

# RETIREMENT PLAN LOAN REQUEST FORM

EMPLOYER: \_\_\_\_\_

PARTICIPANT NAME: \_\_\_\_\_  
Last First M.I.

ADDRESS: \_\_\_\_\_  
Street City State Zip Code

SOCIAL SECURITY #: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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**LOAN INFORMATION:**

Amount of Loan: \$ \_\_\_\_\_ (you may write "maximum")  
The maximum is 50% of your vested balance up to \$50,000.

Number of Years: \_\_\_\_\_ (If over 5 years you must provide proof of purchase of primary residence)

Interest Rate: 1% above Prime Rate (Interest is paid to your account. Loan interest is not deductible.)

Payroll Cycle: [ ] weekly [ ] bi-weekly [ ] twice a month [ ] monthly

Notes:

- A promissory note and amortization schedule will be mailed to your human resources department.
- If you are married you must have spousal consent, unless the plan is not subject to this rule.
- Your check will be mailed to your human resources department to ensure the promissory note is signed before you get the check.
- Funds for the loan will be sold based on the percentage of the funds' balance to the balance of all funds.
- Loan payments are made only through payroll deduction on an after-tax basis.
- Any applicable loan fees will be subtracted from your loan check, usually between \$50 - \$175 depending on your company's fee arrangement and the length of the loan.

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**OPTIONAL DELIVERY INFORMATION:**

Optional Services (\$20.00): [ ] Overnight check to my company's human resources department (see above)

The optional services will only save time as compared to US Mail and will not speed the processing of your loan. The \$20 fee will be deducted from your check.

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**SIGNATURES:**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee/Authorized Signature

\_\_\_\_\_  
Date

HAVE THIS FORM SIGNED BY A TRUSTEE OR AUTHORIZED REPRESENTATIVE AND THEN HAVE IT FAXED  
TO RETIREMENT PLANNERS.