

# Qualified Plans Withdrawal Kit

- *Qualified Plan Withdrawal Request Form*
- *Special Tax Notice Regarding Retirement Plan Payments*
- *Domestic Relations Order*
- *Beneficiary Information for Participants and Spouses*

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# Amundi Pioneer Asset Management

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## Qualified Plan Withdrawal Request

This form should be completed and sent to Amundi Pioneer whenever a distribution is to be made from a Profit Sharing or Money Purchase Pension Plan. The following requirements must be met for the request to be in good order:

- The Plan Administrator's signature must be Medallion Signature Guaranteed by a bank, credit union, trust company, securities exchange, broker-dealer, or other eligible guarantor institution. (A notary's seal does not serve as a Medallion Signature Guarantee. See **Section 7.**)
- The Plan Administrator must sign in capacity (e.g. Thomas A. Smith, President).
- If the Participant or beneficiary of the Participant is unable to obtain the Plan Administrator's signature, they may be able to Self-Certify the Withdrawal Request Form if they meet certain criteria. The Participant or beneficiary of the Participant's signature must be Medallion Signature Guaranteed. Please see **Section 6** for more information.
- Self-Certification may not be used in cases of Domestic Relations Orders or Financial Hardship withdrawals.

### Special Tax Notice Regarding Retirement Plan Payments

Regulations require that a copy of this notice be given to any participant or beneficiary who is to receive a distribution from the plan. The notice must be given no more than 90 days before the distribution is made and, in general, no later than 30 days before the distribution.

Please read the notice carefully to familiarize yourself with the tax and rollover rules associated with plan distributions.

### Withdrawal Due to Disability

Under Section 72(m) of the Internal Revenue Code, you are considered to be disabled only if you are unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or to be of a long-continued and indefinite duration.

To request a withdrawal due to disability, submit a completed *Qualified Plan Withdrawal Request Form* signed by both the Plan Administrator and the participant along with a copy of your most recently filed IRS Form Schedule R or a copy of the letter you received from the Social Security Administration verifying your disability.

### Domestic Relations Orders

This section explains procedures to be followed in the event that all or part of a participant's account is assigned by court order to a spouse, former spouse or child.

### Beneficiary Information for Participants and Spouses

This section explains the rights of participants and their spouses with regard to the Amundi Pioneer Profit Sharing or Money Purchase Pension Plan.

Under the Plan, a participant's beneficiary is his or her spouse, or, if there is no living spouse, the participant's estate, unless Amundi Pioneer receives a valid beneficiary designation during the participant's lifetime.

For beneficiaries other than the estate, each beneficiary must submit a separate *Qualified Plan Withdrawal Request Form* signed by both the Plan Administrator and the beneficiary. The signature(s) must be Medallion Signature Guaranteed.

If the beneficiary is the estate, submit a *Qualified Plan Withdrawal Request Form* signed by both the Plan Administrator and the legal representative/executor, in capacity. The signature(s) must be Medallion Signature Guaranteed. Include the estate tax identification number or the decedent's social security number.

If the sole owner is deceased, meaning that the Plan Administrator and Participant were the same person and there are no other surviving Plan Administrators, the named executor or administrator of the estate and the beneficiary must sign in capacity.

### Send to: Pioneer Funds

#### Regular Address:

**P.O. Box 55014  
Boston, MA 02205-5014**

#### Overnight Address:

**30 Dan Road  
Canton, MA 02021-2809**

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# Amundi Pioneer Asset Management

## Qualified Plan Withdrawal Request Form

Use this form to receive payment from your Amundi Pioneer Profit Sharing or Money Purchase Pension Plan

Mail to Pioneer Funds, P.O. Box 55014, Boston, MA 02205-5014.

If you have questions, call our Retirement Plans Account Information line at 1-800-622-0176.

Please print in black ink.

### 1 Participant Information

Name of Plan	Account Number
First Name, Middle Initial, Last Name	Last four digits of Social Security Number
Address	City, State, Zip
Birthdate (mo/day/yr)	Telephone Number

### 2 Reason for Withdrawal

**Check applicable box.** Federal law prohibits withdrawals from qualified retirement plans, unless one of the conditions below is met:

- In service withdrawal before age 59½.** Profit Sharing Plans only. If allowed by plan. Refer to Adoption Agreement.
- I am terminating employment before age 59½.** If the plan's vesting schedule is other than full (100%) and immediate, enter the participant's vested interest \_\_\_\_\_%. Non-vested shares will be placed in the plan's forfeiture account to be allocated to participants upon written instructions from the Plan Administrator following the close of the plan year.
- I am over age 59½.** 100% vesting applies.
- I have encountered Financial Hardship.** Profit Sharing Plans only. If allowed by plan. Refer to Adoption Agreement.
- I am fully disabled as defined by the Internal Revenue code.** 100% vesting applies. Refer to the Special Instructions.
- Required distribution after age 70½.**
- Termination of Plan.** 100% vesting applies.

