

**1. PARTICIPANT INFORMATION**

(Please print clearly.)

SSN or Tax ID: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Numbers: (1) \_\_\_\_\_

(2) \_\_\_\_\_

Birth Date: \_\_\_\_\_

**2. DISTRIBUTION REQUEST INFORMATION**

a. What is the current amount being deferred for each pay period?

\$ \_\_\_\_\_

b. Indicate the amount requested for the unforeseeable emergency.

\$ \_\_\_\_\_

c. Would discontinuation of the deferrals relieve the financial hardship?

Yes  No

d. Do you wish to continue to elect to defer compensation to the Plan?

Yes  No

(Note: If you have checked "NO" please contact your payroll center to cease the deductions. The change will become effective with your first available pay period, subject to the payroll center's processing schedule.)

e. Please provide information regarding the unforeseeable event that has occurred and has caused the need for an unforeseeable emergency withdrawal.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check (Y=Yes/N=No) if an attempt has been made to gain the needed funds from any of the applicable sources listed below. For all responses, please provide brief comments for each option. For example, if "Y" was chosen, indicate if and how much was made available or if "N" was chosen, please indicate why it was not considered.

Bank Y \_\_\_\_\_ N \_\_\_\_\_ \_\_\_\_\_

Credit Union Y \_\_\_\_\_ N \_\_\_\_\_ \_\_\_\_\_

Savings/Loan Y \_\_\_\_\_ N \_\_\_\_\_ \_\_\_\_\_

IRA Y \_\_\_\_\_ N \_\_\_\_\_ \_\_\_\_\_

Sale of assets Y \_\_\_\_\_ N \_\_\_\_\_ \_\_\_\_\_

Stop deferral Y \_\_\_\_\_ N \_\_\_\_\_ \_\_\_\_\_

Other Y \_\_\_\_\_ N \_\_\_\_\_ \_\_\_\_\_  
(e.g., investments, mutual funds)

**3. WITHHOLDING INSTRUCTIONS**

- Any amounts that are not eligible for rollover will be subject to 10% federal tax withholding by VALIC Retirement Services unless you request otherwise below. In addition, any distribution to you will be taxable in the year received and may be subject to an additional 10% tax penalty if you are under age 59½. If you choose not to have taxes withheld, interest and penalties may be imposed by the IRS for any under-withholding. For Private Tax-Exempt 457 Deferred Compensation Plans where consistent with your employer's Plan, VALIC Retirement Services Company will apply wage bracket withholding based on the information you provide on your IRS Form W-4. A current IRS Form W-4 must be attached to this request.
- Notice to non-residents: A payment to an address outside of the United States may be withheld at a 30% rate unless the payee submits a completed IRS Form W-8BEN.

**Federal Withholding**

DO NOT withhold any federal income taxes unless mandated by law.

DO withhold federal taxes in the amount of \_\_\_\_\_ % or

\$ \_\_\_\_\_ (cannot be less than mandatory withholding).

**State Withholding**

DO NOT withhold any state income taxes unless mandated by law.

DO withhold state taxes in the amount of \_\_\_\_\_ % or

\$ \_\_\_\_\_ (cannot be less than any mandatory or employer-imposed withholding).



**GUIDELINES FOR UNFORESEEABLE EMERGENCIES**

IRS Regulations state that an unforeseeable emergency is a severe financial hardship to the participant resulting from:

1. A sudden and unexpected illness or accident of the participant or dependent of the participant.
2. Loss of the participant's property due to casualty.
3. Other similar extraordinary and unforeseeable circumstances as a result of events beyond the control of the participant. (Certain items are generally not considered a "severe financial hardship" and are foreseeable personal expenses normally budgeted, e.g., purchase of a home, normal monthly bills, loan payment, automobile purchase and/or repairs, educational or college expenses, elective surgery and taxes.)

**Other key points regarding withdrawal requests:** A distribution may only be requested for the amount needed to satisfy the emergency need.

An attempt to relieve the financial hardship must be made first by funds through:

1. Liquidation of the participant's assets, to the extent that such liquidation would not itself cause severe financial hardship.
2. Cessation of plan deferrals.
3. Insurance reimbursements and/or compensation by other sources.

