

How to Complete the Distribution Forms for Pooled or Non-Recordkeeper Accounts

Below are outlines of the different types of distribution election forms and reference sections and pages to complete. These instructions are provided to assist the Plan Administrator and/or Participant in the sections that require completion.

Expectations and Timeline

The participant distribution process is not a quick turnaround process. There are multiple entities that are required to complete this process including, but not limited to, the Plan Participant, Employer, Financial Advisor, Third Party Administrator (TPA), and Custodian. Once a completed and accepted Distribution Form is received by the TPA for a Participant Distribution, the process typically takes approximately 2 – 8 weeks to complete before the participant receives their distribution funds.

Process Overview

This is to provide a high-level overview of the participant distribution process:

1. Participant receives Distribution Form.
2. Participant completes the Distribution Form and sends back to previous Employer. The duration is dependent upon the participant.
3. Employer completes their requirements within the Distribution Form. The duration is dependent upon the Employer.
4. Employers sends the completed distribution form to the TPA (Front 9 Administration).
5. TPA reviews the Distribution Form to ensure completeness. If complete, move onto Step 6.

If not complete, go back to Participant/Employer to complete. The duration is typically 1-3 business days for TPA to review.

6. TPA inputs the Distribution Form into Penchecks.

Penchecks Trust is a third-party provider that specializes in retirement plan distribution services. Penchecks handles the required tax withholding, distribution processing, and IRS Form 1099-R reporting for distributions. Front 9 Administration requires the usage of Penchecks for all Profit Sharing and Retirement Plan distributions to ensure the plan stays in compliance with IRS and DOL requirements.

The duration is typically 1-3 business days for TPA to input and send instructions.

7. TPA sends the payment instructions to the applicable party, typically a financial advisory firm for the Employer.
8. Payment (fund transfer) is sent to Penchecks for Participant Distribution by applicable party. The duration varies from 3 business days to weeks dependent upon applicable party (advisory firm, custodian, etc.).
9. Penchecks receives and verifies the funds. The duration is typically 1-2 business days.

10. Penchecks distributes the funds per the Plan Participant's instructions on Distribution Form. The duration is typically 1-2 business days.
11. Plan Participant receives distribution funds. The duration of this part of the process is dependent upon the form of payment.

Disclaimer

The information provided with this distribution form instructions is for general informational purposes only and is not intended to constitute legal, tax, or financial advice. Neither the Plan Sponsor, Third Party Administrator, nor Recordkeeper is acting as a fiduciary or advisor with respect to your decision to take a distribution or the completion of this form.

You are solely responsible for making informed decisions regarding your distribution options. You may wish to consult with a qualified tax advisor, financial planner, or legal counsel before submitting your request.

By completing and submitting this distribution form, you acknowledge that you understand the potential tax consequences and accept full responsibility for the choices made. The Plan Sponsor and its service providers are not liable for any loss, penalty, or tax impact resulting from your distribution election.

How to Complete the QJSA Form

Below is an outline of the QJSA plan distribution election form and how to complete.

Plan Administrator instructions:

1. Page 3 – The Plan Administrator will sign on the line at the top labeled “Witnessed By”.
2. Page 3 – The Plan Administrator will sign on the line in the middle labeled “Authorized Representative of Plan Administrator”.
3. Page 5 – The Plan Administrator will date, sign, and input name and title under “As Plan Administrator, I hereby authorize the above distribution.”.

Plan Participant instructions:

1. Section 1: Participant Information - Page 1 – The Plan Participant to complete Section 1 with full name, social security number, mailing address, date of birth, date of hire, current marital status, phone number (only 1 is required), and email address.
2. Section 2: Reason For Distribution – Page 1 – The Plan Participant to complete Section 2. Most participants will select box 1.
 - a. If separation of service or a plan termination – select “Termination of Employment” box and enter applicable date
 - b. If disability (if allowed by the plan) – select “Disability” box and enter applicable date
 - c. If death – the beneficiary will select “Death” box and enter applicable date.
 - d. If in-service (if allowed by the plan) – select “In-service” box (Additional Form required)
 - e. If QDRO – select “QDRO” box
 - f. If Required Minimum Distributions (RMD) – select “Required Minimum Distributions” box
3. Section 3: Joint and Survivor Annuity Notice/Waiver – Page 2 – If the Plan Participant is married, please input the name of the Plan Participant’s spouse, spouse date of birth, and sign.
 - a. If married, participant’s typically select the first box, box A.
 - b. If not married, participant’s typically select the third box, box C.
 - c. But please read each option and select the most appropriate box for your current situation.
4. Section 3 – Page 3 – The Plan Participant to input the current city, state, and date. The Plan Participant will sign and print their name at the top of Page 3.
5. Section 3 – Page 3 – If the Plan Participant is married and selected box A from Page 2. The Plan Participant’s Spouse will input the current city, state, and date. The Plan Participant’s Spouse will sign and print their name in the middle of Page 3 under the Spouse’s Consent section.
6. Section 4: Form of Payment – Page 4 – The Plan Participant typically selects box A meaning lump sum distribution.

Options for Form of Payment:

- a. Lump Sum, Check Mailed - If the Plan Participant select box A for lump sum distribution and want a check mailed to the participant, they will:
 - i. Select box A
 - ii. Select box 1, All of my account balance
 - iii. Ensure the correct mailing address was completed on page 1, Section 1.