**I am the beneficiary of the deceased participant.** 100% vesting applies. Refer to the Special Instructions. (Complete the information below)\*

- I am the surviving spouse beneficiary**
- I am a non-spouse beneficiary**

First Name, Middle Initial, Last Name	Birthdate (mo/day/yr)	Social Security Number
Street Address	City, State, Zip	
Plan Owner's Date of Death (mo/day/yr)	Telephone Number	

\*Medallion Signature Guarantee required – See Section 7.

### 3 Withdrawal Amount

**Select payment option** (If neither option is selected, the default is gross distribution.):

- Gross Distribution** (Taxes withheld from withdrawal amount requested)
- Net Distribution** (Taxes withheld in addition to withdrawal amount requested)

**Check applicable box. Withdraw my payment as follows:**

- Total withdrawal of all assets (Skip to Section 4.)**
- Partial withdrawal from the following fund(s)** (Withdrawal will be made proportionally from the funds you are currently invested in unless you indicate otherwise.):

Fund Name	Amount	% of total payment
_____	\$ _____	or _____ %
_____	\$ _____	or _____ %
_____	\$ _____	or _____ %
_____	\$ _____	or _____ %
		<b>Must total 100%</b>

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**3 Withdrawal Amount** (continued)

**Systematic withdrawals from the following fund(s)** (This option is not available for beneficiary or "Qualified Domestic Relations Order" distributions.):

<b>Fund Name</b>	<b>Amount</b>
_____	\$ _____
_____	\$ _____

**Send payments:**       Monthly                       Quarterly                       Semi-annually                       Annually

**Start payments on (mo/day/year):** \_\_\_\_\_

Note: If no start date is provided, the option will be established the day it is received, and your withdrawals will begin the following month.

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**4 Withholding Election****A. WITHHOLDING NOTICE AND ELECTION-(Eligible Rollover Distributions Paid to You)**

(Form W-4P OMB No. 1545-0074) Dept. of Treasury, Internal Revenue Service

**Notice:** If you are requesting to have an eligible rollover distribution amount paid directly to you (rather than having such amount transferred or directly rolled over to another plan or IRA), the taxable portion of such amounts will be subject to mandatory 20% federal income tax withholding. You may have more than 20% withheld by checking the box below and writing in a percentage or dollar amount. If you are under 59½, you may be subject to an additional 10% IRS early distribution penalty. This penalty is not deducted from the distribution amount.

**Election:**

In addition to the mandatory 20% federal income tax withholding applicable to eligible rollover distribution amounts not rolled over,

I want an additional \_\_\_\_\_% or \$ \_\_\_\_\_ withheld on such amounts.

**B. WITHHOLDING NOTICE AND ELECTION-(Amounts Not Eligible for Direct Rollover)**

(Form W-4P OMB No. 1545-0074) Dept. of Treasury, Internal Revenue Service

**Notice:** If you withdraw amounts that cannot be rolled over (for example, a required minimum distribution after you reach age 70½), the taxable part of such amounts will be subject to 10% federal income tax withholding unless you elect to have no withholding apply. If you elect no withholding, or if you elect withholding and have insufficient federal income tax withheld, you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are insufficient. Even if you elect no federal income tax withholding, you are responsible for federal income tax on the taxable part of this withdrawal. You may change your withholding election by completing another Form W-4P or substitute. If you are a U.S. citizen or resident alien receiving a distribution that is delivered outside the United States or its possessions, withholding is required. That is, you may not waive withholding. If you are a non-resident alien you may not use Form W-4P to withhold income tax or to waive withholding. A foreign person should refer to IRS Publication 515 and to Form W-8BEN. If you are under 59½, you may be subject to an additional 10% IRS early distribution penalty. This penalty is not deducted from the distribution amount.

**Election:** Unless you waive withholding by indicating such below or you indicate a different withholding amount below, 10% will be withheld from your distribution.

Do NOT withhold federal income tax from my distribution.

Withhold as indicated below.

\_\_\_\_\_ % (10% or more) withheld from my payments for federal income tax. (If no percentage is indicated, 10% will be withheld.)

**Important state tax withholding information:** If you elect to have federal income tax withheld from your distribution (or if the plan is required to withhold 20% mandatory withholding), and your state of residence requires mandatory state tax withholding, the plan is also required to withhold state income tax. Please contact your state Department of Revenue or a qualified tax advisor for additional information. There can be no assurance that current state tax laws and IRS rules will remain constant.

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**5 Payment Options**

Select one option from A through G.

**Important: If your withdrawal is eligible for rollover and you do not elect option A or B, your payment will be reduced by 20% for mandatory federal income tax withholding. You may not elect Option A, B, or C below if you are taking a financial hardship withdrawal or are withdrawing this amount in order to fulfill your annual required minimum distribution (RMD).**

**A. Direct rollover into an Amundi Pioneer:** (check one)

IRA

Roth IRA

Beneficiary IRA (spouse beneficiary only)

Inherited IRA (non-spouse beneficiary(ies) only)

Employer-sponsored retirement plan (Indicate account type here: \_\_\_\_\_)

Roll over my payment directly into my Amundi Pioneer retirement account: \_\_\_\_\_ (Account Number)

(If establishing a new account, write "new" and enclose a completed Amundi Pioneer application.)



