



Accumulation Program for Part-Time and Limited-service Employees

PARTICIPANT INSTRUCTIONS For Completing a 'Request for Settlement of Account Form' to Request a Distribution from the APPLE PLAN

A participant in the APPLE Plan must meet one of the following conditions to qualify for a distribution:

1. Termination of employment
2. Retirement
3. Permanent Disability
4. Death
5. Change in employment status

Distributions from the APPLE Plan will be processed quarterly (usually after the next quarter end), according to the following processing dates on the 'Quarterly Distribution Chart':

Will be paid based on this month-end valuation balance	Deadline for MidAmerica to receive the RSAs	Must be terminated or had a status change by:	Checks will be issued between:
07/31 "Fall 1"	07/31	06/30	09/15 – 09/30
10/31 "Fall 2"	10/31	09/30	12/15 – 12/31
01/31 "Spring 1"	01/31	12/31	03/15 – 03/31
04/30 "Spring 2"	04/30	03/31	06/15 – 06/30

To withdraw funds from the APPLE Plan, please follow each of the steps below:

I. All participants requesting a distribution must complete a 'REQUEST FOR SETTLEMENT OF ACCOUNT FORM' (RSA). Please obtain the RSA Form from APPLE Plan Customer Service by dialing 1-800-634-1178, or simply print the RSA Form yourself directly from the "APPLE Plan Website" at www.keenan.com.

- A. Fill in your Name, your Current Address, your Daytime and Evening Phone Numbers, your Social Security Number, and your Date of Birth. If the name on the form is different from the name we have in our records, please provide proof of your name change (i.e. marriage certificate or copy of Social Security Card) so that we may update our records and process your request. NOTE: If you will not be remaining at the listed address, a permanent address (e.g. relative's address or P.O. Box) should be used to avoid lost checks and tax forms or other processing delays.
- B. Check the payment option you wish to elect under the section titled ACCOUNT SETTLEMENT ELECTION. NOTE: If you are transferring to PERS or STRS and you have Money Purchase Plan funds (MPP), your MPP funds are not available for this type of distribution. IRS rules require that Money Purchase Plan (MPP) funds will not be available for distribution until you have terminated working for the District in any capacity or reached age 70 ½. To determine if you have Money Purchase Plan funds (MPP), please call customer service at 800-634-1178 or visit the APPLE Plan Website, (go to www.keenan.com, [Client Login](#), [Apple Plan](#)).
- C. To request the purchase of STRS or PERS service credits using your APPLE Account Balance, you must first obtain written approval directly from STRS or PERS. They will provide you with a letter specifying the approved dollar amount needed to process your purchase. Please contact your local STRS or PERS office and request a 'cost information analysis' before submitting your distribution request paperwork to MidAmerica. Once you receive your STRS or PERS cost information analysis, indicating the appropriate dollar amount required to process your purchase, please attach a copy of it to your signed and executed APPLE Plan Request for Settlement of Account (RSA) Form and then submit both documents to MidAmerica for processing. Your request will be processed according to the approximate dates indicated in the Distribution Processing Chart above.
- D. Sign and date the form at the bottom of the page in the space labeled PARTICIPANT SIGNATURE. Participants should also check the appropriate reason for settlement and effective date of change.

II. If the distribution is due to the death of the Participant, the Beneficiary must include an actual certified copy of the death certificate with the complete 'Request for Settlement of Account Form' (RSA).

Mail the completed, signed 'REQUEST FOR SETTLEMENT OF ACCOUNT FORM', plus the certified copy of the death certificate and PERS or STRS cost information analysis letter, if applicable, directly to MidAmerica Administrative Solutions, Attn: APPLE, 211 East Main Street, Suite 100, Lakeland, FL 33801, or fax to (863) 688-4200.



A Keenan Solution

Accumulation Program for Part-Time and Limited-service Employees

Request for Settlement of Account Form

Employer (please print or type):	
Name of Participant:	
Current Mailing Address:	Social Security #:
City, State, Zip:	Date of Birth:
Daytime Phone #:	Evening Phone #:

DETERMINATION OF ELIGIBILITY

Termination of Employment Retirement Permanent Disability Change in Active Employment Status

ACCOUNT SETTLEMENT ELECTION

1. Distribute a check made payable to me for the lump sum of the entire account balance (less 20% federal tax withholding and any applicable state withholding, if taxable distribution is in excess of \$200).

2. Distribute a rollover of (A) my entire benefit, OR (B) \$ _____ (insert dollar amount of at least \$200) of my account balance to the IRA, 457 plan, annuity plan, or qualified plan designated in the Direct Rollover Information section of this form. Please distribute any remaining portion of my benefit that is not transferred to the rollover plan, less income tax withholding, directly to me.

