

INSTRUCTIONS AND INFORMATION FOR COMPLETING THE WITHDRAWAL/ROLLOVER FORM

Do not use this form to request a hardship withdrawal, loan, death benefit withdrawal, or age 70½ Required Minimum Distribution.

Deferred Distributions

Section 1102 of the Pension Protection Act of 2006 requires plans to notify participants that they have the right to defer distributions as well as the consequences of making that choice. The investment options available in your plan as well as the fees related to the investment options are part of this consideration.

For a description of the investment options available in your plan, including fees: log onto your account at www.retirementplanners.com, and click on the fund names for descriptions and associated expenses. Alternatively, participants may obtain this information by calling our toll free service line at 1-888-689-5530 to speak to a Client Service Representative.

Participants should also review their plan's Summary Plan Description (SPD) which may contain special provisions that may materially affect their decision to defer a distribution. For a copy of the SPD, please contact your Plan Sponsor.

Section 2 – Reason for Withdrawal

Check one option and complete the date of the event as applicable. Disability withdrawals will usually require proof that you are disabled according to the Social Security definition of disability. Please note that most plans do not allow In-Service withdrawals until age 59½ or later.

Section 3 – Vesting Information

You can skip this section. This section will be completed by the plan's trustee or by Retirement Planners.

Section 4 – Tax Withholding Information

Federal Tax Withholding

Distributions of taxable contributions plus earnings on all contributions are subject to federal income tax. Federal law requires that 20% of the taxable amount of an eligible rollover distribution be withheld, unless payment is directly rolled over into another Section 401(a) qualified plan, Section 403(b) Plan, Governmental Section 457 Plan, or IRA. Taxes will not be withheld on distributions less than \$200.00. The amount withheld may not represent your entire tax bill. Please refer to the Special Tax Notice regarding these tax rules. Contact your tax advisor or IRS if you have any questions concerning withholding or these tax rules.

State Tax Withholding

State income tax will be withheld from the taxable portion of your payment if you are a resident of **Arkansas, Delaware, District of Columbia, Iowa, Kansas, Maine, Maryland, Massachusetts, Nebraska, North Carolina, Oklahoma, Vermont** or **Virginia**. If you are a resident of **California** or **Oregon**, state income tax will be withheld unless you check the box and elect 0%. Some other states allow voluntary tax withholding. Residents of states that allow voluntary withholding may elect to have state income tax withheld from the taxable portion of your payment by checking the box and completing the percentage to be withheld. If the amount or percentage indicated is less than the state tax minimum, the minimum will be withheld. Additional information can be obtained by contacting your state's Department of Revenue.

Section 5 – Payment and Mailing Information

If you want a cash withdrawal payable to you select "To Me". A check will be sent via the US Postal Service to you unless you select an Optional Service. You must verify your wiring instructions with your bank, as not all banks accept wires.

If you want to make a rollover into an IRA or your new employer's plan please select the applicable box, select a mailing destination, and complete the Payee Name, Address and Account Number. If your account contains both Roth and non-Roth funds, and you want to roll the funds separately into a Roth IRA and Traditional IRA respectively, then select both My Traditional IRA and My Roth IRA. Please read the Special Tax Notice for more information on the taxation of rolling non-Roth funds to a Roth IRA.

If you want to receive a portion of your account as a cash withdrawal, and the remaining balance rolled over to an IRA, check the box to split your withdrawal and complete two forms. On the form for a cash withdrawal, in the area to the left of the split withdrawal checkbox, write the amount you want to receive as cash before taxes are withheld. There is a \$75 fee for each withdrawal.

Section 6 – Signatures

You must sign and date the form after reading these Instructions and the certification. Retirement Planners will obtain the Trustee/Authorized Signature from the employer.

Use one of the following methods to submit your completed form:

Mail to:	Retirement Planners 7639 Leesburg Pike Falls Church, VA 22043
Fax to:	703-893-7325
Scan & Email to:	help@retirementplanners.com

Your plan may require you to complete additional forms or paperwork as applicable for the plan. There is a \$75.00 fee for each withdrawal or check processed.