**REQUIRED FORMS AND PROCEDURES**

In order to qualify for a withdrawal of funds, the following forms must be completed. Forms not filled out in their entirety will be returned, thereby creating a delay in consideration.

- Unforeseeable Emergency Withdrawal Application (see Form VL 12375)
- State withholding forms, where applicable (For assistance, check with your employer's payroll office or your AIG VALIC financial advisor)
- Any supporting documentation (e.g., copies of medical bills and insurance statements, death certificate, doctor's statement, separation or divorce agreement, police or fire accident report)

**MAILING INSTRUCTIONS**

Completed forms and supporting documentation should be sent to:

**AIG VALIC Document Control**  
P.O. Box 15648  
Amarillo, TX 79105-5648

For a request to be considered for approval, supporting documentation must be submitted with this application. The withdrawal request information will be reviewed by a committee and the participant will be notified of whatever action has been taken regarding the request. Any supporting documentation as well as the application will be treated with the utmost confidentiality. If you have any further questions regarding required documents and/or assistance with the request, please contact your local AIG VALIC financial advisor.



**SPECIAL TAX NOTICE**

You have the right to at least 30 days to consider your alternatives after receiving this notice. You may waive this review period. Your signature on this form will indicate that either you have had this 30-day review or that you have chosen to waive it, and you are requesting an immediate distribution.

**ELIGIBLE ROLLOVER DISTRIBUTIONS**

The information in this notice applies to qualified plans, tax-deferred annuity arrangements, IRAs, and governmental 457(b) deferred compensation plans. Generally, the rules below that apply to payments to employees also apply to surviving spouses and alternate payees.

Most withdrawals from tax-favored retirement plans are eligible for rollover either to an IRA or to another plan if the receiving plan accepts such rollovers. Some plans do not accept rollovers of certain types of distributions. Check with the administrator of that plan about whether the plan accepts rollovers and, if so, the types of rollover distributions it accepts. Roth accounts may only be rolled over to another Roth account or to a Roth IRA.

**ROLLOVERS OF BENEFICIARY ACCOUNTS**

Only spousal beneficiaries are allowed to roll over distributions to an IRA or another plan. The receiving plan must accept such rollovers. Non-spousal beneficiaries are not allowed to roll over distributions.

**DISTRIBUTABLE EVENT**

Generally a distributable event includes attainment of age 59½ (age 70½ for 457(b) plans), separation from service, disability or death. However, the employer's plan may place additional restrictions that must also be met prior to a distribution. If you have met a distributable event, you may request a rollover of funds to any eligible plan type or a transfer to a like plan type. If you wish to move funds from your VALIC 403(b) account to another 403(b) account via a rollover distribution, and have made contributions prior to 01-01-87, those amounts may lose a grandfathered status that can impact future required distributions. However, movement of funds from your VALIC 403(b) account to another 403(b) account via a transfer distribution may retain the status. For more information, please call 1-888-568-2542.

**ROLLOVER/TRANSFER**

**Rollover Distributions:** If you have met a distributable event on your eligible account(s) or plan you may roll directly to an eligible retirement plan with another carrier. The distribution will not be taxed but will be reported to the IRS. Rollover amounts due to a distributable event generally can remain free of withdrawal restrictions after moving to the receiving plan, unless the receiving plan applies restrictions to rollover amounts.

**Transfers:** Transfers to a like plan will not be taxed or reported to the IRS. Generally, transfers are allowed regardless of employment status. However, your employer's plan may restrict you to authorized carriers. Transferred amounts generally become subject to the requirements of the plan receiving the transfer as though originally contributed to that plan. Exchanges of Non-Qualified Deferred Annuities are not taxed but will be reported to the IRS.

**EXAMPLES OF SOME POSSIBLE DIFFERENCES IN PLAN RESTRICTIONS**

- The new plan may require spousal consent or plan administrator approval for distributions.
- The new plan may restrict distributions.
- Distributions from a governmental 457(b) deferred compensation plan are generally not subject to the 10% premature withdrawal penalty regardless of your age at the time of the distribution. If you roll your governmental 457(b) deferred compensation plan to another plan that is not a governmental 457(b) deferred compensation plan, or into an IRA, any subsequent distributions may be subject to a 10% premature withdrawal penalty.
- Eligible rollovers into a governmental 457(b) deferred compensation plan that were previously subject to a 10% premature withdrawal penalty will continue to be subject to that penalty at the time of withdrawal unless you are over age 59½ or some other exception applies.
- Amounts rolled over to a governmental 457(b) plan generally cannot be withdrawn prior to separation from service or attainment of age 70½.

