the participant's death). Under the special rule, the net unrealized appreciation on the stock will not be taxed when distributed from the Plan and will be taxed at capital gain rates when you sell the stock. Net unrealized appreciation is generally the increase in the value of employer stock after it was acquired by the Plan. If you do a rollover for a payment that includes employer stock (for example, by selling the stock and rolling over the proceeds within 60 days of the payment), the special rule relating to the distributed employer stock will not apply to any subsequent payments from the IRA or employer plan. The Plan administrator can tell you the amount of any net unrealized appreciation.

If you have an outstanding loan that is being offset
If you have an outstanding loan from the Plan, your Plan benefit may be offset by the amount of the loan, typically when your employment ends. The loan offset amount is treated as a distribution to you at the time of the offset and will be taxed (including the 10% additional income tax on early distributions, unless an exception applies) unless you are able to make a rollover contribution in the amount of the loan offset to an IRA or employer plan by tax filing deadline (including extensions) for the year of the offset.

If you were born on or before January 1, 1936
If you were born on or before January 1, 1936 and receive a lump sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, Pension and Annuity Income.

If your payment is from a governmental section 457(b) plan
If the Plan is a governmental section 457(b) plan, the same rules described elsewhere in this notice generally apply, allowing you to roll over the payment to an IRA or an employer plan that accepts rollovers. One difference is that, if you do not do a rollover, you will not have to pay the 10% additional income tax on early distributions from the Plan even if you are under age 59½ (unless the payment is from a separate account holding rollover contributions that were made to the Plan from a tax-qualified plan, a section 403(b) plan, or an IRA). However, if you do a rollover to an IRA or to an employer plan that is not a governmental section 457(b) plan, a later distribution made before age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies). Other differences are that you cannot do a rollover if the payment is due to an "unforeseeable emergency" and the special rules under "If your payment includes employer stock that you do not roll over" and "If you were born on or before January 1, 1936" do not apply.

If you are an eligible retired public safety officer and your pension payment is used to pay for health coverage or qualified long-term care insurance
If the Plan is a governmental plan, you retired as a public safety officer, and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income plan payments paid directly as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of $3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

If you roll over your payment to a Roth IRA
If you roll over a payment from the Plan to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. However, the 10% additional income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within 5 years, counting from January 1 of the year of the rollover).

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are age 59½ (or after your death or disability, or as a qualified first-time homebuyer distribution of up to $10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs), and IRS Publication 590-B, Distributions from Individual Retirement Arrangements (IRAs).

If you do a rollover to a designated Roth account in the Plan
You cannot roll over a distribution to a designated Roth account in another employer's plan. However, you can roll the distribution over into a designated Roth account in the distributing Plan. If you roll over a payment from the Plan to a designated Roth account in the Plan, the amount of the payment rolled over (reduced by any after-tax amounts directly rolled over) will be taxed. However, the 10% additional tax on early distributions will not apply (unless you take the amount rolled over out of the designated Roth account within the 5-year period that begins on January 1 of the year of the rollover).

If you roll over the payment to a designated Roth account in the plan, later payments from the designated Roth account that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a designated Roth account is a payment made both after you attain age 59½ (or after your death or disability) and after you have had a designated Roth account in the plan for a period of at least 5 years. In applying this 5-year rule, you count from January 1 of the year your first contribution was made to the designated Roth account. However, if you made a direct rollover to a designated Roth account in the plan from a designated Roth account in a plan of another employer, the 5-year period begins on January 1 of the year your first contribution was made to the designated Roth account in the plan or, if earlier, to the designated Roth account in the plan of the other employer. Payments from the designated Roth account that are not qualified distributions will be taxed to the extent allocable to earnings after the rollover, including the 10% additional tax on early distributions (unless an exception applies).

If you are not a plan participant
Payments after death of the participant. If you receive a distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "If you were born on or before January 1, 1936" applies only if the participant was born on or before January 1, 1936.

If you are a surviving spouse
If you receive a payment from the Plan as the surviving spouse of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to an IRA, you may treat the IRA as your own or as an inherited IRA.

