

A Plan loan allows you to borrow against your retirement plan, at a rate determined by your investment provider, and pay yourself back over time. The IRS limits a 403(b) plan loan to \$50,000 or one half of your account value including existing loans. If you are interested in taking a loan against a 403(b) account funded under your current or previous employer's 403(b) plan, submit this form along with your investment provider paperwork to SchoolsFirst Plan Administration for authorization. Please be aware that IRS taxes and penalties may apply if you default on a loan.

**Note:** Please allow 5-7 business days for review and authorization. Missing or incomplete documentation will result in a delay of your request.

**1 Participant Information**

First Name	Last Name	Social Security Number (REQUIRED)	Date of Birth
Street Address	City	State	Zip Code
School District Listed As Employer on this Account (REQUIRED)		Participant Email Address	
Financial Advisor		Financial Advisor Phone Number	

**2 Investment Provider Information**

Name of the Investment Provider You are Requesting the 403(b) Loan From	Account Number	Phone Number
Investment Provider Address (Street or P.O. Box)	City	State
		Zip Code

**3 Forwarding Instructions**

Please provide a valid fax number for the Investment Provider listed above in Section 2 or indicate a contact you would like the authorized form faxed to. If no fax number is provided below your forms will be sent to the default number on record (if available). These forms contain non-public personal information and **will not be emailed**.

Fax Number	Attention (if applicable)
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**4 Current and Previous Loans**

Answer the following questions concerning current and previous loans:

1. Do you currently have or have you had in the past 12 months a 403(b), 401(a), or 457(b) loan(s)?  Yes  No
2. Have you ever defaulted on a previous 403(b), 401(a), or 457(b) plan loan?  Yes  No

**5 Current Loan and Account Balances**

Please list any 403(b), 457(b) and/or 401(a) accounts you have under the same sponsoring school district plan listed above. Enter an approximate account value and loan balance (if any) for each account. Loans that are in default status may prevent authorization of your request for further loans.

	Investment Provider Name	Current Account Value	Current Outstanding Loan Amount (if any)	Highest Loan Balance (in last 12 months)	In Good Standing
Example	XYZ Annuity Company	\$ 30,000.00	\$ 6,000.00	\$ 6,000.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Account 1					<input type="checkbox"/> Yes <input type="checkbox"/> No
Account 2					<input type="checkbox"/> Yes <input type="checkbox"/> No
Account 3					<input type="checkbox"/> Yes <input type="checkbox"/> No

**6 Participant Approval**

I recognize that the information contained on and attached to this form may be shared with a third party (including SchoolsFirst Federal Credit Union) as necessary to administer the Plan in accordance with the Internal Revenue Code. I authorize the investment providers indicated on this form to release non-public information pertaining to my accounts as necessary to administer the Plan including account balance, loan balance, loan status, and loan history. I certify that the information I have provided is accurate. I also acknowledge that the value of my account is based on market performance and that market fluctuations may result in a value variance during the time my request is being authorized and processed.

Participant Signature (REQUIRED)	Date	Requested Loan Amount
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**7 For SchoolsFirst Plan Administration Use Only**

SchoolsFirst Plan Administration represents this loan of 403(b) amounts is permitted by the employer's plan and is in accordance with the Information Sharing Agreement entered into by your company and SchoolsFirst Plan Administration, provided that SchoolsFirst Plan Administration has signed below. The loan issue amount may not exceed the dollar amount indicated in the Authorized Loan Amount box. SchoolsFirst Plan Administration, LLC reserves the right not to sign vendor paperwork according to the ISA (if applicable).

Authorized SchoolsFirst Plan Administrator Signature (REQUIRED)	Date	Authorized Loan Amount
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**Required Documents**

A SchoolsFirst Plan Administration Plan Authorization Form must be submitted to SchoolsFirst Plan Administration to authorize any transaction involving 403(b) or Roth 403(b) amounts from investment providers of your employer or former employer's plan. The investment provider may require its own paperwork in addition to our Authorization Form. Authorization Forms provide a summary of critical information regarding your request that assists us with authorizing the transaction. Please review the instructions below to ensure that you are providing all necessary documents to expedite the authorization process.

Authorization Type	Include the Following Documentation
<b>Distribution/Rollover</b>	1. Completed Investment Provider distribution/rollover paperwork. 2. Completed SchoolsFirst Plan Administration Plan Distribution/Rollover Authorization Form.  Requires a distributable event (i.e., age 59 ½, RMD, separation from service, death, disability, QDRO, or excess correction)  Note: Part-time substitute and adjunct employees are not considered separated from service. Verification of your distributable event is required. For age related events, please include a copy of a valid ID for verification.
<b>403(b) Hardship Withdrawals</b>	1. Completed Investment Provider hardship distribution paperwork. 2. Completed SchoolsFirst Plan Administration Plan Hardship Authorization Form and Hardship Questionnaire. 3. Proof of unpaid hardship expenses equal to or more than the amount requested.  Note: Contributions to all employer plans under this district must cease for a 6-month period for a hardship distribution to be approved. See Plan Hardship Distribution Documentation Guidelines for clarification on qualified hardship reasons and specific documentation guidelines.
<b>Exchanges*</b>	1. Completed Investment Provider exchange paperwork. 2. Completed SchoolsFirst Plan Administration Plan Exchange Authorization Form.
<b>Purchase of Service Credit</b>	1. Completed Investment Provider paperwork. 2. Completed STRS, PERS or PARS paperwork. 3. Completed SchoolsFirst Plan Administration Plan Exchange Authorization Form.
<b>Plan Loans</b>	1. Completed Investment Provider loan paperwork. 2. Completed SchoolsFirst Plan Administration Plan Loan Authorization Form. 3. Current account statements for each Investment Provider listed on the authorization form.  Note: If requesting a residential loan, proof of home purchase must also be submitted. If a default has been repaid, offset or otherwise returned to good standing, please provide proof.
<b>QDRO Distribution/Rollover</b>	1. Completed SchoolsFirst Plan Administration QDRO Distribution/Rollover Authorization Form. 2. Documentation pertaining to the division of retirement assets due to divorce.
<p><b>*Exchanges</b>            As of January 1, 2009, participants may only exchange their accounts among the approved providers in the employer's 403(b) Plan. To verify that the provider you have selected is an approved provider, review the SchoolsFirst Plan Administration Approved Provider List available online at <a href="http://www.schoolsfirstfcu.org">www.schoolsfirstfcu.org</a>.</p>	

**Processing Time Commitment**

After this form has been received by SchoolsFirst Plan Administration in good order, it will be forwarded to your Investment Provider in 5-7 business days. Once authorized, please contact your Investment Provider to obtain information regarding the status of your request.

**Submission Instructions**

To expedite processing, fax the required forms for your request (as listed above) to: **Attention: Retirement Plan Administration 714.258.4262**

Forms may also be returned to a SchoolsFirst FCU branch location or mailed to: **SchoolsFirst Plan Administration  
Attention: Retirement Plan Administration  
P.O. Box 11547  
Santa Ana, CA 92711**

**Questions? Contact us at 800.462.8328, extension 4727**

Our Plan Administrators are available to assist you Monday through Friday, 7 a.m. to 7 p.m., and Saturdays, 9 a.m. to 3 p.m. Pacific Time.

**SchoolsFirst Plan Administration is not responsible for transaction requests that are submitted to an incorrect number resulting in personal or private information sent to a wrong location. Please check the fax number carefully before sending requests to SchoolsFirst Plan Administration.**