**ELIGIBLE ROLLOVER DISTRIBUTIONS PAID DIRECTLY TO YOU**

You can request that we pay you directly. Except for IRA distributions, when we pay you directly, federal law requires us to withhold 20% for federal income taxes.

If a distribution is paid directly to you, you may subsequently roll over any pre-tax contributions to another employer-sponsored plan or to an IRA within 60 days. Any distributions of after-tax contributions paid directly to you may not be rolled over to another employer-sponsored plan. However, they may subsequently be rolled over to an IRA within 60 days.

If your eligible rollover distribution is paid directly to you and not rolled over (including any amount withheld), the distribution will be taxable to you in the year you receive it. The distribution will not be taxable to the extent you roll other funds to replace the amount distributed and the amount withheld.

**AMOUNTS NOT ELIGIBLE FOR ROLLOVER**

Some amounts not eligible for rollover include these: amounts paid to non-spousal beneficiaries, amounts paid from a non-qualified (after-tax) annuity that is not part of your employer's plan, financial hardship withdrawals, required minimum distributions, deemed distributions due to loan default, and amounts paid from certain deferred compensation plans. If you direct us to pay the distribution to you, and it is not an eligible rollover distribution, we will apply a 10% federal income tax withholding unless you indicate differently.

**LOANS**

If your plan specifies and you request a 100% withdrawal, the account balance will be reduced by the outstanding loan balance. The offset loan amount will be reported as a taxable distribution to you and will be taxable to you unless you roll over an amount equal to the outstanding loan balance to an employer-sponsored plan or IRA. An amount equal to 20% of the outstanding loan balance will be withheld from your distribution for federal taxes. You may choose to pay off the outstanding loan balance prior to the 100% withdrawal.

**10% PENALTY**

Unless an exception applies, the IRS may also assess a 10% federal tax penalty for early distributions if you are younger than 59½.

**SPECIAL TAX TREATMENT FOR CERTAIN LUMP-SUM DISTRIBUTIONS**

If you were born before January 1, 1936, and if your qualified plan distribution qualified as a "lump-sum distribution," you may be entitled to special tax treatment regarding your payment.

**TAXATION OF ROTH IRAS AND ROTH ACCOUNTS**

Contributions to Roth IRAs and Roth accounts are not deductible and therefore are distributed tax-free at any time. Rollovers or conversions from a traditional IRA to a Roth IRA are taxable in the year of the distribution from the traditional IRA. Earnings which accumulate in a Roth IRA or Roth Account are not taxed currently and are not taxed upon a "qualified" distribution (1) made after the end of the five year period beginning with the tax year in which the first contribution or conversion to a Roth IRA was made, and (2) made after the date you attain age 59½, upon your death or disability, or as a qualified first time home buyer distribution (not applicable to Roth accounts). Distributions of earnings that do not meet the requirements above are taxable, and are generally subject to the 10% penalty tax.

**PRIVATE TAX-EXEMPT EMPLOYER DEFERRED COMPENSATION PLANS**

Section 457(b) deferred compensation plans sponsored by private tax-exempt employers require participants to make an irrevocable election regarding the distribution of benefits. Commencement of payments cannot be later than April 1st of the year following the year you attain age 70½ unless you are still working for the plan's sponsor. Please contact your plan administrator for more information.

Please send completed forms to:

**AIG VALIC Document Control**  
P.O. Box 15648  
Amarillo, TX 79105-5648

Overnight delivery:

**Valic Retirement Services Company, Inc.**  
2261 S.E. 27th Avenue  
Amarillo, TX 79103

Fax: 1-877-202-0187

Call 1-888-568-2542 for assistance.

AIG VALIC is the marketing name for the group of companies comprising VALIC Financial Advisors, Inc.; VALIC Retirement Services Company; and The Variable Annuity Life Insurance Company (VALIC); each of which is a member company of American International Group, Inc.