



# MidAmerica

Administrative & Retirement Solutions, Inc.  
211 East Main Street, Suite 100, Lakeland, FL 33801  
863.688.4500 / (FAX) 863.688.4200 / 800.430.7999  
[www.midamerica.biz](http://www.midamerica.biz)

# Special Pay Plan

## Distribution Election Form

Your Employer: \_\_\_\_\_

<b>EMPLOYEE DATA:</b>	
Name:	Social Security #:
Address:	
City:	Daytime Phone #: ( )
State/Zip:	Evening Phone #: ( )
Date Last Employed:	Date of Birth:
Beneficiary Name and Social Security # (if death claim):	

<b>ACCOUNT SETTLEMENT ELECTION:</b>
I hereby make the following election [elect one of the options set forth below and complete all of the blanks set forth in that option]:
CHECK ONE: <i>Special Pay distributions are processed within 7-14 days.</i>
<input type="checkbox"/> <b>Option 1 – Direct Payment to Participant or Beneficiary</b> Please distribute (choose one) <input type="checkbox"/> (1) my entire benefit, OR <input type="checkbox"/> (2) \$_____ [insert dollar amount of at least \$500.00] directly to me. I understand that any amount paid to me will be subject to mandatory 20% Federal income tax withholding as well as State withholding where required. I am a legal resident of the State of _____.(required)
<input type="checkbox"/> <b>Option 2 – Rollover</b> I want (choose one) <input type="checkbox"/> (1) my entire benefit, OR <input type="checkbox"/> (2) \$_____ [insert dollar amount of at least \$500.00] transferred directly to the following <input type="checkbox"/> IRA account, <input type="checkbox"/> 403(b) account ( <b>Employer must have an Information Sharing Agreement with the recipient Investment company</b> ), OR <input type="checkbox"/> Other Tax-Qualified Plan (I confirm that the new plan will accept my transferred benefit and is a retirement plan qualified under regulations to receive my rollover.)  Name and Address: _____ _____ _____  Account Number: _____  <input type="checkbox"/> Please distribute any remaining portion of my benefit that is not transferred to the aforementioned plan, less income tax withholding, directly to me.
<input type="checkbox"/> <b>Option 3 – Installments</b> Please distribute <input type="checkbox"/> (1) annual, <input type="checkbox"/> (2) quarterly, or <input type="checkbox"/> (3) monthly installments of \$_____ <input type="checkbox"/> Gross <input type="checkbox"/> Net [insert dollar amount of at least \$500.00 and check Gross or Net] directly to me. I understand that any amount paid to me will be subject to mandatory 20% Federal income tax withholding as well as State withholding where required. I am a legal resident of the State of _____.(required)

<b>AUTHORIZATION:</b>
I understand that normally, I cannot receive my distribution earlier than 30 days after receiving this notice; however, by completing this form prior to the expiration of such 30 days, I elect to waive the 30 day waiting requirement. As a recipient of a distribution from my employer's tax qualified retirement plan, I certify that I have received notice of the IRS withholding and direct transfer rules.
_____ <b>Signature</b>
_____ <b>Date</b>

Please forward this completed form to: MidAmerica Administrative & Retirement Solutions, Inc.  
DEPT: SPADMIN  
211 East Main Street, Suite 100, Lakeland, FL 33801

	<b>Office Use Only</b>	
<b>Balance</b> _____	<b>Account</b> _____	<b>Effective Date</b> _____
<b>Balance</b> _____	<b>Account</b> _____	<b>Effective Date</b> _____

## SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

### Summary

*This notice contains important information you will need before you decide how to receive your Plan benefits.*

This notice is provided to you by your Plan Administrator because all or part of the payment that you will soon receive from your Qualified Retirement Plan may be eligible for rollover by you or your Plan Administrator to a Traditional IRA, another qualified employer plan, eligible 457(b) plan, 401(a) or 403(b) plan. A "Traditional IRA" does not include a Roth IRA, SIMPLE IRA, or Coverdell Education Savings Account.

If you have additional questions after reading this notice, you can contact your Plan Administrator.

There are two ways you may be able to receive a Plan payment that is eligible for rollover: (1) certain payments can be made directly to a Traditional IRA or, if you choose, another qualified employer plan, eligible 457(b) plan, 401(a) or 403(b) plan, that will accept it ("direct rollover"), or (2) the payment can be paid to you.