Form W-9). (You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding.) The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. If you are a foreign shareholder, additional requirements may apply. Please contact Amundi Pioneer for more information.

Signature of Recipient

Date

I hereby certify that:  I am married.  I am not married.

If you are married and your payment or rollover exceeds \$5,000, your spouse must sign below. The spouse's signature must also be witnessed by a plan representative or notary public.

### B. SPOUSAL CONSENT

**Spousal Consent:** I am the spouse of the above-named participant. I understand that I have the right to have the plan pay my spouse's retirement benefits in the special Qualified Joint and Survivor Annuity payment form ("QJSA"), and I agree to give up that right.

I understand that by signing this agreement, I may receive less money than I would have received under that special QJSA payment form and I may receive nothing after my spouse dies, depending on the payment form or beneficiary that my spouse chooses. I agree that my spouse can receive retirement benefits in the form selected above.

I understand that my spouse cannot choose a different form of retirement benefits unless I agree to the change. I understand that I do not have to sign this agreement. I am signing this agreement voluntarily. I understand that if I do not sign this agreement, my spouse and I will receive payments from the plan in the special QJSA payment form.

I hereby consent to my spouse's election not to receive benefits in the form of a joint and survivor annuity. I acknowledge that I understand (1) the effect of my consent is to forgo receipt of benefits after my spouse's death, (2) my spouse's election is not valid unless I consent to it, and (3) my consent is irrevocable.

Signature of Spouse

Date

Signature of Witness

Date

### C. PLAN ADMINISTRATOR AUTHORIZATION

**Plan Administrator Signature:** I hereby authorize a distribution from the above-named plan in accordance with the recipients' instructions above. **(Medallion Signature Guarantee required for Plan Administrator signature - see Section 7.)**

Signature of Plan Administrator

Date

### D. SELF-CERTIFICATION

If you are unable to obtain the Plan Administrator's signature, you may self-certify this Withdrawal Request form, provided that you meet ALL of the requirements of the Self-Certification and agree to its conditions. Self-Certification may not be used in cases of Domestic Relations Orders or Financial Hardship withdrawals. **A Medallion Signature Guarantee is required for your signature - see Section 7.**

By signing below, you make the following certification:

I certify that (i) I am a Participant or beneficiary of a Participant in the Plan named in Section 1 of this form; (ii) I have made a diligent attempt through appropriate inquiries to contact and obtain the signature of the Plan Administrator, and thus, to the best of my knowledge, confirm that the entity through which the Plan Administrator established the Plan is no longer actively in business and cannot be located, nor can any owners or officers of the entity be contacted or located to authorize a distribution from the Plan; and (iii) To the best of my knowledge, the Participant named in Section 1 of this form is fully vested in the Plan account(s) and is entitled to a full distribution in the entire amount of the Plan account(s); and (iv) I am entitled to receive a distribution in accordance with the Plan's terms, and the reason for the distribution, as selected in Section 2 of this form, is not Financial Hardship or a Domestic Relations Order.

I understand that, if any of the information included in this request is a misrepresentation or a mistake, I may suffer adverse income tax consequences, including imposition of income taxes and/or penalties. I agree I will indemnify and hold harmless the Pioneer mutual funds, and their transfer agents and trustee (as applicable), and their respective employees, officers, agents and affiliates, from any liability, losses or expense (including attorney's fees taxes, fines or penalties) that it or they may incur as a direct or indirect result of distributing my Plan account(s) to me in accordance with this request.

Participant

Date

## 7 Medallion Signature Guarantee

A Medallion Signature Guarantee of the recipient is required if:

1. The proceeds will be sent to a bank account that is not currently on file (any dollar amount).
2. The total distribution or rollover value exceeds \$100,000, unless the funds are being rolled over into another Amundi Pioneer custodial account.
3. The address of record has changed in the past thirty (30) days.
4. The proceeds will be sent to an Amundi Pioneer non-retirement account that is not solely registered in your name.
5. You are the beneficiary of the deceased plan owner.

A Medallion Signature Guarantee of the Plan Administrator or Participant or beneficiary of the Participant (if Self-Certified) is always required.

Note: There may be other unique situations that require a Medallion Signature Guarantee.

