



**Mutual Fund Distribution Request Form**

Group ID# 53677001     Group ID# 53924001     Group ID# 54107001

**1. CLIENT INFORMATION**

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

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**2. DISTRIBUTION METHOD**

Choose from one of the following distribution methods below. Please review the enclosed "SPECIAL TAX NOTICE" carefully.

**OPTION A → WITHDRAWAL**

- Distributes funds as requested and leaves account open
- Future contributions accepted if allowed by the plan
- No impact to outstanding loans

*Please indicate Account(s) you wish to withdraw from.*

Account # _____	Account # _____	Account # _____
\$ _____ or _____ %	\$ _____ or _____ %	\$ _____ or _____ %

**Choose one:**

- Distribute the amount pro-rata against all available funds *excluding* Schwab PCRA (default)
- Distribute the amount pro-rata against all available funds *including* Schwab PCRA
- Distribute the amount or percentage from each fund as specified below:

Fund Code	Amount
_____	\$ _____ or _____ %
_____	\$ _____ or _____ %
_____	\$ _____ or _____ %

**Choose one:**

- Distribute the amount pro-rata against all available funds *excluding* Schwab PCRA (default)
- Distribute the amount pro-rata against all available funds *including* Schwab PCRA
- Distribute the amount or percentage from each fund as specified below:

Fund Code	Amount
_____	\$ _____ or _____ %
_____	\$ _____ or _____ %
_____	\$ _____ or _____ %

**Choose one:**

- Distribute the amount pro-rata against all available funds *excluding* Schwab PCRA (default)
- Distribute the amount pro-rata against all available funds *including* Schwab PCRA
- Distribute the amount or percentage from each fund as specified below:

Fund Code	Amount
_____	\$ _____ or _____ %
_____	\$ _____ or _____ %
_____	\$ _____ or _____ %

**OPTION B → SURRENDER**

- Automatically closes the account
- Future contributions will not be accepted
- Any active outstanding loan(s) will be terminated and reported as taxable distribution(s)

*Please indicate Account(s) you wish to surrender.*

Account # \_\_\_\_\_ Account # \_\_\_\_\_ Account # \_\_\_\_\_

**OPTION C → INSTALLMENTS** (Please complete a Mutual Fund Systematic Withdrawal Form.)

**OPTION D → ANNUITY IF AVAILABLE UNDER THE PLAN** (Please complete VALIC's Annuity Benefits Form.)

**3. DISTRIBUTION REASON 403(a)/(b), 401(a)/(k) or 457(b) Deferred Compensation\* Plan Participants:**

- Separation from Service** as of \_\_\_\_\_ (date) due to:     Termination     Early Retirement     Normal Retirement  
Did you separate from service during or after the year you attained Age 55?     Yes     No
- In-service Withdrawal** of available funds other than hardship (if available under your plan).
- Permanent/Total Disability** (Does not apply to 457(b) plans)  
as of \_\_\_\_\_ (date). Termination Date: \_\_\_\_\_  
Attach Doctor's Statement or Social Security Administration Documentation.

**Other Distributions:**

- Spousal Beneficiary     Non-Spousal Beneficiary     Alternate Payee under Qualified Domestic Relations Order (QDRO)

\*See Information page



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**VALIC Retirement Services Company**

Group ID# 53677001     Group ID# 53924001     Group ID# 54107001

**4. WITHHOLDING INFORMATION AND INSTRUCTIONS**

- Any amount that you could withdraw without requesting a hardship withdrawal may be eligible for rollover to another eligible retirement plan or IRA and, if eligible for rollover, will be subject to mandatory 20% federal tax withholding. (Does not apply to non-spousal beneficiaries.)
- Any amounts that are not eligible for rollover will be subject to 10% federal tax withholding on any taxable amount 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. State withholding may be subject to a 5% administrative default rate when state withholding is requested and no withholding amount is designated. Your state of residence may require that your state income tax withholding election be provided to us on a specific state form. Should your state of domicile require a specific state withholding form, your state income tax withholding will not occur unless the required form is received by our office.
- Notice to non-residents: A payment to an address outside of the United States may be subject to 30% federal tax withholding unless the payee submits a completed IRS Form W-8BEN and the amount is eligible for reduced withholding.
- For any 457 plan except governmental 457(b) plans and other nonqualified 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. Wage bracket withholding does not apply to beneficiary accounts.

