

This form must be submitted to SchoolsFirst Plan Administration to authorize a distribution or rollover of 403(b) funds as required by court order. The Investment Provider will require its own paperwork in addition to this form, you may include that paperwork when submitting this form to SchoolsFirst Plan Administration for authorization. All attached forms will be forwarded to the Investment Provider indicated below upon determination that the distribution/rollover is subject to a Qualified Domestic Relations Order. If a Domestic Relations Order or Marital Settlement Agreement has not been submitted for review, please submit the documents along with this form. SchoolsFirst Plan Administration will review the legal documents and determine if they contain the necessary elements as set forth in Code Section 414(p) to be a Qualified Domestic Relations Order.

**Note:** If you have not already begun the QDRO Authorization process with a Plan Administrator, please call 800.462.8328 x4727 and speak with a Plan Administrator. Additional steps may be required to complete your Distribution/Rollover request.

**1 Participant Information**

\_\_\_\_\_  
First Name Last Name Social Security Number (REQUIRED) Date of Birth

\_\_\_\_\_  
Street Address City State Zip Code Daytime Phone Number

\_\_\_\_\_  
Participant Email Address School District Listed as Employer on this Account (REQUIRED)

**2 Alternate Payee Information**

\_\_\_\_\_  
First Name Last Name Social Security Number Date of Birth

\_\_\_\_\_  
Street Address City State Zip Code Daytime Phone Number

\_\_\_\_\_  
Alternate Payee Email Address

**3 Investment Provider Information**

Enter information for the investment provider currently holding the assets you wish to distribute or rollover under a QDRO.

\_\_\_\_\_  
Investment Provider (REQUIRED) Phone Number Fax Number

\_\_\_\_\_  
Mailing Address City State Zip Code

\_\_\_\_\_  
Account Number(s) (REQUIRED)

**4 Alternate Payee Approval**

I authorize the release of non-public personal information pertaining to the above accounts to SchoolsFirst Plan Administration representatives as necessary to administer the Plan and certify that the information I have provided on this form is accurate. I understand that taxes may apply to any distribution I receive that is not rolled over to another retirement plan.

\_\_\_\_\_  
Alternate Payee Signature (REQUIRED) Date

**5 For SchoolsFirst Plan Administration Use Only**

SchoolsFirst Plan Administration, LLC represents this Alternate Payee is eligible to distribute or rollover amounts in accordance with the employer's plan and the Information Sharing Agreement entered into by your company and SchoolsFirst Plan Administration, provided that SchoolsFirst Plan Administration has signed below. SchoolsFirst Plan Administration reserves the right to not sign vendor paperwork according to the ISA (if applicable).

\_\_\_\_\_  
Authorized SchoolsFirst Plan Administration Representative Signature (REQUIRED) Date

**SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS  
(FOR QDRO ALTERNATE PAYEE)**

This notice explains how you can continue to defer federal income tax options for your QDRO distribution from the Plan under a "qualified domestic relations order" ("QDRO"), and contains important information you will need before you decide how to receive your Plan benefit. Generally, a QDRO is an order issued by a court in connection with a divorce or legal separation awarding an Alternate Payee, who is a participant's spouse or former spouse, an interest in the participant's account balance under the Plan. 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 (other than Roth deferrals and earnings) either to a Roth IRA (provided that for distributions before January 1, 2010, your adjusted gross income for the taxable year of the distribution does not exceed \$100,000 and you are not married filing a separate income tax return), 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 and Roth deferrals. See "After-tax contributions" and "Roth deferrals" 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 QDRO distribution under the Plan except the following:

*Required minimum distributions.* Beginning in the year in which the participant (*i.e.*, your spouse or former spouse) retired or reached 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 your spouse or former spouse owns more than 5% of the Employer.

*Substantially equal periodic payments.* You may not roll over a distribution if it is part of a series of substantially equal payments made at least once a year and which will last for: (1) your lifetime (or your life expectancy), (2) your lifetime and your beneficiary's lifetime (or life expectancies), or (3) a period of 10 years or more.

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

*Loans treated as 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. Ask the Plan Administrator of this Plan if distribution of your loan qualifies for rollover treatment.

**After-tax contributions (other than Roth deferrals).** If the participant (*i.e.*, your spouse or former spouse) made after-tax contributions to the Plan, you may roll over these amounts that are part of your QDRO distribution into either an IRA or certain employer plans that accept rollovers of the after-tax contributions. The following rules apply:

*After-tax/rollover into an IRA.* You may roll over after-tax contributions, if any, to an IRA either directly or indirectly. For distributions before January 1, 2010, you may roll over your after-tax contributions to a Roth IRA, provided your adjusted gross income for the taxable year of the distribution does not exceed \$100,000. 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 the after-tax contributions to an IRA, you may NOT later roll over those amounts to an employer plan, but may roll over the 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 the 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.