An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies) and required minimum distributions from your IRA do not have to start until after you are age 70½.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70½.

If you are a surviving beneficiary other than a spouse
If you receive a payment from the Plan because of the participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited IRA. Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

Payments under a qualified domestic relations order. If you are the spouse or former spouse of the participant who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options the participant would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). Payments under the QDRO will not be subject to the 10% additional income tax on early distributions.

If you are a nonresident alien
If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, U.S. Tax Guide for Aliens, and IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Other special rules
If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year are less than $200 (not including payments from a designated Roth account in the Plan), the Plan is not required to allow you to do a direct rollover and is not required to withhold for federal income taxes. However, you may do a 60-day rollover.

Unless you elect otherwise, a mandatory cashout of more than $1,000 (not including payments from a designated Roth account in the Plan) will be directly rolled over to an IRA chosen by the Plan administrator or the payor. A mandatory cashout is a payment from a plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed $5,000 (not including any amounts held under the plan as a result of a prior rollover made to the plan).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, Armed Forces' Tax Guide.

For More Information

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, Pension and Annuity Income; IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs); Publication 590-B, Distributions from Individual Retirement Arrangements (IRAs); and IRS Publication 571, Tax-Sheltered Annuity Plans (403(b) Plans). These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.

PART II: SUPPLEMENTAL SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

For Payments *From* a Designated Roth Account

If the payment you are receiving is NOT from a designated Roth account under your Employer's Plan, this Part II of the Rollover Explanation does not apply to you and you can disregard the following section.

Your Rollover Options

You are receiving this notice because all or a portion of a payment you are receiving from your Employer's Plan (the "Plan") is eligible to be rolled over to a Roth IRA or designated Roth account in an employer plan. This notice is intended to help you decide whether to do a rollover.

This notice describes the rollover rules that apply to payments from the Plan that are from a designated Roth account. If you also receive a payment from the Plan that is not from a designated Roth account, you will be provided a different notice for that payment, and the Plan administrator or the payor will tell you the amount that is being paid from each account.

Rules that apply to most payments from a designated Roth account are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

Your Right to Waive the 30-Day Notice Period

Generally, neither a direct rollover nor a payment can be made from the plan until at least 30 days after your receipt of this notice. Thus, after receiving this notice, you have at least 30 days to consider whether or not to have your withdrawal directly rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your withdrawal will then be processed in accordance with your election as soon as practical after it is received by the Plan Administrator.

General Information about Rollovers

How can a rollover affect my taxes?

After-tax contributions included in a payment from a designated Roth account are not taxed, but earnings might be taxed. The tax treatment of earnings included in the payment depends on whether the payment is a qualified distribution. If a payment is only part of your designated Roth account, the payment will include an allocable portion of the earnings in your designated Roth account.

If the payment from the Plan is not a qualified distribution and you do not do a rollover to a Roth IRA or a designated Roth account in an employer plan, you will be taxed on the earnings in the payment. If you are under age 59½, a 10% additional income tax on early distributions will also apply to the earnings (unless an exception applies). However, if you do a rollover, you will not have to pay taxes currently on the earnings and you will not have to pay taxes later on payments that are qualified distributions.

If the payment from the Plan is a qualified distribution, you will not be taxed on any part of the payment even if you do not do a rollover. If you do a rollover, you will not be taxed on the amount you roll over and any earnings on the amount you roll over will not be taxed if paid later in a qualified distribution.

A qualified distribution from a designated Roth account in the Plan is a payment made after you are age 59½ (or after your death or disability) and after you have had a designated Roth account in the Plan for at least 5 years. In applying the 5-year rule, you count from January 1 of the year your first contribution was made to the designated Roth account. However, if you did a direct rollover to a designated Roth account in the Plan from a designated Roth account in another employer plan, your participation will count from January 1 of the year your first contribution was made to the designated Roth account in the Plan or, if earlier, to the designated Roth account in the other employer plan.

Where may I roll over the payment?