RETIREMENT PLAN WITHDRAWAL/ROLLOVER FORM

EMPLOYER OR PLAN NAME: _____ SOCIAL SECURITY #: _____

YOUR NAME: _____ BIRTH DATE: ____/____/____ PHONE #: _____

ADDRESS: _____
Street City State Zip

SECTION 2 - REASON FOR WITHDRAWAL (check one)

- Termination of Employment on ____/____/____ Retirement on ____/____/____ Disability
 Qualified Domestic Relations Order (Attach properly executed Order) In-Service \$ _____

SECTION 3 - VESTING INFORMATION (to be completed by Employer or TPA)

EE Deferral ____% or \$ _____ ER Match ____% or \$ _____
ER Discretionary ____% or \$ _____ Other: _____% or \$ _____

The final contribution for the participant will be submitted on ____/____/____ for the period ending ____/____/____.
Withdrawals will not be processed until we receive the final contribution.

SECTION 4 - TAX WITHHOLDING INFORMATION

If you are electing a rollover to another qualified plan or IRA please skip to the next section.

If you elect a distribution payable to you, federal law requires that 20% of the taxable amount of the distribution be withheld for Federal Income Tax unless the distribution is rolled over to another qualified plan or IRA. If you are not at least 59½ years of age there is an additional 10% penalty that must be paid when you file your tax return. Please read the Special Tax Notice for more information.

STATE TAX: If you elect not to make a direct rollover, the applicable state income tax will be withheld if your address is in Arkansas, Delaware, DC, Iowa, Kansas, Maine, Maryland, Massachusetts, Nebraska, North Carolina, Oklahoma, Vermont or Virginia. If your address is in California or Oregon state income tax will be withheld unless you check that you do not want state tax withheld. Residents of all other states have voluntary withholding and you may elect to have state income tax withheld.

- Please withhold ____% of my distribution for voluntary state income tax withholding.

SECTION 5 - PAYMENT AND MAILING INFORMATION

To split your withdrawal into multiple options check here and complete a separate form for each option (see instructions).

Make check payable to: To me My New Retirement Plan My Traditional IRA (only non- Roth funds) My Roth IRA (both Roth and non-Roth funds)

Mail check to: To me My New Retirement Plan My Traditional IRA (only non- Roth funds) My Roth IRA (both Roth and non-Roth funds)

Payee Name: _____ Rollover Acct. #: _____

Address: _____

Optional Services (\$25.00): Overnight check Wire funds as follows:

Please note that your withdrawal will not be processed until your final contribution has been deposited. The optional services will only save time as compared to US Mail and will not speed the processing of your distribution. The \$25 fee will be deducted from your distribution. Returned wires will be cancelled and a check mailed.

Bank Name: _____

Bank City, State: _____

ABA#: _____ Acct #: _____

Acct. Name: _____

SECTION 6 - SIGNATURES

I, the undersigned participant, certify I have read the Instructions to this form and the SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS and certify that all information on this form is true and correct. I understand that I have the right to have 30 days from the date I received the Special Tax Notice to consider whether I want to elect a direct rollover. By returning this Withdrawal Form prior to the 30 day period I waive the 30 day period and make the above election. If I elected to make a rollover of non-Roth funds into a Roth IRA I understand that I will be responsible for paying taxes on the eligible rollover distribution in the year the rollover is made.

Participant Signature _____

Date _____

I, the undersigned signatory, certify that all the above information is correct, that the participant elections are applicable, and that spousal consent has been obtained if required by my plan. I also certify that all applicable information was given to the participant regarding taxes and rollovers as required by regulations.

Trustee/Authorized Signature _____

Date _____

QUALIFIED RETIREMENT PLAN

SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

This notice explains how you can continue to defer federal income tax on your retirement plan savings in the Plan and contains important information you will need before you decide how to receive your Plan benefits. All references to "the Code" are references to the Internal Revenue Code of 1986, as amended. This notice summarizes only the federal (not state or local) tax rules which apply to your distribution. Because these rules are complex and contain many conditions and exceptions which we do not discuss in this notice, you may need to consult with a professional tax advisor before you receive your distribution from the Plan.

A. TYPES OF PLAN DISTRIBUTIONS

Eligibility for rollover. The Code classifies distributions into two types: (1) distributions you may roll over ("eligible rollover distributions") and (2) distributions you may not roll over. (See "Distributions not eligible for rollover." below.) You may also receive a distribution where part of the distribution is an eligible rollover distribution and part is not eligible for rollover. A rollover is a payment by you or the Plan Administrator of all or part of your benefit to another plan or IRA that allows you to continue to postpone taxation of that benefit until it is paid to you (except for a rollover from a pre-tax account to a Roth IRA, described in the last paragraph of Section B below). The Plan Administrator will assist you in identifying which portion of your distribution is an eligible rollover distribution and which portion is not eligible for rollover.