- b. Lump Sum, ACH Transfer to Bank Checking or Savings Account – If the Plan Participant select box A for lump sum distribution and want a transfer of funds to their bank checking or savings account, they will:
 - i. Select box A
 - ii. Select box 1, All of my account balance
 - iii. Input their bank account information on page 5 under “If you would like Electronic Funds Transfer for your distribution, please complete the information below:”
 - 1. Please ensure the bank name, routing number, account #, and type of account are complete and legible.
 - c. Lump Sum, Rollover to IRA – If the Plan Participant select box A for lump sum distribution and want to rollover to an IRA, they will:
 - i. Select box A
 - ii. Select box 1, All of my account balance
 - iii. Select the box – Rollover to IRA
 - iv. Input the IRA instructions on the lines following
 - d. Lump Sum, Rollover to Eligible Retirement Plan – If the Plan Participant select box A for lump sum distribution and want to rollover to an Eligible Retirement Plan (typically a new employer’s plan), they will:
 - i. Select box A
 - ii. Select box 1, All of my account balance
 - iii. Select the box – Eligible Retirement Plan
 - iv. Input the Eligible Retirement Plan instructions on the lines following
7. Section 5: Signatures – Page 5 (Top Section) – The Plan Participant will input the date, sign, and print name.
8. Section 5: Signatures – Page 5 (Middle Section) – The Plan Participant elected Lump Sum with Transfer to Bank Checking or Savings account for Form of Payment on Page 4, they will enter their bank information in this section.
- If the Plan Participant did not elect a Lump Sum with Transfer to Bank, this section may stay blank.

How to Complete the Non-QJSA Form

Below is an outline of the non-QJSA plan distribution election form and how to complete.

Plan Administrator instructions:

1. Page 3 – The Plan Administrator will date, sign, and input name and title under “As Plan Administrator, I hereby authorize the above distribution.”.

Plan Participant instructions:

1. Section 1: Participant Information - Page 1 – The Plan Participant to complete Section 1 with full name, social security number, mailing address, date of birth, date of hire, current marital status, phone number (only 1 is required), and email address.
2. Section 2: Reason For Distribution – Page 1 – The Plan Participant to complete Section 2. Most participants will select box 1.
 - a. If separation of service or a plan termination – select “Termination of Employment” box and enter applicable date
 - b. If disability (if allowed by the plan) – select “Disability” box and enter applicable date
 - c. If death – the beneficiary will select “Death” box and enter applicable date.
 - d. If in-service (if allowed by the plan) – select “In-service” box (Additional Form required)
 - e. If QDRO – select “QDRO” box
 - f. If Required Minimum Distributions (RMD) – select “Required Minimum Distributions” box
3. Section 3: Form of Payment – Page 2 – The Plan Participant typically selects box A meaning lump sum distribution.

Options for Form of Payment:

- a. Lump Sum, Check Mailed - If the Plan Participant select box A for lump sum distribution and want a check mailed to the participant, they will:
 - i. Select box A
 - ii. Select box 1, All of my account balance
 - iii. Ensure the correct mailing address was completed on page 1, Section 1.
- b. Lump Sum, ACH Transfer to Bank Checking or Savings Account – If the Plan Participant select box A for lump sum distribution and want a transfer of funds to their bank checking or savings account, they will:
 - i. Select box A
 - ii. Select box 1, All of my account balance
 - iii. Input their bank account information on page 3 under “If you would like Electronic Funds Transfer for your distribution, please complete the information below.”
 1. Please ensure the bank name, routing number, account #, and type of account are complete and legible.
- c. Lump Sum, Rollover to IRA – If the Plan Participant select box A for lump sum distribution and want to rollover to an IRA, they will:
 - i. Select box A
 - ii. Select box 1, All of my account balance
 - iii. Select the box – Rollover to IRA

- iv. Input the IRA instructions on the lines following
 - d. Lump Sum, Rollover to Eligible Retirement Plan – If the Plan Participant select box A for lump sum distribution and want to rollover to an Eligible Retirement Plan (typically a new employer’s plan), they will:
 - i. Select box A
 - ii. Select box 1, All of my account balance
 - iii. Select the box – Eligible Retirement Plan
 - iv. Input the Eligible Retirement Plan instructions on the lines following
- 4. Section 4: Signatures – Page 3 (Top Section) – The Plan Participant will input the date, sign, and print name.
- 5. Section 4: Signatures – Page 3 (Middle Section) – The Plan Participant elected Lump Sum with Transfer to Bank Checking or Savings account for Form of Payment on Page 4, they will enter their bank information in this section.

If the Plan Participant did not elect a Lump Sum with Transfer to Bank, this section may stay blank.

How to Complete the Retirement Form

Below is an outline of the retirement plan distribution election form and how to complete.

Plan Administrator instructions:

1. Page 2 – The Plan Administrator will input their name, signature, and date on top 3 lines labeled “Plan Administrator”.
2. Page 5 – The Plan Administrator will input their name, signature, and date on the bottom 3 lines labeled “Plan Trustee”.
3. Page 6 – The Plan Administrator will input date and sign in the middle section labeled “Witness of Plan Representative”.

Plan Participant instructions:

1. Page 2 – The Plan Participant will input their name, signature, and date.
2. Page 4 – The Plan Participant will select their form of payment.
 - a. We typically see the selection of Lump Sum payment – box 1 under Lump Sum.
 - i. If Lump Sum payment is selected, the plan participant needs to select either box 2 or 3.
 1. Box 2 is in the form of a check to be mailed to the address completed on page 5.
 2. Box 3 is in the form of a rollover – check to be mailed to the address and instructions provided on the lines following Box 3 on page 4.
3. Page 5 – The Plan Participant will select Married or Not Married and input the date.
4. Page 5 – The Plan Participant will sign and input street address.
5. Page 6 – IF the Plan Participant is Married, the Plan Participant’s Spouse will need to input their name, date, and sign at the top of Page 6.