**Roth deferrals.** If the participant (*i.e.*, your spouse or former spouse) made Roth deferrals to the Plan, you may roll over these amounts that are part of your QDRO distribution into either an IRA or certain employer plans that accept Roth deferrals. The following rules apply:

*Roth deferrals.* You may roll over an eligible rollover distribution that consists of Roth deferrals (and earnings) ONLY to another Roth 401(k) plan (by a direct rollover), to a Roth 403(b) plan (by a direct rollover), provided the Roth 401(k) plan or the Roth 403(b) plan will accept the rollover, or to a Roth IRA (either by a direct rollover or by a 60-day rollover). In any of these direct rollovers, the distribution may be a "qualified Roth distribution" or may be a Roth distribution that is not qualified. See Section C. "Taxation of Roth deferrals." below. If you are completing a 60-day rollover to a qualified plan or to a 403(b) plan, you only may roll over the taxable portion of a non-qualified Roth distribution. See Section C. "Taxation of Roth deferrals" and "60-day rollover option." below.

**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 (or, in the case of a distribution of Roth deferrals, to a Roth IRA, Roth 401(k) plan, or a Roth 403(b) 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

**Treatment of periodic distributions.** If your Plan distribution is a series of payments over a period of less than ten years, each payment is an eligible rollover distribution. Your election to make a direct rollover will apply to all payments unless you advise the Plan Administrator of a change in your election. The Plan might not let you choose a direct rollover if your distributions for the year are less than \$200.

**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 403(b) plan, a governmental 457 plan, or an IRA, your benefit no longer will 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). For distributions before January 1, 2010, you may not roll over a distribution from a pre-tax account to a Roth IRA if your adjusted gross income for the taxable year exceeds \$100,000. However, the adjusted gross income limit on direct rollovers from a pre-tax account to a Roth IRA does not apply to distributions you roll over after December 31, 2009.

### 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.

**Taxation of Roth deferrals.** If your distribution includes Roth deferrals, the taxation of the Roth deferrals depends on whether or not the distribution is a qualified distribution. For a distribution of Roth deferrals to be a qualified distribution, you must have satisfied two requirements: (1) the distribution must occur on or after the date the participant (*i.e.*, your spouse or former spouse) attains age 59 1/2, on or after the date of the participant's death, or on account of the participant's being disabled; and (2) the distribution must occur after the end of the 5th calendar year beginning with the first calendar year for which the participant made Roth deferrals to the Roth 401(k) plan. If the distribution of Roth deferrals is a qualified distribution, then neither the deferrals nor the earnings distributed on the deferrals will be taxable to you. If the distribution is not a qualified distribution, then the portion of the distribution representing the Roth deferrals will not be taxable to you, but the portion of the distribution representing earnings on the Roth deferrals will be taxable to you in the year you receive the distribution, unless, within 60 days following receipt, you roll over the distribution to a Roth IRA, or you roll over the earnings on the Roth deferrals to a qualified plan or to a 403(b) plan, as explained under "60-day rollover option" below.

**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, except that to the extent the distribution consists of Roth deferrals and earnings on the Roth deferrals. You may roll over the Roth deferrals and earnings on the Roth deferrals to a Roth IRA, or you may roll over only the taxable earnings (if any) on the Roth deferrals (but not the Roth deferrals) to a Roth 401(k) plan or to a Roth 403(b) plan. 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, but is not 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.** The 10% penalty tax does NOT apply to Plan distributions to an alternate payee pursuant to a QDRO. However, if you roll over your distribution, the taxable portion of any distribution from the recipient IRA or eligible employer plan before you reach age 59 1/2 is subject to a 10% penalty tax in addition to any federal income taxes unless an exception applies. See IRS Form 5329 for more information on the 10% penalty tax.

**Special tax treatment if the participant was born before 1936.** If your distribution is a "lump-sum distribution," and the participant was 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 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 QDRO distribution (including any nontaxable portion of your distribution) under the Plan (and certain similar plans maintained by the Employer) made within one calendar year. If the participant is not a self-employed individual, the distribution must occur after he/she attains age 59 1/2 or after he/she has separated from service with the Employer. If the participant is self-employed, a lump-sum distribution must occur after he/she attains age 59 1/2 or becomes disabled.

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

*Income averaging election and limitations.* The participant must have completed at least five years of active participation in the Plan for special tax treatment to apply to the lump-sum distribution. 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 your lump-sum distribution if the participant elected income averaging with respect to a prior lump-sum distribution he/she received after December 31, 1986, or after he/she had attained age 59 1/2. You also may not elect income averaging if the participant previously rolled over another distribution from the Plan. Finally, you may not elect income averaging if you roll over the distribution to an IRA, a governmental 457 plan or a 403(b) plan, and then take a distribution from the IRA, plan or annuity.

**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](http://www.irs.gov), or by calling 1-800-TAX-FORM.