

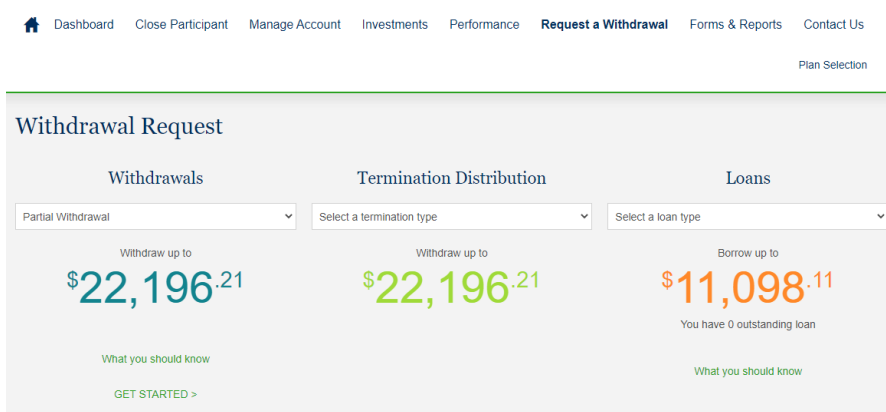
Participant Instructions – How to initiate an online Termination Withdrawal

How to request a withdrawal online –

The Definiti website contains relevant information about possible withdrawals you may be able to make from your retirement plan, along with application instructions.

To access your online retirement account –

- Go to <http://planaccess.definiti.com>
- Login to your personal retirement account
 - Click on **Request a Withdrawal** from the main menu and then select **Withdrawal Request** from the drop-down menu
 - The resulting screen will list available distribution types and tell you how much you are eligible to withdraw (if any). If you are not yet eligible to withdraw any funds, you will be unable to proceed further.



From the Termination Distribution option, choose the type of withdrawal(s) you desire – more than one “type” may be available – and select **GET STARTED** at the bottom right hand side of the screen.

- Verify your General Information and Email Confirmation Information.
 - **Please double check that the e-mail address(es) on file are correct. This is how we will communicate with you. Any errors may delay the process.**
 - Select **NEXT**
- Enter the desired dollar amount of your request.
 - To note: all requests are GROSS (taxes taken from the amount at time of distribution). If you’d like a specific NET amount for a cash distribution (dollar amount after taxes are taken), there is a ‘Gross Distribution Calculator’ available by selecting the link in the instructions. An excel sheet will be downloaded and opened after accessing the download at the bottom of your browser.
- Select the **CALCULATE** button to continue.
- Select what form you would elect to receive your payments:

Alexander Hamilton

Termination Distribution Request - Separation from Service

Print

Overall Progress: **40% Complete**

Instructions

Enter the desired options below for receiving recurring payments from the plan.

Payments from Traditional Accounts

I elect to receive payment(s) from my traditional accounts in the following form:

☒ A lump sum cash distribution of my vested balance, less any income tax withholding.

☐ A direct rollover of my vested balance to an IRA or a qualified retirement plan.

☐ A direct rollover of a portion of my vested balance, with the remaining amount paid as a cash distribution, less any income tax withholding.

CANCEL BACK NEXT

- Select **NEXT**
 - If you choose to do a Split Payment (partial cash/partial rollover) you'll be asked to modify the percentage of your withdrawal.

Payments from Traditional Accounts

\$ Dollar Amount ☒ % Percentages

Payment Type	Amount	Estimated Distribution*	Payment Method
Rollover	0%	\$0.00	Select One
Cash	100%	\$22,196.21	Select One

CANCEL BACK NEXT

*Estimated distributions are based on current balance and pricing, and are subject to change due to market fluctuation. This amount is not a guarantee of the amount you will receive if your distribution request is approved and does not take into account for fees and tax withholding.

- Select your desired Payment Method.
 - Check
 - Any Address entered here will be verified against the address we currently have on file. For security purposes, if the two are different, we will need to verify the address change with your employer. This may delay the process.
 - ACH (Direct Deposit)
 - Your name must be on this bank account. If you do not currently have a bank account, please select the Check for your payment method.
- Click on **NEXT**
- Carefully read each disclaimer. If you agree, check each box; click on **NEXT**
- Review the information one final time before applying for the withdrawal – Click on **SUBMIT**
- Please write down and retain your Confirmation Number. We will ask you for this number if you contact us with any withdrawal-related questions or concerns.

PLEASE NOTE: THE TERMINATION WITHDRAWAL REQUEST MAY STILL NEED TO BE APPROVED BY THE PLAN SPONSOR.