### If you choose a direct rollover

- Your payment will not be taxed in the current year and no income tax will be withheld.
- Your payment will be made directly to your Traditional IRA or, if you choose, to another qualified employer plan, eligible 457(b) plan, 401(a) or 403(b) plan that accepts your rollover. Your Plan payment cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account because these are not Traditional IRAs.
- The taxable portion of your payment will be taxed later when you take it out of the Traditional IRA or the eligible plan.

### If you choose to have a Plan payment that is eligible for rollover paid to you

- You will receive only 80% of the taxable portion of the payment, because the Plan Administrator is required to withhold 20% of the payment and send it to the IRS as income tax withholding to be credited against your taxes.
- The taxable portion of your payment will be taxed in the current year unless you roll it over later. Under limited circumstances, you may be able to use special tax rules that could reduce the tax you owe. However, if you receive the payment before age 59½, you also may have to pay an additional 10% tax.
- You can roll over the payment by paying it to your Traditional IRA, another qualified employer plan, eligible 457(b) plan, 401(a) or 403(b) plan that accepts your rollover within 60 days after you receive the payment. The taxable amount rolled over will not be taxed until you take it out of the Traditional IRA, or the eligible plan.
- If you want to roll over 100% of the taxable payment to a Traditional IRA or another eligible plan, *you must find other money to replace the 20% that was withheld*. If you roll over only the 80% that you received, you will be taxed on the 20% that was withheld and that is not rolled over.

### MORE INFORMATION

#### I. PAYMENTS THAT CAN AND CANNOT BE ROLLED OVER

Payments from the Plan may be "eligible rollover distributions." This means that they can be rolled over to a Traditional IRA, another employer plan, eligible 457(b) plan, 401(a) or 403(b) plan that accepts rollovers. Payments from a plan cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account. Your Plan Administrator should be able to tell you what portion of your payment is an eligible rollover distribution.

The following are types of payments that cannot be rolled over:

##### A. PAYMENTS SPREAD OVER LONG PERIODS

You cannot roll over a payment if it is part of a series of equal (or almost equal) payments that are made at least once a year and that will last for

- your lifetime (or your life expectancy), or
- your lifetime and your beneficiary's lifetime (or life expectancies), or
- a period of ten years or more.

##### B. REQUIRED MINIMUM PAYMENTS

Beginning when you reach age 70½ or retire, whichever is later, a certain portion of your payment generally cannot be rolled over because it is a "required minimum payment" that must be paid to you. Special rules apply if you own 5% or more of your employer.

##### C. HARDSHIP DISTRIBUTIONS

A hardship distribution from your employer's 401(k) Plan is not eligible for rollover.

**NOTE:** If you made after-tax contributions to the Plan, such contributions may be rolled into a Traditional IRA or, if you choose, to another qualified employer plan (as qualified under Code section 401(a)) that accepts your rollover and separately accounts for the after-tax amounts. However, you cannot roll over after-tax contributions to a 403(b) plan or 457(b) plan.

## II. DIRECT ROLLOVER

A direct rollover is a direct payment of the amount of your Plan benefits to a Traditional IRA, another qualified employer plan, eligible 457(b) plan, 401(a) or 403(b) plan that will accept it. You can choose a direct rollover of all or any portion of your payment that is an eligible rollover distribution, as described in Part I above. You are not taxed on any portion of your payment for which you choose a direct rollover until you later take it out of the Traditional IRA or eligible plan. In addition, no income tax withholding is required for any portion of your Plan benefits for which you choose a direct rollover.

### A. DIRECT ROLLOVER TO A TRADITIONAL IRA

You can open a Traditional IRA to receive the direct rollover. If you choose to have your payment made directly to a Traditional IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to a Traditional IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish a Traditional IRA to receive the payment. However, in choosing a Traditional IRA, you may wish to consider whether the Traditional IRA you choose will allow you to move all or a part of your payment to another Traditional IRA at a later date, without penalties or other limitations. See IRS Publication 590, *Individual Retirement Arrangements*, for more information on Traditional IRAs (including limits on how often you can roll over between IRAs).

### B. DIRECT ROLLOVER TO A PLAN

If you are employed by a new employer that has a qualified employer plan, eligible 457(b) plan, 401(a) or 403(b) plan, and you want a direct rollover to that plan, ask the Plan Administrator of that plan whether it will accept your rollover. A plan is not legally required to accept a rollover. If your new employer's plan does not accept a rollover, you can choose a direct rollover to a Traditional IRA.

### C. DIRECT ROLLOVER OF A SERIES OF PAYMENTS

If you receive a payment that can be rolled over to a Traditional IRA, another qualified plan, eligible 457(b) plan, 401(a) or 403(b) plan that will accept it, and it is paid in a series for less than ten years, your choice to make or not make a direct rollover for a payment will apply to all later payments in the series until you change your election. You are free to change your election for any later payment in the series.