The Pioneer Funds and their transfer agent accept Medallion Signature Guarantees executed by an eligible issuer participating in the Securities Transfer Agents Medallion Program 2000 (STAMP2000). Eligible issuers include U.S. domestic banks, credit unions, savings associations (including savings and loan associations), trust companies, national securities exchanges, registered securities associations, and clearing agencies. Also acceptable are broker/dealers, municipal securities broker/dealers, and government securities broker/dealers whose net capital exceeds \$100,000. For your protection, a Medallion Signature Guarantee is required for certain requests. **Notarized signatures or signature guarantees from financial institutions that are not participating in one of these programs will not be accepted.**

**Use this space for Medallion Signature Guarantee if required.**

# Special Tax Notice

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## Regarding Retirement Plan Payments

### YOUR ROLLOVER OPTIONS

You are receiving this notice because all or a portion of a payment you are receiving from your Profit Sharing Retirement Plan or Money Purchase Pension Plan (the "Plan") is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do such a rollover.

This notice describes the rollover rules that apply to payments from the Plan that are not from a designated Roth account (a type of account with special tax rules in some employer plans). If you also receive a payment from a designated Roth account in the Plan, you will be provided a different notice for that payment, and the Plan administrator or the payor will tell you the amount that is being paid from each account.

Rules that apply to most payments from a plan are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

### GENERAL INFORMATION ABOUT ROLLOVERS

#### How can a rollover affect my taxes?

You will be taxed on a payment from the Plan if you do not roll it over. If you are under age 59½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (unless an exception applies). However, if you do a rollover, you will not have to pay tax until you receive payments later and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception applies).

#### Where may I roll over the payment?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified plan, section 403(b) plan, or governmental section 457(b) plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, no spousal consent rules apply to IRAs and IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

#### How do I do a rollover?

There are two ways to do a rollover. You can do either a direct rollover or a 60-day rollover.

**If you do a direct rollover**, the Plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

**If you do not do a direct rollover**, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. You will have 60 days after you receive the payment to make the deposit. If you do not do a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

#### How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Required minimum distributions after age 70½ (or after death)
- Hardship distributions
- ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends)
- Cost of life insurance paid by the Plan
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution
- Amounts treated as distributed because of a prohibited allocation of S corporation stock under an ESOP (also, there will generally be adverse tax consequences if you roll over a distribution of S corporation stock to an IRA).

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.

### **If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?**

If you are under age 59½, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Payments from a governmental defined benefit pension plan made after you separate from service if you are a public safety employee and you are at least age 50 in the year of the separation
- Payments made due to disability
- Payments after your death
- Payments of ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Cost of life insurance paid by the Plan
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO)
- Payments up to the amount of your deductible medical expenses
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001 for more than 179 days
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution.

### **If I do a rollover to an IRA, will the 10% additional income tax apply to early distributions from the IRA?**

If you receive a payment from an IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions from the IRA, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- There is no exception for payments after separation from service that are made after age 55.
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to \$10,000 used in a qualified first-time home purchase, and (3) payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

### **Will I owe State income taxes?**

This notice does not describe any State or local income tax rules (including withholding rules).

## **SPECIAL RULES AND OPTIONS**

### **If your payment includes after-tax contributions**

After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is included in the payment, so you cannot take a payment of only after-tax contributions. However, if you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment. In addition, special rules apply when you do a rollover, as described below.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Plan and at the same time the rest is paid to you, the portion directly rolled over consists first of the amount that would be taxable if not rolled over. For example, assume you are receiving a distribution of \$12,000, of which \$2,000 is after-tax contributions. In this case, if you directly roll over \$10,000 to an IRA that is not a Roth IRA, no amount is taxable because the \$2,000 amount not directly rolled over is treated as being after-tax contributions. If you do a direct rollover of the entire amount paid from the Plan to two or more destinations at the same time, you can choose which destination receives the after-tax contributions.

If you do a 60-day rollover to an IRA of only a portion of a payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a distribution of \$12,000, of which \$2,000 is after-tax contributions, and no part of the distribution is directly rolled over. In this case, if you roll over \$10,000 to an IRA that is not a Roth IRA in a 60-day rollover, no amount is taxable because the \$2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan). You can do a 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

### **If you miss the 60-day rollover deadline**

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. To apply for a waiver, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs).

### **If you were born on or before January 1, 1936**

If you were born on or before January 1, 1936 and receive a lump sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, Pension and Annuity Income.

### **If you roll over your payment to a Roth IRA**

If you roll over a payment from the Plan to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. However, the 10% additional income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within 5 years, counting from January 1 of the year of the rollover).

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are age 59½ (or after your death or disability, or as a qualified first-time homebuyer distribution of up to \$10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs), and IRS Publication 590-B, Distributions from Individual Retirement Arrangements (IRAs).

### **If you are not a plan participant**

Payments after death of the participant. If you receive a distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "If you were born on or before January 1, 1936" applies only if the participant was born on or before January 1, 1936.

**If you are a surviving spouse.** If you receive a payment from the Plan as the surviving spouse of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to an IRA, you may treat the IRA as your own or as an inherited IRA.

An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies) and required minimum distributions from your IRA do not have to start until after you are age 70½.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70½.

**If you are a surviving beneficiary other than a spouse.** If you receive a payment from the Plan because of the participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited IRA. Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

Payments under a qualified domestic relations order. If you are the spouse or former spouse of the participant who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options the participant would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). Payments under the QDRO will not be subject to the 10% additional income tax on early distributions.