**Federal Withholding Instructions**

**DO NOT** withhold any federal income taxes unless mandated by law.       **DO** withhold federal taxes in the amount of \_\_\_\_\_ %  
(cannot be less than any mandatory withholding)

**State Withholding Instructions**

**DO NOT** withhold any state taxes unless mandated by law.       **DO** withhold state taxes in the amount of \_\_\_\_\_ %  
(cannot be less than any mandatory withholding)

**5. DELIVERY INSTRUCTIONS (Choose one option only.)**

- Electronic Funds Transfer (EFT)** instructions for one-time distributions are on file, VALIC will process your distribution in accordance with such instructions.
- If you wish to enroll into the EFT program, go to VALIC.com and log into your account to access the EFT link. Or you may complete your bank information below and send a voided check along with this form. **Electronic Funds Transfer (EFT) is not an option when surrendering an account.**

Bank Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

**Send check by overnight delivery.** I understand, by providing my credit card number below, that there will be a charge billed to my credit card for this service and that a street address is required. If the credit card charge is not approved, the check will be sent by regular mail.

Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_       MasterCard       Visa  
 American Express

Street Address  **Check if the above is your new permanent address.**      City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**If you have changed your address of record within the past 15 business days or if your check is to be mailed to a third party's address, please provide a Signature Guarantee from a financial institution**

**6. SPECIAL INSTRUCTIONS**

\_\_\_\_\_  
\_\_\_\_\_

**7. CLIENT SIGNATURE**

- I authorize the above distribution and certify that all statements, are complete and accurate to the best of my knowledge and belief.
- I have read and understand the information provided in the Special Tax Notice in the Information page of this form.

If additional information is required, please contact me by email.

My email address is: \_\_\_\_\_

Signature Guarantee (if applicable)

Client Signature

Date



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**VALIC Retirement Services Company**

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**8. PLAN ADMINISTRATOR'S APPROVAL — IF APPLICABLE**

I approve this distribution in accordance with the current plan provisions and all applicable laws and regulations. I verify that the information provided on this form for purposes of this distribution is correct to the best of my knowledge.

Unless otherwise specified in the plan document, the Plan Administrator authorizes a participant who has terminated employment to leave his or her vested portion of the account(s) listed on this form under the Plan as a deferred benefit, and to receive a distribution or make a qualified rollover from these account(s) at any time in the future.

**VESTING INFORMATION FOR EMPLOYER CONTRIBUTION SOURCES** (to be completed by the Employer)

**Vesting Information**

Employer Basic Vested \_\_\_\_\_%

Employer Matching Vested \_\_\_\_\_%

Employer Other (Specify) \_\_\_\_\_

Vested \_\_\_\_\_%

**All Employers**

Indicate hours worked if Hours of Service is used by your plan to calculate benefits. Indicate months of service if Elapsed Time is used by your plan to calculate benefits.

Hours Worked \_\_\_\_\_

Months Worked \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Plan Administrator or Authorized Representative (Print Name)

\_\_\_\_\_  
Plan Administrator or Authorized Representative Signature

\_\_\_\_\_  
Date

Please fax this form to 1-877-202-0187 or mail to the address below for processing:

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

If overnight delivery: VALIC Retirement Services Company  
1050 N. Western St.  
Amarillo, TX 79106-7011

**Questions about this form may be directed to 1-800-448-2542, Monday through Friday, 7 a.m. – 8 p.m. Central Time.**

**SPECIAL TAX NOTICE**

The information in this notice applies to qualified plans, 403(b) plans, governmental section 457(b) plans (cumulatively referred herein to as "Plan") and IRAs. You are receiving this notice because all or a portion of a payment you are receiving from an employer-sponsored Plan or IRA may be eligible to be rolled over to an IRA or an employer Plan. This notice is intended to help you decide whether to direct such a rollover. 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. This notice does not describe any State or local income tax rules (including withholding rules).