Plans that may accept a rollover. You may roll over an eligible rollover distribution either to a Roth IRA, a traditional IRA or an eligible employer plan that accepts rollovers. An "eligible employer plan" includes a plan qualified under Code Section 401(a), including a 401(k) plan, profit sharing plan, defined benefit plan, stock bonus plan (including an ESOP), and money purchase plan; a Section 403(a) annuity plan; a 403(b) plan; and an eligible Section 457(b) plan maintained by a governmental employer (governmental 457 plan). Special rules apply to the rollover of after-tax contributions. See "After-tax contributions" below. **YOU MAY NOT ROLL OVER ANY DISTRIBUTION TO A SIMPLE IRA OR A COVERDELL EDUCATION SAVINGS ACCOUNT (FORMERLY KNOWN AS AN EDUCATIONAL IRA).**

Deciding where to roll over a distribution. An eligible employer plan is not legally required to accept a rollover. Before you decide to roll over your payment to another employer plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts as a rollover. Even if a plan accepts rollovers, it might not accept rollovers of certain types of distributions, such as after-tax amounts. If this is the case, and your distribution includes after-tax amounts, you may wish instead to roll over your distribution to an IRA or to split your rollover amount between the employer plan in which you will participate and an IRA. You should also find out about any documents you must complete before a "receiving" plan or IRA sponsor will accept a rollover. If an employer plan accepts your rollover, the plan may restrict subsequent distributions of the rollover amount or may require your spouse's consent for any subsequent distribution. A subsequent distribution from the plan that accepts your rollover may also be subject to different tax treatment than distributions from this Plan. Check with the administrator of the plan that is to receive your rollover, regarding subsequent distributions and taxation of the amount you will roll over, prior to making the rollover.

Distributions not eligible for rollover. An eligible rollover distribution means any distribution to you of all or any portion of your account balance under the Plan except the following:

Required minimum distributions. Beginning in the year in which you retire or reach age 70 1/2 (whichever is later), the Code may require the Plan to make "required minimum distributions" to you. You may not roll over the required minimum distributions. Special rules apply if you own more than 5% of the Employer.

Corrective distributions. You may not roll over a distribution from the Plan to correct a failed nondiscrimination test or because legal limits on certain contributions were exceeded.

Hardship distributions. A hardship distribution is not eligible for rollover.

Loans treated as taxable "deemed" distributions. You may not roll over the amount of a plan loan that becomes a taxable deemed distribution because of a default. However, a loan offset amount is eligible for rollover, as discussed in Part C. below. Ask the Plan Administrator if distribution of your loan qualifies for rollover treatment.

After-tax contributions.

After-tax/rollover into an IRA. You may roll over after-tax contributions, if any, to an IRA either directly or indirectly. The Plan Administrator will assist you in identifying how much of your payment is the taxable portion and how much is the after-tax portion. If you roll over after-tax contributions to an IRA, it is your responsibility to keep track of, and report to the IRS on the applicable forms, the amount of these after-tax contributions. This will enable you to determine the nontaxable amount of any future distributions from the IRA. Once you roll over your after-tax contributions to an IRA, you may NOT later roll over those amounts to an employer plan, but may roll over your after-tax contributions to another IRA.

After-tax/rollover into an employer plan. You may DIRECTLY roll over after-tax contributions, if any, from the Plan to another qualified plan (including a defined benefit plan) or to a 403(b) plan if the other plan will accept the rollover and provides separate accounting for amounts rolled over, including separate accounting for the after-tax employee contributions and earnings on those contributions. You may NOT roll over after-tax contributions from the Plan to a Section 403(a) annuity plan, or to a governmental 457 plan. If you want to roll over your after-tax contributions to an employer plan that accepts these rollovers, you cannot have the after-tax contributions paid to you first. You must instruct the Plan Administrator to make a direct rollover on your behalf. Also, you may not first roll over after-tax contributions to an IRA and then roll over that amount into an employer plan.

30-Day Notice Period/Waiver. After receiving this notice, you have at least 30 days to consider whether to receive your distribution or have the distribution directly rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your distribution then will be processed in accordance with your election as soon as practical after the Plan Administrator receives your election.