## III. PAYMENT PAID TO YOU

If your payment can be rolled over under Part I above and the payment is made to you in cash, it is subject to 20% income tax withholding. The payment is taxed in the year you receive it unless, within 60 days, you roll it over to a Traditional IRA, another qualified employer plan, eligible 457(b) plan, 401(a) or 403(b) plan that accepts rollovers. If you do not roll it over, special tax rules may apply.

### A. INCOME TAX WITHHOLDING

#### 1. Mandatory Withholding

If any portion of your taxable payment can be rolled over under Part I above and you do not elect to make a direct rollover, the Plan is required by law to withhold 20% of that amount. This amount is sent to the IRS as 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, you must report the full \$10,000 as a 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.

#### 2. Voluntary Withholding

If any portion of your payment is taxable but cannot be rolled over under Part I above, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. To elect out of withholding, ask the Plan Administrator for the election form and related information.

#### 3. Sixty-Day Rollover Option

If you receive a payment that can be rolled over under Part I above, you can still decide to roll over all or part of it to a Traditional IRA, another qualified employer plan, eligible 457(b) plan, 401(a) or 403(b) plan that accepts rollovers. If you decide to roll over, *you must contribute the amount of the payment you received to a Traditional IRA or another plan within 60 days after you receive the payment.* The IRS has the authority to grant extensions to the 60-day rule in cases where hardship would be related including casualty, disaster, or other events beyond the reasonable control of the distribution recipient. 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 plan.

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

**Example:** The portion of your payment that can be rolled over under Part I above 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 a Traditional IRA, qualified employer plan, 403(b) plan, or eligible 457(b) 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 the 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.)

#### **B. ADDITIONAL 10% TAX IF YOU ARE UNDER AGE 59½**

If you receive a payment before you reach age 59½ and you do not roll it over, then, in addition to the regular income tax, you may have to pay an extra tax equal to 10% of the taxable portion of the payment. The additional 10% tax generally does not apply to (1) payments that are paid after you separate from service with your employer during or after the year you reach age 55, (2) payments that are paid because you retire due to disability, (3) payments that are paid as equal (or almost equal) payments over your life or life expectancy (or your and your beneficiary's lives or life expectancies), (4) dividends paid with respect to stock by an employee stock ownership plan (ESOP) as described in Code section 404(k), (5) payments that are paid directly to the government to satisfy a federal tax levy, (6) payments that are paid to an alternate payee under a qualified domestic relations order, or (7) payments that do not exceed the amount of your deductible medical expenses. See IRS Form 5329 for more information on the additional 10% tax.

#### **C. SPECIAL TAX TREATMENT IF YOU WERE BORN BEFORE JANUARY 1, 1936**

If you receive a payment that can be rolled over under Part I and you do not roll it over to a Traditional IRA, another employer plan that will accept it, the payment will be taxed in the year you receive it. However, if the payment qualifies as a "lump sum distribution," it may be eligible for special tax treatment. (See also "Employer Stock or Securities", below.) A lump sum distribution is a payment, within one year, of your entire balance under the Plan (and certain other similar plans of the employer) that is payable to you after you have reached age 59½ or because you have separated from service with your employer (or, in the case of a self-employed individual, after you have reached age 59½ or have become disabled). For a payment to be treated as a lump sum distribution, you must have been a participant in the Plan for at least five years before the year in which you received the distribution. The special tax treatment for lump sum distributions that may be available to you is described below.

##### **1. Ten-Year Averaging**

If you receive a lump sum distribution and you were born before January 1, 1936, you can make a one-time election to figure the tax on the payment by using "10-year averaging" (using 1986 tax rates). Ten-year averaging often reduces the tax you owe.

##### **2. Capital Gain Treatment**

If you receive a lump sum distribution and you were born before January 1, 1936 and if you were a participant in the Plan before 1974, you may elect to have the part of your payment that is attributable to your pre-1974 participation in the Plan taxed as long-term capital gain at a rate of 20%.

There are other limits on the special tax treatment for lump sum distributions. For example, you can generally elect this special tax treatment only once in your lifetime, and the election applies to all lump sum distributions that you receive in that same year. If you have previously rolled over a distribution from the Plan (or certain other similar plans of the employer), you cannot use this special averaging treatment for later payments from the Plan. If you roll over your payment to a Traditional IRA, you will not be able to use special tax treatment for later payments from the Traditional IRA. Also, if you roll over only a portion of your payment to a Traditional IRA, this special tax treatment is not available for the rest of the payment. See IRS Form 4972 for additional information on lump sum distributions and how you elect the special tax treatment.

