

**PARTICIPANT  
REQUEST FOR LOAN  
WITHDRAWAL  
(CURRENT EMPLOYEES)**



## **Instructions:**

### **1) Complete each section of your application form as follows:**

**Section A** – Please type or print all entries. All fields in this section must be completed in full (no redactions please).

**Section B** – Specify the withdrawal amount. If you select the maximum option, the withdrawal amount will be based on your account balance at the time of processing (the lesser of \$50,000 or 50% of your vested balance, reduced by the highest outstanding balance in the prior 12-month rolling period of any existing loans).

**Section C** – Please select only one from among residential or non-residential loan, and enter the desired duration for your requested loan. The term can be expressed either in terms of number of years or total number of payments. The maximum duration for a residential loans is 30 years. The maximum duration for a non-residential loan is 5 years. Loan requests for the purpose of purchasing a principal residence exceeding a 5-year term must be accompanied by supporting documentation, such as a copy of the estimated settlement costs, or a good faith estimate or sales contract. If building a home, a government issued building permit would suffice. Residential loan applications without supporting documentation will be considered incomplete.

**Section D** – Indicate your payee and mailing details. All payments will be made by check and sent using USPS First Class Mail. You have the option to have your check sent via UPS/FedEx/Overnight (cannot send to a PO Box) for an additional fee. Electronic fund transfers such as wire, direct deposit, or ACH are not available. The Plan will rely solely on the payee and mailing instructions provided by you and is not responsible for transmittal errors, which may lead to a rejected transmittal by the receiving financial institution or deposits being credited to an incorrect account. Please be sure to verify your payee and mailing details with the receiving financial institution, and if available, attach transmittal instructions supplied to you by the receiving financial institution to your completed election form. Additional fees may apply for rejected, returned, or reissued transmittals. Your distribution and payment elections are irrevocable.

Please print your name, sign and date the form. Do not submit your completed application form to your Employer. See sections 2 and 3 below for instructions for submitting your form for processing.

### **2) Attach to your application a copy of one of the following forms of photo ID (must be valid or recently expired):**

(Cell phone/tablet images that show the entire ID clearly, as well as black and white photocopies, are accepted)

- Driver's license or photo ID card issued by federal, state or local government agency
- U.S. Passport, U.S. Passport Card, or Foreign Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- College/University ID card that contains a photograph
- U.S. Military card or U.S. Coast Guard Merchant Mariner Card
- Native American tribal document that contains a photograph
- Employment Authorization Document that contains a photograph (Form I-766)

**3) Return the completed (and signed) application form to RPG Consultants for processing.** Do not send your form directly to your Employer. Our office will obtain your Employer's authorization and signature on a separate document. Partially completed forms will be rejected and returned to sender. You may upload your completed application form securely to our website using our secure file transfer portal at <https://files.rpgconsultants.com/filedrop/Support> or visit [www.rpgconsultants.com](http://www.rpgconsultants.com), click on the "Secure File Upload" link from the Resources > Client Resources menu and select the "Support" department. On the file upload page, enter your email address, Plan name and your full name in the subject line, enter an optional message in the body, and attach your application form and copy of picture ID (see section 2 above). Be sure to click the "Send" button at the bottom of the screen and wait for appearance of the "**Files Sent, Thank you!**" on-screen confirmation message (shown below) before closing the web page. If you prefer to send your application form by e-mail, please send to [support@rpgconsultants.com](mailto:support@rpgconsultants.com). If you prefer to send by fax, please send to 1 (212) 947-4866.

**Files Sent, Thank you!**

**Important Information:** Our processing timeline is 5 to 15 business days from the time you return your signed loan promissory note to RPG Consultants. Processing fees apply. Please carefully read the "RPG Loan Notice" available for download at <http://loannotice.rpgconsultants.com>. It is your responsibility to make sure that all loan payments are made in a timely manner and in accordance with your loan amortization schedule. You must notify your employer immediately if a payroll processing error results in a missed loan payment deduction. You may not elect to cease or suspend loan payments while you are still receiving payroll, unless you are approved for a bona fide leave of absence.



**REQUEST FOR LOAN WITHDRAWAL (FOR CURRENT EMPLOYEES)**

**SECTION A - PERSONAL INFORMATION**

Employer Name:	Social Security No.:
Participant Name:	Date of Birth:
Address:	Date of Hire:
Apt/Suite:	E-mail Address:
City, State, Zip:	Phone No.:
Marital Status:	Account Balance*:

**SECTION B - WITHDRAWAL AMOUNT**

Maximum amount available to me (based on the balance of my account at the time of processing and prior loans, if any).

Process a loan withdrawal for the following dollar amount \$\_\_\_\_\_ Note: certain restrictions may prevent a withdrawal in the requested amount.

Process a loan withdrawal for the following dollar amount \$\_\_\_\_\_ However, if the amount requested is not available, please process a loan withdrawal in the maximum amount available to me.

**SECTION C - LOAN ELECTIONS**

Complete **only one** of the following rows. Note: maximum duration of non-residential loan: 5 years; residential loan: 30 years

<input type="checkbox"/> Loan purpose is not for purchase of a principal residence	Desired loan duration: _____ Years or _____ Payments
<input type="checkbox"/> Loan purpose is for purchase of a principal residence (+)	Desired loan duration: _____ Years or _____ Payments

**SECTION D - PAYMENT ELECTIONS**

Make check payable to:	Account # (‡):
Mail check to following address:	
Optional (additional fee applies):	<input type="checkbox"/> Check this box to have your check sent via UPS/FedEx/Overnight (no PO box)

‡ If making your check payable to a financial account (like a checking, saving, or brokerage account), please provide your account number and attach documentation demonstrating your ownership of the destination account. Acceptable forms of supporting documentation include recent statements (for a pre-existing account) or a letter of acceptance from the receiving financial institution (for newly established accounts.)

\* Enter the exact account balance as of the date of your signature at the bottom of this form. Please call RPG Support if you require assistance.  
 + Loan requests for the purpose of purchasing a principal residence exceeding a 5-year maximum term must be accompanied by supporting documentation, such as a copy of the estimated settlement costs, or a good faith estimate or sales contract; if building a home, a government issued building permit. Residential loan applications without supporting documentation will be considered incomplete.

I have read the "RPG Loan Notice" available at <http://loannotice.rpgconsultants.com> and acknowledge that a) it is my responsibility to make sure that all loan payments are made in a timely manner and in accordance with my loan amortization schedule, b) I must notify my employer immediately if a payroll processing error results in a missed loan payment deduction, c) I may not elect to cease or suspend loan payments while I am still receiving payroll, unless I am approved for a bona fide leave of absence, d) a one-time loan processing fee will apply, e) requests are processed within 30 days of receipt of a signed loan promissory note, f) accounts are liquidated pro-rata across all tax-deferred sources and funds, g) the Plan will rely solely on the information provided by me on this form and is not responsible for errors in my instructions.

\_\_\_\_\_ Date \_\_\_\_\_ Name (Please Print) \_\_\_\_\_ Signature