B. DIRECT ROLLOVER

Direct rollover process. You may elect a direct rollover of all or any portion of an eligible rollover distribution. If you elect a direct rollover, the Plan Administrator will pay the eligible rollover distribution directly to your IRA or to another eligible employer plan which you have designated. Alternatively, for the cash portion of your distribution, if any, the Plan Administrator may give you a check negotiable by the trustee or custodian of the recipient eligible employer plan or IRA. To complete the direct rollover, you must deliver the check to that trustee/custodian. A direct rollover amount is not subject to taxation at the time of the rollover, unless the direct rollover is from a pre-tax account to a Roth IRA. Except for a direct rollover of a pre-tax amount to a Roth IRA, the taxable portion of your direct rollover will be taxed later when you take it out of the IRA or the eligible employer plan. Depending on the type of plan, the later distribution may be subject to *different tax treatment* than it would be if you received a taxable distribution from this Plan. If you elect a direct rollover, your election form must include identifying information about the recipient IRA or plan.

Splitting a distribution/small distributions. If your distribution exceeds \$500, you may elect a direct rollover of only a part of your distribution, provided the portion directly rolled over is at least \$500. If your distribution is \$500 or less, you must elect either a direct rollover of the entire amount or payment of the entire amount. The Plan might not let you choose a direct rollover if your distributions for the year are less than \$200.

Change in tax treatment resulting from a direct rollover. The tax treatment of any payment from the eligible employer plan or IRA receiving your direct rollover might be different than if you received your benefit in a taxable distribution directly from the Plan. For example, if you were born before January 1, 1936, you might be entitled to ten-year averaging or capital gain treatment, as explained below. However, if you roll over your benefit to a Section 403(b) plan, a governmental 457 plan, or an IRA, your benefit will no longer be eligible for that special treatment. See the sections below entitled "10% penalty tax if you are under age 59 1/2" and "Special tax treatment if you were born before 1936."

Taxation of direct rollover of pre-tax distribution to Roth IRA. If you directly roll over a pre-tax distribution to a Roth IRA, the taxable portion of the distribution is subject to taxation for the taxable year in which the distribution occurs (except that a special taxation rule applies to distributions during 2010 that you roll over to a Roth IRA, under which the distribution is subject to taxation ratably during 2011 and 2012).

C. DISTRIBUTIONS YOU RECEIVE

Taxation of eligible rollover distributions. The taxable portion of an eligible rollover distribution which you elect to receive is taxable to you in the year you receive it unless, within 60 days following receipt, you roll over the distribution to an IRA or to another eligible employer plan.

Withholding on eligible rollover distributions. The taxable portion of your eligible rollover distribution is subject to 20% federal income tax withholding. You may not waive this withholding. For example, if you elect to receive a taxable eligible rollover distribution of \$5,000, the Plan will pay you only \$4,000 and will send to the IRS \$1,000 as income tax withholding. You will receive a Form 1099-R from the Plan reporting the full \$5,000 as a distribution from the Plan. The \$1,000 withholding amount applies against any federal income tax you may owe for the year. The direct rollover is the *only* means of avoiding this 20% withholding.

60-day rollover option. The direct rollover explained in Section B above is not the only way to make a rollover. If you receive payment of an eligible rollover distribution, you may still roll over all or any portion of the distribution to an IRA or to another eligible employer plan that accepts rollovers. If you decide to roll over the distribution, *you must make the rollover within 60 days of your receipt of the payment.* The portion of your distribution which you elect to roll over is not subject to taxation until you receive distributions from the IRA or eligible employer plan, except that a rollover of a distribution from a pre-tax account to a Roth IRA is subject to taxation in the taxable year in which the distribution occurs.

You may roll over 100% of your eligible rollover distribution even though the Plan Administrator has withheld 20% of the distribution for income tax withholding. If you elect to roll over 100% of the distribution, you must obtain *other money* within the 60-day period to contribute to the IRA or eligible employer plan to replace the 20% withheld. If you elect to roll over only the 80% which you receive, the 20% withheld will be subject to taxation.

Example. Assume the taxable portion of your eligible rollover distribution is \$5,000, and you do not elect a direct rollover. The Plan pays you \$4,000, withholding \$1,000 for income taxes. However, assume within 60 days after receiving the \$4,000 payment, you decide to roll over the entire \$5,000 distribution. To make the rollover, you will roll over the \$4,000 you received from the Plan and you will contribute \$1,000 from other sources (your savings, a loan, etc.). In this case, you will not have any tax liability with respect to the Plan distribution. The Plan will report a \$5,000 distribution for the year and you will report a \$5,000 rollover. When you file your income tax return, you may receive a refund of the \$1,000 withheld. If you roll over only the \$4,000 paid from the Plan, the \$1,000 you do not roll over is taxable. In addition, the \$1,000 you do not roll over may be subject to a 10% penalty tax. See "10% penalty tax if you are under age 59 1/2" below. When you file your income tax return, you still may receive an income tax refund, but the refund likely will be smaller because \$1,000 of the distribution is taxable.