#### **D. EMPLOYER STOCK OR SECURITIES**

There is a special rule for a payment from the Plan that includes employer stock (or other employer securities). To use this special rule, 1) the payment must qualify as a lump sum distribution, as described above, except that you do not need five years of Plan participation, or 2) the employer stock included in the payment must be attributable to "after-tax" employee contributions, if any. Under this special rule, you may have the option of not paying tax on the "net unrealized appreciation" of the stock until you sell the stock. Net unrealized appreciation generally is the increase in the value of the employer stock while it was held by the Plan. For example, if employer stock was contributed to your Plan account when the stock was worth \$1,000 but the stock was worth \$1,200 when you received it, you would not have to pay tax on the \$200 increase in value until you later sold the stock.

You may instead elect not to have the special rule apply to the net unrealized appreciation. In this case, your net unrealized appreciation will be taxed in the year you receive the stock, unless you roll over the stock. The stock (including any net unrealized appreciation) can be rolled over to a Traditional IRA or another plan, either in a direct rollover or a rollover that you make yourself.

If you receive only employer stock in a payment that can be rolled over, no amount will be withheld from the payment. If you receive cash or property other than employer stock, as well as employer stock, in a payment that can be rolled over, the 20% withholding amount will be based on the entire taxable amount paid to you (including the employer stock but excluding the net unrealized appreciation). However, the amount withheld will be limited to the cash or property (excluding employer stock) paid to you.

If you receive employer stock in a payment that qualifies as a lump sum distribution, the special tax treatment for lump sum distributions described above (such as 10-year averaging) also may apply. See IRS Form 4972 for additional information on these rules.

#### **IV. SURVIVING SPOUSES, ALTERNATE PAYEES, AND OTHER BENEFICIARIES**

In general, the rules summarized above that apply to payments to employees also apply to payments to surviving spouses of employees and to spouses or former spouses who are "alternate payees." You are an alternate payee if your interest in the Plan results from a "qualified domestic relations order," which is an order issued by a court, usually in connection with a divorce or legal separation. Some of the rules summarized above also apply to a deceased employee's beneficiary who is not a spouse. However, there are some exceptions for payments to surviving spouses, alternate payees, and other beneficiaries that should be mentioned.

If you are a surviving spouse or an alternate payee, who is the employee's spouse or former spouse, you may choose to have a payment that can be rolled over, as described in Part I above, paid in a direct rollover to a Traditional IRA, another qualified employer plan, eligible 457(b) plan, 401(a) or 403(b) plan, or paid to you. If you have the payment paid to you, you can keep it or roll it over yourself to a Traditional IRA, another qualified employer plan, eligible 457(b) plan, 401(a) or 403(b) plan that accepts rollovers.

If you are a beneficiary other than the surviving spouse, you cannot choose a direct rollover, and you cannot roll over the payment yourself.

If you are a surviving spouse, an alternate payee, or another beneficiary, your payment is generally not subject to the additional 10% tax described in section III above, even if you are younger than age 59½.

If you are a surviving spouse, an alternate payee, or another beneficiary, you may be able to use the special tax treatment for lump sum distributions and the special rule for payments that include employer stock, as described in section III above. If you receive a payment because of the employee's death, you may be able to treat the payment as a lump sum distribution if the employee met the appropriate age requirements, whether or not the employee had 5 years of participation in the Plan.

#### **HOW TO OBTAIN ADDITIONAL INFORMATION**

This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. Therefore, you may want to consult with the Plan Administrator or a professional tax advisor before you take a payment of your benefits from your Plan. Also, you can find more specific information on the tax treatment of payments from qualified retirement plans in IRS Publication 575, *Pension and Annuity Income*, and IRS Publication 590, *Individual Retirement Arrangements*. These publications are available from your local IRS office, on the IRS's Internet Web Site at [www.irs.gov](http://www.irs.gov), or by calling 1-800-TAX-FORM.

This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. Therefore, you may want to consult with the Plan Administrator or a professional tax advisor before you take a payment of your benefits from your Plan. Also, you can find more specific information on the tax treatment of payments from qualified retirement plans in IRS Publication 575, *Pension and Annuity Income*, and IRS Publication 590, *Individual Retirement Arrangements*. These publications are available from your local IRS office, on the IRS's Internet Web Site at [www.irs.gov](http://www.irs.gov), or by calling 1-800-TAX-FORM.