

UNITE HERE LOCAL 26 401(K) PLAN HARDSHIP WITHDRAWAL

Please see below for requirements to prove financial need.

1. Purchase of a primary residence for the participant, excluding mortgage payments.

A. Conventional Mortgage Financing. You must send both:

1. A complete Purchase Agreement or Contract Agreement, signed by the buyer and the seller, indicating purchase price, earnest money or deposit and date of transfer of title.
2. Good faith estimate with closing costs.

B. Assumption of an Existing Mortgage. You must send both:

1. A complete Purchase Agreement, signed by the buyer and the seller, indicating purchase price, earnest money or deposit and date of transfer of title.
2. Assumption of mortgage contract, executed by the mortgage company, showing the name of the participant (buyer) and the seller.

C. Seller Financing, such as a purchase money mortgage or an agreement between the buyer and the seller not requiring conventional mortgage financing. You must send:

1. A complete Purchase Agreement with notarized signatures by the buyer and the seller, indicating purchase price, earnest money or deposit, amount of seller financing and date of transfer of title.

2. Post-secondary tuition for the NEXT twelve months for the participant, the participant's spouse, children, or dependent. FOR DEPENDENT, SUBMIT PROOF OF DEPENDENCY.* You must send all on school letterhead:

1. A bill or letter from the institution with the student's name and the amounts of the exact expenses for which the student has registered. The expense must be for tuition, room and board, books, and/or fees.
2. Financial aid statements.
3. Acceptance letter.

Outstanding balances from prior semesters and student loan bills are not accepted.

3. Prevention of eviction from or foreclosure on participant's primary residence. You must send:

1. *Current letter from landlord or Mortgage Company demanding immediate settlement of arrears or delinquency. (Letter must include the delinquency amount or arrears, and the deadline for paying arrears.)*

LETTER MUST STATE A SPECIFIC THREAT OF FORECLOSURE OR EVICTION.

4. Payment of outstanding medical expenses (eligible for tax deduction) for the participant, the participant's spouse, children or dependent. FOR DEPENDENT, SUBMIT PROOF OF DEPENDENCY.* You must send all:

1. Copies of medical bills dated within the last 90 days showing the uninsured portion of the expenses and an explanation of benefits (EOB) from the healthcare insurance carrier. The bills must show the medical provider's name, the date of treatment, and the amount that is STILL owed.
2. If patient is not covered by medical insurance, send a signed statement saying that there is no insurance.
3. If prepayment is required, send a bill showing the amount that insurance will pay.

A collection agency bill without a medical statement or EOB is not acceptable.

5. Payment for burial or funeral expenses for the participant's spouse, the participant's parent, children or dependent. FOR DEPENDENT, SUBMIT PROOF OF DEPENDENCY.* You must send both:

1. A copy of the death certificate.
2. A copy of the pending or paid receipt from the funeral parlor, crematorium and/or cemetery.
3. Expenses must not be covered by insurance.

6. Expenses for the repair of damage to the participant's principal residence that would qualify for the casualty deduction under section 165 (determined without regard to whether the loss exceeds 10% adjusted gross income). You must send both:

1. A copy of the insurance claim estimate or FEMA statement.
2. A copy of a construction contract or a written estimate.

IMPORTANT INFORMATION ABOUT INCOME TAX WITHHOLDING AND WITHHOLDING ELECTION

Hardship withdrawals are subject to ordinary income tax for the tax year in which distribution occurs and may be subject to an additional 10% premature distribution penalty tax if you are under the age 59½.

Recipients who are residents of certain states for which mandatory state tax withholding applies will have state taxes withheld in accordance with state law.

Recipients who are residents of Michigan are subject to a 4.35% Michigan state income tax withholding rate on the taxable amount of the distribution, regardless of whether Federal income tax is withheld. You may not opt out of Michigan state income tax withholding using this form; withholding will be taken at the statutory maximum unless you provide alternate withholding instructions by completing a Michigan Withholding Certificate (*MI W-4P Withholding Certificate for Michigan Pension and Annuity Payments*) and submitting the completed withholding certificate along with this distribution request.

*For a hardship for a dependent, you must submit the first page of your most current federal income tax (Form 1040, 1040A or 1040 EZ) that lists the name of your dependents and their relationship to you.