### **If you are a nonresident alien**

If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, U.S. Tax Guide for Aliens, and IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

**Other special rules**

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year are less than \$200 (not including payments from a designated Roth account in the Plan), the Plan is not required to allow you to do a direct rollover and is not required to withhold for federal income taxes. However, you may do a 60-day rollover.

Unless you elect otherwise, a mandatory cash-out of more than \$1,000 (not including payments from a designated Roth account in the Plan) will be directly rolled over to an IRA chosen by the Plan administrator or the payor. A mandatory cash-out is a payment from a plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed \$5,000 (not including any amounts held under the plan as a result of a prior rollover made to the plan).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, Armed Forces' Tax Guide.

**FOR MORE INFORMATION**

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, Pension and Annuity Income; IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs); IRS Publication 590-B, Distributions from Individual Retirement Arrangements (IRAs); and IRS Publication 571, Tax-Sheltered Annuity Plans (403(b) Plans). These publications are available from a local IRS office, on the web at [www.irs.gov](http://www.irs.gov), or by calling 1-800-TAX-FORM.

# Domestic Relations

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## Order Procedures

### Domestic Relation Orders

A participant's benefits under a profit sharing or money purchase pension plan are subject to assignment to an alternate payee under a qualified domestic relations order.

An **"alternate payee"** is someone who is the spouse, former spouse, child or other dependent of a plan participant who has been designated under a qualified domestic relations order as having the right to receive part or all of the participant's benefit in the plan.

A **"domestic relations order"** is any judgment, decree or court order (including a court-approved property settlement agreement) that relates to providing alimony, child support or other marital property rights to a spouse, former spouse, child or other dependent and is made pursuant to a state domestic relations law or community property law.

A **"qualified domestic relations order"** (QDRO) is a domestic relations order that creates or recognizes the existence of an alternate payee's right to, or assigns to an alternate payee the right to, receive all or a portion of a participant's right to plan benefits and meets the other requirements set forth in this paragraph. A QDRO must 1) contain the name and mailing address of the alternate payee, 2) the amount or percentage of the participant's benefits to be paid to an alternate payee (or the manner in which such amount or percentage can be determined), 3) the number of payments to which the order applies; and 4) each plan to which the order applies. A QDRO must not 1) require a plan to provide any type or form of benefit or option not otherwise provided under the plan, 2) require the plan to provide increased benefits (determined on the basis of actuarial value), and 3) require payment of benefits to an alternate payee which are required to be paid to another alternate payee under another previously determined QDRO.

**Taxation.** Distribution to an alternate payee is taxable as ordinary income to the alternate payee for the year in which payment is made. If the participant has made after-tax voluntary contributions to the plan, the participant's tax cost basis in the account is prorated to the alternate payee in the same proportion as benefits. Although distributions to any plan participant before age 59½ are generally subject to a 10% penalty tax, distributions to an alternate payee are not.

All or part of the amount received by a spouse or former spouse (excluding any apportioned after-tax voluntary contributions) may be rolled over, tax free, into an Individual Retirement Account (IRA) or other eligible employer plan within 60 days after receipt of the distribution. Please note that the rollover option is not available to other alternate payees, such as dependents or children. The amount payable to an alternate payee is not considered part of the balance to the credit of the participant. Thus, regardless of the time or form of any distribution(s) to an alternate payee, a participant who receives non-assigned benefits in a lump sum would be entitled to the special tax treatment afforded qualifying lump sum distributions, (i.e., 10-year averaging or possible capital gain treatment).

**Procedures.** When an Employer receives a domestic relations order, the Employer must notify each party named therein, in writing, that the plan has received the order and must attach a copy of the plan procedures to be followed in determining whether or not the order is a qualified domestic relations order. Plan procedures for handling a domestic relations order must be in writing but need not be included in the plan documents themselves. The procedures for Amundi Pioneer's Qualified Plan are set forth on the reverse side of this sheet. Please read these procedures carefully to familiarize yourself with your rights and duties in the event a domestic relations order is entered against your Amundi Pioneer Plan. Following is a specimen letter for notifying interested parties:

### Domestic Relations Order Notification Letter

(Name and Address of Interested Party)

Dear \_\_\_\_\_:

We have received a domestic relations order concerning the matter of \_\_\_\_\_ Plaintiff, vs. \_\_\_\_\_ Defendant, purporting to dispose of certain marital property benefits in the Plan.

In accordance with the Plan's procedures adopted pursuant to the requirements of the Retirement Equity Act of 1984, a determination will be made of the qualified status of the order. A copy of the Plan's procedures is enclosed.

If you have any information that should be considered in this matter, please submit it to the undersigned promptly. If there are additional documents or information we need to make our determination, we will contact you.

We will notify you when we have made our determination as to the qualified status of this domestic relations order.