** To request a purchase of PERS or STRS service credits with your APPLE Plan Account Balance, you must obtain written approval directly from PERS or STRS first. Please contact your local PERS or STRS office and request a 'cost information analysis' letter. Once you receive your cost information analysis letter indicating the approved dollar amount needed to process your purchase, attach a copy of the letter to the signed and properly executed RSA Form and submit both documents to MidAmerica for processing.*

3. Death Distribution of entire account balance (less 10% federal tax withholding if made payable to the Estate of Participant).
 I do not want Federal Income Tax withheld. I want to have Federal Income Tax withheld.

Beneficiary Name:	Social Security #:
Relationship to Participant:	Date of Birth:
Current Mailing Address:	Date of Death:
City, State, Zip:	Evening Phone #:

PLEASE NOTE: The Beneficiary MUST include a copy of the certified death certificate with the completed distribution request form. The SSN and address must be provided to avoid tax withholding. (Spouses not rolling over distribution must have 20% withheld.)

DIRECT ROLLOVER INFORMATION

Complete this section only if you checked option 2 of the Account Settlement Election section above. (Check will be made payable to the IRA account, 457 plan, annuity plan, or qualified plan listed below). I represent that the IRA, 457 plan, annuity plan, or qualified plan designated below is a proper recipient plan for a direct rollover. Please note that your account is not eligible to be rolled into a Roth IRA. *(please print)*

Name of IRA, 457 Plan, Annuity Plan, or Qualified Plan	Account No.	Plan Type: (Check one)
Make Check Payable To:		<input type="checkbox"/> IRA
Name of Payee ("FBO" - For the Benefit Of)		<input type="checkbox"/> 403(b)
Address to Send Direct Rollover		<input type="checkbox"/> 457
City, State Zip		<input type="checkbox"/> Other _____

ACKNOWLEDGEMENT AND AUTHORIZATION

I hereby request my APPLE Plan distribution be paid to me in accordance with my election above. I understand that distribution can only be made if I have terminated employment, retired, become permanently disabled, or changed my employment status to participate in PERS or STRS. By signing below, I hereby acknowledge that I have received and read the "Special Tax Notice Regarding Plan Payments" provided to me. I understand that if I choose to roll over my distribution(s) to another Plan or account within 60 days of receipt of my distribution check, I will have to replace the withheld funds with my own out-of-pocket money or I may be required to pay income taxes on the 20% that was withheld. Additional information is contained on the Tax Information Notice immediately following this form. Upon receipt of my distribution, I release the Contract Administrator, Consultant, Trustee(s), Plan Sponsor, and Financial Institutions from and against any and all claims with respect to my interest in the APPLE Plan. I understand that the distribution will be based on the value of my account as of the last valuation date following my request for distribution.

Participant Signature _____ Date _____

Return this completed 'Request for Settlement of Account Form' plus the certified copy of the death certificate and PERS or STRS cost information analysis letter, if applicable, directly to:

Mail: MidAmerica Administrative Solutions, Attn: APPLE, 211 East Main Street, Suite 100, Lakeland, FL 33801 or Fax: 863-688-4200

SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

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, Roth IRA, another qualified employer plan, eligible 457(b) plan, 401(a) or 403(b) plan. A "Traditional IRA" does not include a 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, Roth 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.

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.

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
- 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
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment

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 or after your death
- Corrective distributions of contributions that exceed tax law limitations
- Cost of life insurance paid by the Plan
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment
- 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

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 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 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 generally included in the payment. If you have pre-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.

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 a portion is paid to you, each of the payments will include an allocable portion of the after-tax contributions. If you do a 60-day rollover to an IRA of only a portion of the payment made to you, the after-tax contributions are treated as rolled over last.

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, Individual Retirement Arrangements (IRAs).

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 do a 60-day rollover in the amount of the loan offset to an IRA or employer plan.

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

You cannot roll over a payment from the Plan to a designated Roth account in an employer plan. You can roll over a payment from the Plan made before January 1, 2010 to a Roth IRA only if your modified adjusted gross income is not more than \$100,000 for the year the payment is made to you and, if married, you file a joint return. These limitations do not apply to payments made to you from the Plan after 2009. If you wish to roll over the payment to a Roth IRA, but you are not eligible to do a rollover to a Roth IRA until after 2009, you can do a rollover to a traditional IRA and then, after 2009, elect to convert the traditional IRA into a Roth IRA.

If you roll over the payment 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). For payments from the Plan during 2010 that are rolled over to a Roth IRA, the taxable amount can be spread over a 2-year period starting in 2011. 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, Individual Retirement Arrangements (IRAs).

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

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*, IRS Publication 590, *Individual Retirement Arrangements*, and IRS Publication 571, *Tax-Sheltered Annuity Plans (403(b) Plans)*. These publications are available from your local IRS office, on the IRS's Internet Web Site at www.irs.gov, or by calling 1-800-TAX-FORM.