



## **HARDSHIP WITHDRAWAL AVAILABILITY NOTICE**

A participant's 403(b) deferrals may be withdrawn on account of hardship only if the money is needed for one of the following reasons:

1. Purchase of the participant's principal residence.
2. Payment of the next 12 months of postsecondary tuition and related educational fees for the participant, the participant's spouse, or dependents.
3. To prevent eviction from the participant's principal residence or foreclosure of a mortgage on the principal residence.
4. Medical expenses incurred by participant, the participant's spouse or dependents that are not covered by insurance and are currently outstanding.
5. To pay for burial or funeral expenses for the participant, the participant's immediate family members or dependents.
6. To pay for the repair of damage to a principal residence that would qualify for an IRS casualty deduction.

IN ADDITION, the following conditions must be met:

1. The withdrawal must be necessary due to an immediate and severe financial need.
2. The amount of the withdrawal cannot exceed the amount of the need.
3. The money cannot be reasonably obtained from another source.
4. The participant must have already obtained all non-taxable loans from plans offered by the employer.

### **VERY IMPORTANT NOTE:**

The amount distributed as a hardship withdrawal may be subject to federal income taxation and a 10% IRS penalty if you are not age 59½ (unless the funds withdrawn are to pay certain deductible medical expenses as provided by law). You should consult your tax advisor regarding the tax consequences of a hardship withdrawal before you complete an application for a hardship withdrawal.

The amount that can be taken for a hardship withdrawal is limited to the 403(b) deferrals that the participant has put into the plan. Earnings and Employer contributions are not included. This amount is reduced by any previous hardship withdrawals.

**Envoy must determine, based on all relevant facts and circumstances, whether you have other resources available to satisfy the financial need. You must provide documentation to verify the hardship reason(s) and it must contain the amount being requested.**