**ELIGIBLE ROLLOVER DISTRIBUTIONS**

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

If you wish to direct a rollover, you may direct a rollover of all or part of the amount eligible for rollover. Any payment from the Plan or IRA 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
- 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)
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment
- Amounts paid from certain deferred compensation plans

If a payment is not an eligible rollover distribution, 10% federal income tax withholding will apply unless you indicate differently. The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover. You may roll over the payment to either an IRA or an employer Plan (qualified plan, section 403(b) plan, or governmental section 457(b) plan) that will accept the rollover. Check with the administrator of that plan about whether the Plan accepts rollovers and, if so, the types of rollover distributions it accepts. See below for rollover rules regarding payments from designated Roth accounts in 401(k), 403(b) or governmental 457(b) plans. 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, the employer Plan may restrict distributions or require spousal consent or plan administrator approval for distributions. Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer Plan. If you roll over a payment from a governmental section 457(b) plan to an IRA or to an employer Plan that is not a governmental section 457(b) plan, a later distribution made before age 59½ will be subject to the 10% federal early withdrawal penalty (unless an exception applies).

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 or IRA will make the payment directly to your IRA or an employer Plan.

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 of a Plan distribution, the Plan is required to withhold 20% of the payment for federal income taxes. 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% federal early withdrawal penalty if you are under age 59½ (unless an exception applies).

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, Individual Retirement Arrangements (IRAs).

**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 generally included in the payment. 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. 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 a portion is paid to you, each of the payments will include an allocable portion of the after-tax contributions. If you do a 60-day rollover to an IRA of only a portion of the payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a complete distribution of your benefit which totals \$12,000, of which \$2,000 is after-tax contributions. In this case, if you roll over \$10,000 to an 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.

**ROLLOVERS OF BENEFICIARY/ALTERNATE PAYEE ACCOUNTS**

**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% federal early withdrawal penalty and the special rules for public safety officers do not apply, and the special rule described under the section, "Special Tax Treatment for Certain Lump-Sum Distributions," applies only if the participant was born on or before January 1, 1936. Note that whether a payment from a designated Roth account (see below) is a qualified distribution generally depends on when the participant first made a contribution to the designated Roth account in the Plan.

**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 a traditional or Roth IRA, you may treat the IRA as an inherited IRA or as your own. If you treat the IRA (either traditional or Roth) as an inherited IRA, payments from the IRA will not be subject to the 10% federal early withdrawal penalty. 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. An inherited IRA you treat as your own is treated like any other traditional IRA of yours, so that payments made to you before you are age 59½ will be subject to the 10% federal early withdrawal penalty (unless an exception applies) and required minimum distributions from your inherited IRA do not have to start until after you are age 70½. An inherited Roth IRA you treat as your own is treated like any other Roth IRA of yours, so that you will not have to receive any required minimum distributions during your lifetime and earnings paid to you in a nonqualified distribution before you are age 59½ will be subject to the 10% federal early withdrawal penalty (unless an exception applies).

**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 traditional or Roth IRA. Payments from the inherited IRA (even if a nonqualified distribution from a Roth IRA) will not be subject to the 10% federal early withdrawal penalty. You will have to receive required minimum distributions from the inherited traditional or Roth 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% federal early withdrawal penalty.

#### 10% PENALTY

If you are under age 59½, you will have to pay the 10% federal early withdrawal penalty for any payment from the Plan or IRA (including amounts withheld for income tax) (or, for payment from a Roth IRA, for the earnings paid) that you do not roll over, unless one of the exceptions listed below applies (or, for payment from a Roth IRA, is a qualified distribution). This tax is in addition to the regular income tax on the payment not rolled over.

The 10% federal early withdrawal penalty does not apply to the following payments from the Plan or IRA:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation (not applicable to IRA)
- 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) (exception applies to IRA without regard to separation from service)
- 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 from a governmental 457(b) plan, unless the payment is from a separate account holding rollover contributions that were made to the Plan from a qualified plan, a section 403(b) plan, or an IRA
- Corrective distributions of contributions that exceed tax law limitations
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO) (not applicable to IRA; special rule applies for IRAs 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)
- 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
- IRA Only: (1) payments for qualified higher education expenses, (2) payments up to \$10,000 used in a qualified first-time home purchase, and (3) payments after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Note: Eligible rollovers into a governmental 457(b) plan that were previously subject to the 10% federal early 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.

