



## Request for Distribution of Excess Elective Deferrals (Page 1 of 2)

### Information About the Plan (To Be Completed by Employer)

Plan Name: \_\_\_\_\_ Plan ID and Subplan: \_\_\_\_\_

### Information About the Participant (To Be Completed by Employer or Participant)

Name (First, M.I. Last)

Social Security Number

Street Address of Legal Residence

If you are not a U.S. citizen OR if you are a resident of Puerto Rico, complete an Income Tax Sheet for Aliens and Residents of Puerto Rico.

City

State

Zip Code

### Information About the Corrective Distribution (To be Completed by Employer)

This correction is for the \_\_\_\_\_ (insert year, ccy) calendar year.

#### Check and complete only the box that applies:

1. This distribution is being requested within the same calendar year in which the contribution was made.

NOTE: This form must be received by Prudential Retirement no later than December 15th of the calendar year in which the contribution was made in order to complete the distribution by December 31st. Excess deferrals and earnings will be taxable in the calendar year in which the contribution was made.

2. This distribution is being requested after the last day of the calendar year in which the contribution was made.

NOTE: This form must be received by Prudential Retirement no later than April 1st following the calendar year in which the contribution was made in order to complete the distribution by April 15th. Excess deferrals will be taxable in the year they were contributed, and the earnings will be taxable in the year the distribution is made.

Please indicate the amount of the excess elective deferral contributions and the amount of earnings that are attributable to the excess elective deferral contributions, below.

Excess Elective Deferral Contribution Amount: \$ \_\_\_\_\_

Amount to be distributed from Pre-tax: \$ \_\_\_\_\_

Amount to be distributed from Roth: \$ \_\_\_\_\_

Earnings attributable to the Excess Elective Deferral: \$ \_\_\_\_\_

(Prudential will calculate earnings if left blank)

Amount to be distributed from Pre-tax: \$ \_\_\_\_\_

Amount to be distributed from Roth: \$ \_\_\_\_\_

NOTE: The excess deferral will be removed as you requested, unless the plan document dictates otherwise.

## Request for Distribution of Excess Elective Deferrals (Page 2 of 2)

### Information About the Corrective Distribution (To be Completed by Employer)

 **Attributable-to-Matching Contributions (ATMs):**

Are there ATMs related to Box 1 or 2 above?

No     Yes    Amount to be forfeited, if applicable \$ \_\_\_\_\_

"ATMs" are employer matching contributions made on the employee deferrals that are now being distributed because the Elective Deferral Limit was exceeded. ATMs must always be forfeited, even if they are vested. Once forfeited, they may be used to offset future employer contributions or to pay plan expenses, as provided in your plan document.

### Approval (To Be Completed by Employer)

I certify that I have explained the terms and conditions of the above elections to the participant and the information is complete and accurate.

I authorize Prudential Retirement to process the distribution of excess elective deferral contributions, plus earnings, indicated above. I understand that this distribution must be made on or before April 15 following the calendar year in which the excess elective deferral contributions were made. I understand that if Prudential Retirement does not receive this form by April 1 following the calendar year in which the excess elective deferral contributions were made, Prudential will not be able to distribute the amounts indicated by the April 15 mandatory return date, and:

1. The amount of excess elective deferral contributions may not be distributed from the plan until the participant experiences a distributable event, unless the excess is distributed according to a correction under the IRS Employee Plans Compliance Resolution System.
2. The amount of excess elective deferral contributions must be included in the participant's income in both the year contributed and in the year eventually distributed.

Company Authorization: \_\_\_\_\_ Date: \_\_\_\_\_