Yours truly,

Plan Administrator

The Employer, as Plan Administrator, will administer all domestic relations orders (hereinafter, "Orders") received with respect to the Plan. The Plan Administrator will act in accordance with the following Procedures:

## **I. Procedures Upon Receipt of an Order**

- A. Upon receipt of an Order, the Plan Administrator will:
1. Send written notice of receipt of such Order to each person named therein (at the address specified in the Order, if applicable), together with a copy of these Procedures; and
  2. Separately account under the Plan for all: (a) payments required by the Order; and (b) portions of payments otherwise payable that would be affected by the Order which come due after the Plan Administrator's receipt of the Order. (Amounts that would not be distributable in any event during the period in which these Procedures are applicable do not require separate accounting.)
- B. The Plan Administrator will determine whether:
1. The copy of the Order is certified;
  2. The Order is a judgment, decree, or order (including approval of a property settlement agreement) issued by a court and relating to the provision of child support, alimony payments, or marital property rights to a spouse, former spouse, child, or other dependent of a Participant;
  3. The Order specifies the name and full mailing address of the Participant and each alternate payee, or if not, that the information is available from plan or company records;
  4. The Order clearly identifies the plan or plans affected;
  5. Payment pursuant to the Order would neither increase the Participant's benefits nor change the terms of the plan;
  6. The Order clearly specifies the amount or percentage of the Participant's vested benefit to be paid to each alternate payee or the manner in which such amount or percentage is to be determined; and
  7. The Order clearly specifies the time when payments to any alternate payee are to begin and the time they are to continue.
- C. When the Plan Administrator is satisfied that the Order satisfies the requirements to be a QDRO, the Plan Administrator shall notify in writing all persons named in the Order and any representatives designated in writing by such persons (hereinafter, "Interested Parties") that a tentative determination has been made that the Order is a QDRO.
1. If no Interested Party disputes this determination within 60 days of receipt of such notice, then the Plan Administrator shall proceed as though a final determination has been made that the Order is a QDRO.
  2. If any Interested Party disputes this determination within 60 days of receipt of such notice, then the Plan Administrator will refer such dispute to legal counsel for further advice concerning the resolution of the dispute.
- D. If it appears the Order is not a QDRO, the Plan Administrator shall notify in writing all Interested Parties that a tentative determination has been made that the Order is not a QDRO. Such notice shall state the reasons for the determination.

## **II. Procedures upon Final Determination**

- A. If, within 18 months of receipt of an Order, a final determination is made that the Order (as modified, if applicable) is a QDRO, the Plan Administrator shall follow the terms of the QDRO. The Plan Administrator shall authorize distribution of the amounts subject to the QDRO to the alternate payee.
- B. If, within 18 months of receipt of an Order, no final determination has been made that the Order is a QDRO, the Plan Administrator shall notify all Interested Parties in writing of such fact. The Plan Administrator shall either authorize distribution of the amounts separately accounted for to the person or persons who would be entitled to receive such amounts in the absence of the Order, or, if such person or persons are not in pay status under the terms of the Plan, restore the Participant's account. If it is subsequently determined that the Order (as modified, if applicable) is a QDRO, then the QDRO shall be applied prospectively only.

# Profit Sharing Plan

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## Beneficiary Information for Participants and Spouses

### 1. What rights does the Participant's spouse have to benefits after the Participant dies?

The Participant has an account in the Plan. The money in the account that the Participant will be entitled to receive is called the vested account. Federal law states that except as disbursed below, the Participant's spouse will receive the vested account after the Participant dies.

#### Example

Pat Doe dies at age 45 and Pat's vested account in the plan was \$10,000 at the time of Pat's death. The plan will pay the \$10,000 to Pat's spouse, Robin Doe (adjusted for gains and losses after Pat's death).

### 2. Can the Participant choose other beneficiaries to receive the account?

The spouse's right to the Participant's vested account provided by federal law cannot be taken away unless the Participant's spouse agrees. If the Participant's spouse agrees, the Participant can elect to have all or part of the vested account paid to someone else. Each person the Participant chooses to receive a part of the vested account is called a "beneficiary." For example, if the spouse agrees, the Participant can have the vested account paid to his or her children instead of the spouse.

#### Example

Pat and Robin Doe agree that one-half of the vested account will be paid to Pat's child, Chris. If Pat's vested account at the time of his death is \$10,000, the plan will pay \$5,000 to Robin and \$5,000 to Chris (each amount adjusted for gains and losses after Pat's death).

The Participant cannot have the vested account paid to someone else unless the Participant's spouse agrees and signs a consent.

### 3. Does the Participant's spouse have to give up the right to the Participant's vested account?

The spouse's choice must be voluntary. It is the spouse's personal decision whether he or she wants to give up the right to the Participant's vested account.

### 4. Can the Participant change the beneficiary in the future if the Participant's spouse signs a consent?

If the Participant's spouse signs the consent, the Participant cannot change the beneficiary named in this agreement to anyone other than the spouse, unless he or she agrees to the new beneficiary by signing a new agreement. If the spouse agrees, the Participant can change the beneficiary at any time before the Participant dies.

