

INTENT TO AMEND

- Apply the defaults to my entire block
- Apply to single Plan: **Plan Name:** _____ (Plan) **Plan#:** _____
- Attach preformatted spreadsheet with provisions **for each plan**

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act. As an authorized signer of the Plan, I authorize Principal® to accept this signed letter as intent to amend the Plan for the optional relief items as permitted under the CARES Act and as outlined below.

These changes are effective as soon as administratively and operationally feasible on or after the date this form is signed, as follows:

Impacted Participant(s). Impacted Participants who have:

- been diagnosed with virus SARS-CoV-2 or with coronavirus disease 2019 (COVID-19) by a test approved by the Centers for Disease Control and Prevention.
- a spouse or dependent (as defined in Section 152 of the Internal Revenue Code of 1986) diagnosed with the virus or disease by such a test.
- experienced adverse financial consequences resulting from a reduction in work hours, layoff, quarantine, furlough, or who are unable to work due to lack of childcare or business closing, all on account of the virus or disease.
- other factors determined by the Treasury Secretary.

Impacted Participants will self-certify that they meet one of the requirements.

Check all that apply to the Plan(s):

Coronavirus-Related Distributions (COVID-19 withdrawals)

- 1) Coronavirus-Related Distributions made to participants are not treated as eligible rollover distributions, so a 402(f) notice is not required. Mandatory 20% withholding would not apply and 10% penalty tax for early withdrawal is waived. However, 10% federal withholding applies unless the Impacted Participant elects to opt out. Withdrawals will be included in the Impacted Participant's taxable income over a three-year period, unless the Impacted Participant elects to have it taxed in the year of distribution.

Impacted Participants may repay withdrawal amounts to the plan within three years of distribution.

Impacted Participants may receive up to **\$100,000** in aggregate (for all plans maintained by your organization and any member of any controlled group which includes your organization) for withdrawals before December 31, 2020, unless otherwise noted below:

- Limit withdrawals to the following dollar amount: \$ _____ (must be less than \$100,000).

Withdrawals are available from an Impacted Participant's **entire vested account** (subject to any trading restrictions¹ and excluding amounts subject to spousal consent, such as money purchase assets), unless otherwise noted below:

- Limit withdrawals to the following contribution sources:

_____.

There is no **limit to the number** of withdrawals that can be made before December 31, 2020, unless otherwise noted below:

- The number of withdrawals that each Impacted Participant is able to make before December 31, 2020 is limited to _____.

No Qualified Coronavirus-Related Distributions will be allowed to be made by Impacted Participants.

Coronavirus-Related Loans (if the Plan allows for loans)

2) Impacted Participants may borrow up to the **lesser of \$100,000 or 100% of their vested account** balance (subject to any trading restrictions¹ and limitations to specific contribution sources as currently in the Plan) for 180 days starting with March 27, 2020², unless otherwise noted below:

Impacted Participants may not take a loan in excess of the amounts currently in the Plan.

Impacted Participant loan payments due from March 27, 2020 through December 31, 2020, including those due following a severance from employment, may be delayed for one year. This period is disregarded in determining the loan term, including the 5-year maximum. Subsequent loan payments will be adjusted appropriately to reflect the payment delay, any interest accruing during that delay, and the revised loan term.

Required Minimum Distribution (RMD)

3) RMD rules for distributions required for the 2020 calendar year are temporarily waived, unless otherwise noted below (plan participants and beneficiaries may still request to receive a distribution in 2020 if they prefer):

RMDs for the 2020 calendar year will continue to be distributed according to the Plan.

In addition to authorizing the Plan changes above, by signing this form, COVID-19 Related Withdrawal participant forms and Coronavirus-Related Loan requests can be accepted without additional plan sponsor signature and Principal is approved to process any such Impacted Participant’s withdrawal or loan forms received. We understand that Principal is not asking the Impacted Participant for any additional documentation, other than their self-certification.

TPA Firm Name

Authorized Signer Signature

Date

(Printed) Authorized Signer Name

Date

1 - Principal US Property Separate Account (Separate Account) is unlike most other retirement plan investment options because it invests primarily in owned private equity commercial real estate rather than securities. Unlike public securities sold on an exchange, commercial real estate assets are usually sold in time-consuming, and often complex, transactions. Due to the nature of these transactions, this Separate Account may be subject to market conditions which may delay or prevent a sale. We may implement a pre-existing contractual limitation in the group annuity contract which will allow us to manage the Separate Account and satisfy withdrawal or transfer requests proportionately over time and fairly among all those making a request. Visit principal.com for more details.

2 - Additional guidance from the Department of Labor regarding their separate 50% vested account balance limit on plan loans is expected.

This document is intended to be educational in nature and is not intended to be taken as a recommendation. Insurance products and plan administrative services provided through Principal Life Insurance Co., a member of the Principal Financial Group®, Des Moines, IA 50392.

PQ12798-0 | © 2020 Principal Financial Services, Inc. | 1141176-042020 | 04/2020