You may roll over the payment to either a Roth IRA (a Roth individual retirement account or Roth individual retirement annuity) or a designated Roth account in an employer plan (a tax-qualified plan or section 403(b) plan) that will accept the rollover. The rules of the Roth IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the Roth IRA or employer plan (for example, no spousal consent rules apply to Roth IRAs and Roth IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the Roth IRA or the designated Roth account in the employer plan. In general, these tax rules are similar to those described elsewhere in this notice, but differences include:

- If you do a rollover to a Roth IRA, all of your Roth IRAs will be considered for purposes of determining whether you have satisfied the 5-year rule (counting from January 1 of the year for which your first contribution was made to any of your Roth IRAs).
- If you do a rollover to a Roth IRA, you will not be required to take a distribution from the Roth IRA during your lifetime and you must keep track of the aggregate amount of the after-tax contributions in all of your Roth IRAs (in order to determine your taxable income for later Roth IRA payments that are not qualified distributions).
- Eligible rollover distributions from a Roth IRA can only be rolled over to another Roth IRA.

How do I do a rollover?

There are two ways to do a rollover. You can either do a direct rollover or a 60-day rollover.

If you do a direct rollover, the Plan will make the payment directly to your Roth IRA or designated Roth account in an employer plan. You should contact the Roth IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, you may still do a rollover by making a deposit within 60 days into a Roth IRA, whether the payment is a qualified or nonqualified distribution. In addition, you can do a rollover by making a deposit within 60 days into a designated Roth account in an employer plan if the payment is a nonqualified distribution and the rollover does not exceed the amount of the earnings in the payment. You cannot do a 60-day rollover to an employer plan of any part of a qualified distribution. If you receive a distribution that is a nonqualified distribution and you do not roll over an amount at least equal to the earnings allocable to the distribution, you will be taxed on the amount of those earnings not rolled over, including the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

If you do a direct rollover of only a portion of the amount paid from the Plan and a portion is paid to you at the same time, the portion directly rolled over consists first of earnings.

If you do not do a direct rollover and the payment is not a qualified distribution, the Plan is required to withhold 20% of the earnings for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover to a Roth IRA, you must use other funds to make up for the 20% withheld.

How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Required minimum distributions after age 70½ (or after death)
- Hardship distributions
- ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends)

- Cost of life insurance paid by the Plan
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution
- Amounts treated as distributed because of a prohibited allocation of S corporation stock under an ESOP (also, there will generally be adverse tax consequences if S corporation stock is held by an IRA).

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.

If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?
If a payment is not a qualified distribution and you are under age 59½, you will have to pay the 10% additional income tax on early distributions with respect to the earnings allocated to the payment that you do not roll over (including amounts withheld for income tax), unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the earnings not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Payments made due to disability
- Payments after your death
- Payments of ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Cost of life insurance paid by the Plan
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO)
- Payments up to the amount of your deductible medical expenses
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001 for more than 179 days
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution

If I do a rollover to a Roth IRA, will the 10% additional income tax apply to early distributions from the IRA?
If you receive a payment from a Roth IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions on the earnings paid from the Roth IRA, unless an exception applies or the payment is a qualified distribution. In general, the exceptions to the 10% additional income tax for early distributions from a Roth IRA listed above are the same as the exceptions for early distributions from a plan. However, there are a few differences for payments from a Roth IRA, including:

- There is no special exception for payments after separation from service.
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to a Roth IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to $10,000 used in a qualified first-time home purchase, and (3) payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I owe State income taxes?
This notice does not describe any State or local income tax rules (including State/local withholding rules).

Special Rules and Options

If you miss the 60-day rollover deadline
Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. To apply for a waiver, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs).

If your payment includes employer stock that you do not roll over
If you receive a payment that is not a qualified distribution and you do not roll it over, you can apply a special rule to payments of employer stock (or other employer securities) that are paid in a lump sum after separation from service (or after age 59½, disability, or the participant's death). Under the special rule, the net unrealized appreciation on the stock included in the earnings in the payment will not be taxed when distributed to you from the Plan and will be taxed at capital gain rates when you sell the stock. If you do a rollover to a Roth IRA for a nonqualified distribution that includes employer stock (for example, by selling the stock and rolling over the proceeds within 60 days of the distribution), you will not have any taxable income and the special rule relating to the distributed employer stock will not apply to any subsequent payments from the Roth IRA or employer plan. Net unrealized appreciation is generally the increase in the value of the employer stock after it was acquired by the Plan. The Plan administrator can tell you the amount of any net unrealized appreciation.