### 5. Can the spouse change his or her mind after signing a consent?

The spouse cannot change the consent after signing it. The decision is final.

### 6. What happens to a spouse's consent if the Participant and spouse become separated or divorced?

Legal separation or divorce may end the spouse's right to the vested account even if the spouse does not sign a consent. However, if the spouse becomes legally separated or divorced, the spouse might be able to get a special court order (which is called a qualified domestic relations order or "QDRO") that specifically protects his or her rights to the vested account. If a spouse is thinking about separating or getting a divorce, he or she should get legal advice on his or her rights to benefits from the plan.

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# Money Purchase Pension Plan

## Benefit Information for Participants and Spouses

### Qualified Preretirement Survivor Annuities

#### 1. What is a Qualified Preretirement Survivor Annuity (QPSA)?

The Participant has an account in the Plan. The money in the account that the Participant will be entitled to receive is called the vested account. Federal law states that the Participant's spouse will receive a special death benefit that is paid from the vested account if the Participant dies before he or she begins receiving retirement benefits. The Participant's spouse has the right to receive this payment for life beginning after the Participant dies. The special death benefit is often called a "qualified preretirement survivor annuity" or "QPSA" benefit. (The plan will pay this death benefit in a lump sum, rather than as a QPSA, if the value of the death benefit is \$5,000 or less.)

#### 2. Can the Participant choose other beneficiaries to receive the account?

The right of the Participant's spouse to the QPSA benefit provided by federal law cannot be taken away unless the spouse agrees to give up that benefit. If the spouse agrees, the Participant can choose to have all or a part of the death benefits paid to someone else. The person the Participant chooses to receive the death benefits is usually called the "beneficiary." For example, if the spouse agrees, the Participant can have the death benefits paid to his or her children instead of the spouse.

#### Example

Pat and Robin Doe agree that Robin will not receive the QPSA benefit. Pat and Robin also decide that 1/2 of the death benefits that are paid from Pat's vested account will be paid to Robin and 1/2 of the death benefits will be paid to Pat and Robin's child, Chris. The total death benefits are \$200 per month. After Pat dies, the plan will pay \$100 a month to Robin for the rest of Robin's life. Chris will also receive payments from the plan as long as Chris lives. Chris will receive less than \$100 a month because Chris, being younger than Robin, is expected to receive payments over a longer period.

#### 3. Does the Participant's spouse have to give up the right to the QPSA benefit?

The spouse's choice must be voluntary. It is the spouse's personal decision whether he or she wants to give up the right to the special QPSA payment form.

#### 4. Can the Participant change the beneficiary in the future if the Participant's spouse signs this agreement?

If the spouse signs a consent, the Participant cannot change the beneficiary named in this agreement unless the spouse agrees to the new beneficiary by signing a new consent. If the spouse agrees, the Participant can change the beneficiary at any time before the Participant begins receiving benefits or dies. The Participant's spouse does not have to agree to let the Participant change the beneficiary. However, the Participant can select the QPSA benefit for the Participant's spouse without getting the spouse's agreement.

If the Participant's spouse signs this agreement, the Participant can choose the beneficiary who will receive the death benefits without telling the spouse and without getting the spouse's consent. The Participant can change the beneficiary at any time before he or she begins receiving benefits or dies.

The Participant's spouse has the right to agree to allow the Participant to select only a particular beneficiary. If the spouse wants to allow the Participant to select only a particular beneficiary, the spouse should not sign this form. In that case, the spouse should contact the plan administrator for more information and to get a new consent form that lets the spouse state the particular beneficiary that the spouse will allow the Participant to select.

#### 5. Can you change your mind after you sign this agreement?

You cannot change this Agreement after you have signed it. Your decision is final, even if your spouse later chooses a different beneficiary (unless you have obtained the beneficiary specific consent form referred to in the last paragraph of Section 4 in which case your spouse may not select another beneficiary (other than you) without your consent).

#### 6. What happens to this agreement if the Participant becomes separated or divorced?

The Participant's spouse may lose his or her right to the QPSA benefit if the Participant and spouse become legally separated or divorced even if the spouse does not sign a consent. However, if the Participant and spouse become legally separated or divorced, the spouse might be able to get a special court order (which is called a qualified domestic relations order or "QDRO") that specifically protects the spouse's rights to receive the QPSA benefit or that gives the spouse other benefits under this plan. If a spouse is thinking about separating or getting a divorce, he or she should get legal advice on his or her rights to benefits from the plan.

## Qualified Joint and Survivor Annuities

### 1. What is a Qualified Joint and Survivor Annuity (QJSA)?

Federal law requires the plan to pay retirement benefits in a special payment form unless the plan Participant chooses a different payment form and the Participant's spouse agrees to that choice. This special payment form is often called a "qualified joint and survivor annuity" or "QJSA" payment form. The QJSA payment form gives the plan Participant a payment period (e.g., monthly) retirement payment for the rest of his or her life. This is often called an "annuity." Under the QJSA payment form, after the plan Participant dies, each QJSA payment the plan will pay the Participant's spouse a percentage of the retirement benefit that was paid to the plan Participant. The benefit paid to the Participant's spouse after the plan Participant dies is often called a "survivor annuity" or a "survivor benefit." The Participant's spouse will receive this survivor benefit for the rest of his or her life.