Withholding on distributions not eligible for rollover. The 20% withholding described above does not apply to any taxable portion of your distribution that is *not* an eligible rollover distribution. You may elect whether to have federal income tax withholding apply to that portion. If you do not wish to have any income taxes withheld on that portion of your distribution, or if you wish to have an amount other than 10% withheld, you will need to sign and date IRS Form W-4P, checking the box opposite line 1. The Plan Administrator will provide you with Form W-4P if your distribution includes an amount that does not constitute an eligible rollover distribution. If you do *not* return the Form W-4P to the Plan Administrator prior to the distribution, the Plan Administrator will treat the failure to return the form as an *affirmative election* to have 10% withholding apply.

10% penalty tax if you are under age 59 1/2. If you receive a distribution from the Plan before you reach age 59 1/2 and you do not roll over the distribution, the taxable portion of your distribution is subject to a 10% penalty tax in addition to any federal income taxes unless an exception applies. For example, the 10% penalty tax does not apply if you separate from service with the Employer during or after the year in which you attain age 55, and then receive a distribution. See IRS Form 5329 for more information on the 10% penalty tax.

The 10% penalty tax will not apply to distributions from a governmental 457 plan, except to the extent the distribution (including earnings) is attributable to an amount you rolled over *to* that plan from another type of eligible employer plan or IRA. Any amount rolled over *from* a governmental 457 plan to another type of eligible employer plan or to a traditional IRA will become subject to the additional 10% tax if it is distributed to you before you reach age 59 1/2, unless one of the exceptions applies.

Special tax treatment if you were born before 1936. If your distribution is a "lump-sum distribution," and you were born before 1936, you may elect special tax treatment, but only if you do not roll over any part of the lump-sum distribution. If you roll over only a portion of your distribution to an IRA, a governmental 457 plan, or a Section 403(b) plan, this special tax treatment is not available for the rest of the payment. A lump-sum distribution is payment of your entire vested account balance (including any nontaxable portion of your distribution) under the Plan (and certain similar plans maintained by the Employer) that is made within one calendar year. If you are not a self-employed individual, the distribution must occur after you attain age 59 1/2 or after you have separated from service with the Employer. For a self-employed individual, a lump-sum distribution must occur after the self-employed individual attains age 59 1/2 or becomes disabled.

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

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

Income averaging election and limitations. You must have completed at least five years of active participation in the Plan for special tax treatment to apply to the lump-sum distribution election. You may elect special tax treatment, known as income averaging, by filing IRS Form 4972 with your income tax return. The instructions to Form 4972 provide further details regarding the reporting of your lump-sum distribution and describe the rules for determining whether a distribution qualifies as a lump-sum distribution. As a general rule, you may not elect income averaging for a lump-sum distribution if you elected income averaging with respect to a prior lump-sum distribution you received after December 31, 1986, or after you had attained age 59 1/2. You may not elect this special tax treatment if you rolled amounts into this Plan from a Section 403(b) plan, from a governmental 457 plan or from an IRA not originally attributable to a qualified employer plan. You also may not elect income averaging if you previously rolled over another distribution from the Plan. Finally, you may not elect income averaging if you roll over your distribution to an IRA, a governmental 457 plan or a 403(b) plan, and then take a distribution from the IRA, plan or annuity.

Repayment of participant loans. If you have an outstanding participant loan when you separate from service with the Employer, the Employer may reduce ("offset") your account balance by the outstanding loan balance. The loan offset is a distribution and is taxable to you unless you roll over the amount of the offset within 60 days of the date of the offset. Withholding does not apply if the loan offset is your only distribution. If you receive a distribution of cash or property in addition to the offset, withholding will apply to the entire distribution, but the withholding amount will not exceed the amount of cash or property you receive in addition to the offset. You may not roll over the amount of a defaulted plan loan that is a taxable *deemed* distribution.

Government publications. IRS Publication 575 and IRS Publication 590 provide additional information about the tax treatment of plan distributions and rollovers. These publications are available from your local IRS office, on the IRS's Internet Website at www.irs.gov, or by calling 1-800-TAX-FORMS.