

## RecordkeeperDirect® Coronavirus-Related Loan Request

Use this form to request a coronavirus-related loan disbursement. To suspend existing loan repayments, use the *Coronavirus-Related Loan Repayment Suspension Request*.

✓ Plan and participant information		
Please type or print clearly.		
<b>Important:</b> Loan requests are subject to a 10-day hold after ar calendar days, this request will be delayed.	n address change. If the participant's addr	ess has changed in the last 10
Plan name	Plan ID num	ber
	$\times$	X-XX-
First name of participant (print) MI Last	SSN (provid	de the last four digits)
Address of participant	City	State ZIP
New loan request		
Loan payments must be remitted via the Plan Sponsor website contribution types.	e. Loan amounts are taken proportionately from	all investment options in applicable
Note: Unless suspended, a loan shall be deemed to be in defa the second to last day of the calendar quarter following refer to the Loan Default Procedures section of the online	the calendar quarter in which the payment	t was due. For additional details,
<b>Amount available:</b> The plan may issue coronavirus-related losexceed the lesser of 1) \$100,000 minus the difference between period and the outstanding loan balance on the date the loan is applies to loans taken on or before September 22, 2020 (the 18)	n the highest outstanding loan balance dur s made; or <b>2)</b> 100% of the participant's ves	ing the last 12-consecutive-month
Loan amount \$ Interest rate	% Number of payments	Duration(months)
Frequency of payments: Weekly Every other week	ek Semimonthly Monthly	Quarterly
Are you requesting a coronavirus-related suspension for this lo	oan request?	
No. The first loan payment is due on		
Yes. Repayments for this loan will be suspended for the pe	eriod beginning March 27, 2020, and ending	g December 31, 2020.
Notes: • Repayments must resume upon the end of the se	uspension period.	
<ul> <li>The duration of the loan will be appropriately adjuncted</li> </ul>	usted, but such due date shall not be dela	yed beyond one year.
<ul> <li>Subsequent repayments will be appropriately adjusted</li> </ul>	ljusted to reflect the delay and any interest	accrued during such delay.
<ul> <li>This loan suspension will not override any other and payable (e.g., termination of employment).</li> </ul>	plan provisions that may require the loan t	o become immediately due

\*A Qualified Individual is an individual: 1) who is diagnosed with the virus SARS-CoV-2 or with coronavirus disease 2019 (COVID-19) by a test approved by the Centers for Disease Control and Prevention; 2) whose spouse or dependent (as defined in Code section 152) is diagnosed with such virus or disease; or 3) who experiences adverse financial consequences as a result of being quarantined, being furloughed or laid off or having work hours reduced due to such virus or disease, being unable to work due to lack of child care due to such virus or disease, closing or reducing hours of a business owned or operated by the individual due to such virus or disease, or other factors as determined by the Secretary of the Treasury. The Plan Sponsor may rely on a participant's self-certification for eligibility.

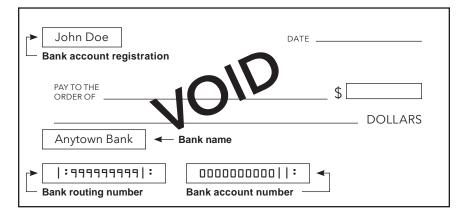


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First n	ame of participant	MI	Last		Plan ID number
3	<b>Delivery instructions</b> Select either <b>A</b> or <b>B</b> . If no selection is	made, a cl	heck will be sent to the pa	articipant's address of re	ecord via regular mail.
Α. [	Send the payment electronically ( nonresident alien distributions.)	via ACH)	to the participant's bar	nk information provide	ed in Section 4. (This option is not available for
	Note: Once processed, the distri	bution wil	I be delivered to the ba	ank within three busin	ness days following the transaction.
в. 🗌	Mail payment directly to (checks a		the address of record	•	
1	Bank information — Cor	nplete	only if requestir	ng electronic de	eposit eposit
4	Electronic payments can only be mad	e to a U.S.	bank checking account.		

Attach an unsigned, voided check below. Please do not staple.

The check must be preprinted with the bank name and registration, routing number and account number. The participant's name **MUST** be included in the bank registration. **If these requirements are not met, a physical check will be generated instead.** 



Note: In lieu of a voided check, you may submit a letter from your bank on the bank's letterhead providing the:

- bank account registration
- · routing number
- account number

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Tape your check here.



## RecordkeeperDirect Coronavirus-Related Loan Request

Select one of the two options in Participant is 100% vested OR  Wariable vesting (see below Match	pelow.  I in all contribution ty  w)  rofit-sharing		Specify contribution type		ernate instructions are
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Participant is 100% vested  OR  Variable vesting (see below  Match% Proposition amounts are taken proposition above is collaboration above is collaboration.	in all contribution ty v) rofit-sharing	% Other			ernate instructions are
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		X			/ /
ame of Third-Party Administrator (	print)	Signature of Third-Party Administra	ator	Date	(mm/dd/yyyy)
oan Request; 2) the plan per the participant has self-cert ct to treat this loan as a coro can satisfies the requirements	mits, or will be amer fied that they satisfy navirus-related loan s of the regulations a	certify that 1) I have read, understanded retroactively to permit coronave, the conditions required in the Coro; 4) the participant has been notified and is in accordance with the terms all liability arising from following to	rirus-related loans and conavirus Aid, Relief a d of potential delays d of the plan; and <b>6)</b> th	d/or susper nd Econom lue to an ac e recordke	nsions (if applicable); nic Security (CARES) ddress change; <b>5)</b> this eper is entitled to rely
		X			/ /
ame of plan trustee or authorized s	igner (print)	Signature of plan trustee or authorize	zed signer	Date	(mm/dd/yyyy)