#### Example

Pat Doe and Pat's spouse, Robin, receive payments from the plan under the QJSA payment form. Beginning after Pat retires, Pat receives \$600 each month from the plan. Pat then dies. The plan will pay Robin a dollar amount under the QJSA for each month for the rest of Robin's life.

### 2. How can the Plan Participant change the way benefits are paid?

The Participant and the Participant's spouse will receive benefits from the plan in the special QJSA payment form required by federal law unless the Participant chooses a different payment form and the Participant's spouse agrees to the choice. If the Participant's spouse agrees to change the way the plan's retirement benefits are paid, the Participant's spouse gives up the right to the special QJSA payments.

### 3. Does the Participant's spouse have to give up the right to the QJSA benefit?

The spouse's choice must be voluntary. It is the spouse's personal decision whether he or she wants to give up the right to the special QJSA payment form.

### 4. What other benefit forms can a Participant choose?

If the Participant's spouse agrees the Participant can choose to have the retirement benefits paid in a different form. Other payment forms may give the Participant larger retirement benefits while he or she is alive, but might not pay the Participant's spouse any benefits after the Participant dies.

#### Example of Single Life Annuity Payment Form

If Pat and Robin Doe receive retirement benefits in the special QJSA payment form, Pat would receive retirement benefits of \$600 each month from the plan until Pat dies and Robin would receive a dollar amount under the QJSA for each month for the rest of Robin's life. Pat and Robin Doe agree not to receive retirement benefits in the special QJSA payment form and decide instead to receive payments only during Pat's life. After Pat retires, Pat will receive more than \$600 each month from the plan until Pat's death. Robin will not receive any payments from the plan after Pat's death.

#### Example of Lump Sum Payment Form

Pat and Robin Doe agree not to receive the special QJSA payments and decide instead that Pat will receive a single payment equal to the value of all of Pat's retirement benefits. In this case, no further payments will be made to Pat or Robin.

If the Participant's spouse agrees, the Participant can name someone other than the spouse to receive all or a part of the survivor benefits from the plan after the Participant dies. The person the Participant selects to receive all or part of the survivor benefits is often called a "beneficiary." If the Participant's spouse agrees to let the Participant name someone else as the beneficiary for all of the survivor benefits, the spouse will not receive any payments from the plan after the Participant dies. If the spouse agrees to let the Participant name someone else as the beneficiary for a part of the survivor benefits, the spouse's survivor benefits will be less than the spouse would have received under the special QJSA payment form.

#### **Example of Naming a Beneficiary Who Is Not the Spouse**

Pat and Robin Doe select a payment form that has a survivor benefit of \$200 a month payable after Pat dies. Pat and Robin agree that 1/2 of the survivor benefit will be paid to Robin and 1/2 will be paid to Pat and Robin's child, Chris. After Pat dies, the plan will pay \$100 a month to Robin for the rest of Robin's life. Chris will also receive payments from the plan as long as Chris lives. Chris will receive less than \$100 a month because Chris, being younger than Robin, is expected to receive payments over a longer period.

#### **5. Can the Plan Participant make future changes if the Participant's spouse signs this agreement?**

If the spouse signs a consent, the spouse agrees that benefits under the plan will be paid in the form stated in the consent. The spouse also agrees that any beneficiary named in a consent agreement will receive all or a part of the survivor benefits from the plan after the Participant has died. The Participant cannot change the new payment form or the beneficiary unless the spouse agrees to the change by signing a new consent. However, the Participant can change to the special QJSA payment form without getting the spouse's agreement.

#### **6. Can the Participant's spouse change his or her mind after signing a consent?**

A spouse cannot change a consent after signing it. The decision is final.

#### **7. What happens to the consent if the Participant and his or her spouse become separated or divorced?**

Legal separation or divorce may end the spouse's right to survivor benefits from the plan even if the spouse does not sign a consent. However, if the spouse becomes legally separated or divorced, the spouse might be able to get a special court order (which is called a qualified domestic relations order or "QDRO") that would give the spouse rights to receive retirement benefits even if the spouse signs a consent. If a spouse is thinking about separating or getting a divorce, he or she should get legal advice on his or her rights to benefits from the plan.

#### **8. What should the spouse know before signing a consent?**

This is a very important decision. The spouse should think very carefully about whether he or she wants to sign a consent. Before signing, the spouse should be sure that he or she understands what retirement benefits he or she may get and what benefits he or she will no longer be able to receive.

The Participant should have received information on the types of retirement benefits available from the plan. If the spouse has not seen this information, he or she should get it and read it before signing a consent.