#### IN-PLAN ROLLOVER TO A DESIGNATED ROTH ACCOUNT

If you roll over a payment from a 401(k), 403(b) or governmental 457(b) plan account to a designated Roth account in the same plan ("in-Plan Roth rollover"), the following special rules and options will apply:

- If you roll over the payment to a designated Roth account in the same Plan, the amount of the payment rolled over (reduced by any after-tax amounts directly rolled over) will be taxed. However, the 10% federal early withdrawal penalty will not apply (unless you take the amount rolled over out of the designated Roth account within the 5-year period that begins on January 1 of the year of the rollover).
- If you roll over the payment to a designated Roth account in the same plan, later payments from the designated Roth account that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a designated Roth account is a payment made both after you attain age 59½ (or after your death or disability) and after you have had a designated Roth account in the plan for a period of at least 5 years. The 5-year period described in the preceding sentence begins on January 1 of the year your first contribution was made to the designated Roth account. However, if you made a direct rollover to a designated Roth account in the Plan from a designated Roth account in a plan of another employer, the 5-year period begins on January 1 of the year your first contribution was made to the designated Roth account in the Plan or, if earlier, to the designated Roth account in the plan of the other employer. Payments from the designated Roth account that are not qualified distributions will be taxed to the extent allocable to earnings

after the rollover, including the 10% federal early withdrawal penalty (unless an exception applies).

- If the Plan permits an in-plan Roth direct rollover option for amounts that are not otherwise distributable under the terms of the Plan, the Plan is not required to permit any other rollover or distribution options of such amounts. For more information, please contact your Plan administrator.

#### PAYMENTS FROM DESIGNATED ROTH ACCOUNTS

After-tax contributions included in a payment from a designated Roth account are not taxed, but earnings might be taxed. The tax treatment of earnings included in the payment depends on whether the payment is a qualified distribution. If a payment is only part of your designated Roth account, the payment will include an allocable portion of the earnings in your designated Roth account.

If the payment from the Plan is not a qualified distribution and you do not do a rollover to a Roth IRA or a designated Roth account in an employer plan, you will be taxed on the earnings in the payment. If you are under age 59½, a 10% federal early withdrawal penalty will also apply to the earnings (unless an exception applies). However, if you do a rollover, you will not have to pay taxes currently on the earnings and you will not have to pay taxes later on payments that are qualified distributions.

If the payment from the Plan is a qualified distribution, you will not be taxed on any part of the payment even if you do not do a rollover. If you do a rollover, you will not be taxed on the amount you roll over and any earnings on the amount you roll over will not be taxed if paid later in a qualified distribution.

A qualified distribution from a designated Roth account in the Plan is a payment made after you are age 59½ (or after your death or disability) and after you have had a designated Roth account in the Plan for at least 5 years. In applying the 5-year rule, you count from January 1 of the year your first contribution was made to the designated Roth account. However, if you did a direct rollover to a designated Roth account in the Plan from a designated Roth account in another employer plan, your participation will count from January 1 of the year your first contribution was made to the designated Roth account in the Plan or, if earlier, to the designated Roth account in the other employer plan.

You may roll over the payment to either a Roth IRA (a Roth individual retirement account or Roth individual retirement annuity) or a designated Roth account in an employer Plan (a tax-qualified plan or section 403(b) plan) that will accept the rollover. The rules of the Roth IRA or employer Plan that holds the rollover will determine your investment options, fees, and rights to payment from the Roth IRA or employer Plan (for example, no spousal consent rules apply to Roth IRAs and Roth IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the Roth IRA or the designated Roth account in the employer Plan. In general, these tax rules are similar to those described elsewhere in this document, but differences include:

- If you do a rollover to a Roth IRA, all of your Roth IRAs will be considered for purposes of determining whether you have satisfied the 5-year rule (counting from January 1 of the year for which your first contribution was made to any of your Roth IRAs).
- If you do a rollover to a Roth IRA, you will not be required to take a distribution from the Roth IRA during your lifetime and you must keep track of the aggregate amount of the after-tax contributions in all of your Roth IRAs (in order to determine your taxable income for later Roth IRA payments that are not qualified distributions).
- Eligible rollover distributions from a Roth IRA can only be rolled over to another Roth IRA.

