



### **Completing a Hardship Withdrawal Request:**

Generally, you may request a Hardship Withdrawal from your voluntary retirement plan if you meet the following requirements:

- You have exhausted all possible resources available under your retirement plan and all other plans maintained by your employer, if available
  - You have taken the maximum loan amount available to you
  - You have obtained other currently available distributions
- You have a qualified financial hardship
  - Deductible Medical Expenses
  - Post secondary education, tuition, room and board or related fees
  - Purchase of principal residence (excluding mortgage payments)
  - Prevent eviction from principal residence
  - Funeral expenses for immediate family members
  - Casualty loss of principal residence

The IRS requires that evidence, or backup, such as bills and statements, be provided as proof of Hardship. The Hardship Withdrawal cannot be in excess of the amount indicated by the backup and taxes attributable to the Hardship Withdrawal. Furthermore, no contributions to any retirement or deferred compensation plan sponsored by your Employer shall be allowed during the six (6) month period beginning on the date you receive a distribution on account of hardship.

Your retirement plan may have additional restrictions on Hardship Withdrawals. Please consult your financial representative, your employer's benefits department, or your Plan Administrator, NPA, to determine if you are eligible to perform a Hardship Withdrawal. It is important that you read the special tax notice regarding tax withholding and potential tax penalties of making withdrawals from your voluntary retirement provider. This information should be provided to you by your current investment provider.

NPA requires all forms necessary to complete a transactional request be submitted through NPA. Therefore, you should contact your financial representative or investment provider to get a copy of the paperwork they require to complete a Hardship Withdrawal, and then obtain a copy of the backup for your hardship (i.e. bills, statements, etc).

Next, you will complete the NPA Transaction Authorization Form indicating your desire to process a Hardship Withdrawal from your plan. Fill out section one (1) of the TAF, providing general information about who you are, what school district(s) are involved, and what investment provider(s) are involved. Section two (2) of the TAF consists of nine (9) subsections. When requesting a Hardship Withdrawal, please fill out ONLY the subsection for "Financial Hardship Withdrawal" located on page two (2) of the TAF. Complete the form by signing and dating the request on the third page. Please note that it is important to carefully read the entire TAF as it will assist you in completing it correctly.

For NPA to correctly and successfully process your request please submit the completed Transaction Authorization Form, the Hardship backup, and the completed investment provider Hardship Withdrawal paperwork to NPA via any of the means listed at the base of the TAF. Your financial representative can assist you in filling out and completing all forms.

Once your request has been reviewed and approved it will be forwarded to the applicable investment provider for processing. NPA will then notify your employer that all salary reduction contributions must be stopped for a period of six (6) months following the receipt of the Hardship Withdrawal.

To restart contributions to your voluntary retirement plan(s) following the mandatory six (6) month contribution suspension period, you would need to complete a new salary reduction agreement and submit it to NPA.