

403(b) Hardship Eligibility Checklist

Before applying for a financial hardship all available sources of income must be utilized before a hardship may be applied for. The reason for a Hardship Withdrawal must be a “need” and meet one of the following qualifying events:

- Uninsured Medical Expenses
- Post-Secondary Education Expenses
- Prevention of Eviction or Foreclosure
- Purchase of a Primary Residence
- Burial or Funeral Expenses for the Participant, Spouse, or Dependent
- Repair of damage to Principal Residence that qualifies for an IRS Casualty Deduction

In determining your eligibility to qualify for a financial hardship, please take the time to answer the following questions:

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| 1. Have you utilized all other sources of income to satisfy this need? | YES | NO |
| 2. Does your Employer’s Plan allow for Financial Hardships? | YES | NO |
| 3. If allowable by the plan, have you exerted all pre-taxed loan options available? | YES | NO |
| 4. Have you provided sufficient documentation to support your request?
The amount requested should not exceed the amount to satisfy the need. | YES | NO |

IRS Qualifying Documentation Examples

- Uninsured Medical Expenses- Unpaid Bills or Insurance Statements
- Post-Secondary Education Expenses- Statement balance for next 12 months
- Prevention of Eviction or Foreclosure- Eviction or Foreclosure Notice
- Purchase of Primary Residence- Copy of Purchase Agreement
- Burial Expenses- Bill or Statement from Funeral Services
- Repair of Damage to Principal Residence- Unpaid Bills or Insurance Statement

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| 5. Have you completed Hardship Distribution Forms from your vendor? | YES | NO |
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Very Important Note:

If you have answered NO to any of these questions, you may not be eligible for a Hardship Distribution. Once all of the areas have been satisfied submit vendor distribution forms, Envoy’s Transaction Request Form along with documentation for processing. Answering YES to all the questions does not automatically qualify you for a Hardship Distribution. Envoy must determine, based on all relevant facts and circumstances, whether the Hardship can be approved or denied.