There are two ways to do a rollover. You can either do a direct rollover or a 60-day rollover. If you do a direct rollover, the Plan will make the payment directly to your Roth IRA or designated Roth account in an employer plan. You should contact the Roth 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 within 60 days into a Roth IRA, whether the payment is a qualified or nonqualified distribution. In addition, you can do a rollover by making a deposit within 60 days into a designated Roth account in an employer plan if the payment is a nonqualified distribution and the rollover does not exceed the amount of the earnings in the payment. You cannot do a 60-day rollover to an employer plan of any part of a qualified distribution. If you receive a distribution that is a nonqualified distribution and you do not roll over an amount at least equal to the earnings allocable to the distribution, you will be taxed on the amount of those earnings not rolled

over, including the 10% federal early withdrawal penalty if you are under age 59½ (unless an exception applies).

If you do a direct rollover of only a portion of the amount paid from the Plan and a portion is paid to you, each of the payments will include an allocable portion of the earnings in your designated Roth account.

If you do not do a direct rollover and the payment is not a qualified distribution, the Plan is required to withhold 20% of the earnings 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 to a Roth IRA, you must use other funds to make up for the 20% withheld.

#### **ROLLOVERS TO A ROTH IRA**

If you roll over the payment 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% federal early withdrawal penalty 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% federal early withdrawal penalty (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, Individual Retirement Arrangements (IRAs).

#### **LOANS**

If your plan specifies and you request a 100% withdrawal, the account balance will be reduced by the outstanding loan balance. The loan offset amount is treated as a distribution to you at the time of the offset and will be taxed (including the 10% federal early withdrawal penalty, unless an exception applies) (in the case of a nonqualified distribution from a designated Roth account, only to the extent of the earnings in the loan offset) unless you do a 60-day rollover in the amount of the loan offset to an IRA or employer Plan (or in the amount of the nonqualified distribution earnings to a Roth IRA or designated Roth account in any employer Plan). You may also choose to pay off the outstanding loan balance prior to the 100% withdrawal by submitting payment in full to the Loan Department.

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

If you were born on or before January 1, 1936 and receive a lump-sum distribution (including a nonqualified distribution from a designated Roth account) that you do not roll over, special rules for calculating the amount of the tax on the payment (or the earnings in the payment for a nonqualified distribution) might apply to you (not applicable to governmental 457(b) plan distributions). For more information, see IRS Publication 575, Pension and Annuity Income.

#### **ELIGIBLE RETIRED PUBLIC SAFETY OFFICER**

If the Plan is a governmental plan, you retired as a public safety officer, and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income Plan payments (including nonqualified distributions from designated Roth accounts) paid directly as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of \$3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

#### **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, 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 cashout of more than \$1,000 will be directly rolled over to an IRA chosen by the Plan administrator. A mandatory cashout 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 a professional tax adviser, before taking a payment from the Plan or IRA. Also, you can find more detailed information on the federal tax treatment of payments from employer plans and IRAs in: IRS Publication 575, Pension and Annuity Income; IRS Publication 590, 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.

#### **DISTRIBUTABLE EVENT**

Generally a distributable event includes attainment of age 59½ (age 70½ for governmental 457(b) plans), severance from employment, 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 1-800-448-2542.

#### **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.

#### **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. Distributions from a Section 457(b) plan sponsored by a private tax-exempt employer are not eligible for a rollover to another plan or IRA.

#### **Please send completed forms to:**

VALIC Document Control	Overnight delivery:
P.O. Box 15648	VALIC Retirement Services Company
Amarillo, TX 79105-5648	1050 N. Western St.
	Amarillo, TX 79106-7011

Call 1-800-448-2542 for assistance.