If you receive a payment that is a qualified distribution that includes employer stock and you do not roll it over, your basis in the stock (used to determine gain or loss when you later sell the stock) will equal the fair market value of the stock at the time of the payment from the Plan.

If you have an outstanding loan that is being offset
If you have an outstanding loan from the Plan, your Plan benefit may be offset by the amount of the loan, typically when your employment ends. The loan offset amount is treated as a distribution to you at the time of the offset and, if the distribution is a nonqualified distribution, the earnings in the loan offset will be taxed (including the 10% additional income tax on early distributions, unless an exception applies) unless you do a 60-day rollover in the amount of the earnings in the loan offset to a Roth IRA or designated Roth account in an employer plan.

If you receive a nonqualified distribution and you were born on or before January 1, 1936
If you were born on or before January 1, 1936, and receive a lump sum distribution that is not a qualified distribution and that you do not roll over, special rules for calculating the amount of the tax on the earnings in the payment might apply to you. For more information, see IRS Publication 575, Pension and Annuity Income.

If you receive a nonqualified distribution, are an eligible retired public safety officer, and your pension payment is used to pay for health coverage or qualified long-term care insurance
If the Plan is a governmental plan, you retired as a public safety officer, and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income nonqualified distributions paid directly as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of $3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

If you are not a plan participant
Payments after death of the participant. If you receive a distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, whether the payment is a qualified distribution generally depends on when the participant first made a contribution to the designated Roth account in the Plan. Also, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "If you receive a nonqualified distribution and you were born on or before January 1, 1936" applies only if the participant was born on or before January 1, 1936.

If you are a surviving spouse
If you receive a payment from the Plan as the surviving spouse of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to a Roth IRA, you may treat the Roth IRA as your own or as an inherited Roth IRA.

A Roth IRA you treat as your own is treated like any other Roth IRA of yours, so that you will not have to receive any required minimum distributions during your lifetime and earnings paid to you in a nonqualified distribution before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies).

If you treat the Roth IRA as an inherited Roth IRA, payments from the Roth IRA will not be subject to the 10% additional income tax on early distributions. An inherited Roth IRA is subject to required minimum distributions. If the participant had started taking required minimum distributions from the Plan, you will have to receive required minimum distributions from the inherited Roth IRA. If the participant had not started taking required minimum distributions, you will not have to start receiving required minimum distributions from the inherited Roth IRA until the year the participant would have been age 70½.

If you are a surviving beneficiary other than a spouse
If you receive a payment from the Plan because of the participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited Roth IRA. Payments from the inherited Roth IRA, even if made in a nonqualified distribution, will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited Roth IRA.

Payments under a qualified domestic relations order. If you are the spouse or a former spouse of the participant who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options the participant would have (for example, you may roll over the payment as described in this notice).

If you are a nonresident alien
If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, U.S. Tax Guide for Aliens, and IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Other special rules
If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year (only including payments from the designated Roth account in the Plan) are less than $200, the Plan is not required to allow you to do a direct rollover and is not required to withhold for federal income taxes. However, you can do a 60-day rollover.

Unless you elect otherwise, a mandatory cashout from the designated Roth account in the Plan of more than $1,000 will be directly rolled over to a Roth IRA chosen by the Plan administrator or the payor. A mandatory cashout is a payment from a plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed $5,000 (not including any amounts held under the plan as a result of a prior rollover made to the plan).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, Armed Forces' Tax Guide.

For More Information

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, Pension and Annuity Income; IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs); IRS Publication 590-B, Distributions from Individual Retirement Arrangements (IRAs); and IRS Publication 571, Tax-Sheltered Annuity Plans (403(b) Plans). These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.