HARDSHIP WITHDRAWAL GUIDELINES

Failure to provide proper **current** supporting documentation will result in a denial of the hardship request. Please note that other current supporting documentation may be required in addition to the items listed below. **The term current means that the supporting documentation was prepared within 30 days of the date of the hardship request.** The amount requested cannot exceed the amount needed as supported by current documentation.

REASON: Purchase of Principal Residence

Basic Requirements

- withdrawal request must be for costs directly related to the purchase (excluding mortgage payments) of principal residence of participant (rental property is excluded)
- If you are NOT obtaining a loan and this is a cash sale, submit a copy of the deed that reflects the address of the property and the name of the current property owner. If the deed is not available you must submit other evidence of title. Contact the Fund Office Retirement Benefits Department for additional information.

Required Documentation

FOR PURCHASE OF EXISTING HOUSE / TOWNHOUSE / CONDOMINIMUM / MOBILE HOME OR MANUFACTURED HOME

- sales contract – must identify name of participant or participant's spouse (as buyer) and must include closing date (subsequent to the date of the hardship distribution), buyer's (participant's or participant's spouse's) signature, seller's signature or signature of authorized representative of company selling the property, current date, purchase price of property, address of property
- good faith estimate - must include buyer's (participant's or participant's spouse's) name and signature, current date, amounts (such as closing costs and deposits) required to be paid at closing to purchase property, address of property

FOR CONSTRUCTION OF PRINCIPAL RESIDENCE

- contract - must identify name of participant or participant's spouse (as buyer) and must include buyer's (participant's or participant's spouse's) signature, contractor's signature, anticipated completion date (and, if applicable, proof of extension), current date, building costs; copy of construction loan reflecting loan approved costs, address of property

PURCHASE OF LAND FOR CONSTRUCTION OF PRINCIPAL RESIDENCE OR PLACEMENT OF MOBILE OR MANUFACTURED HOME

- contract - must identify name of participant or participant's spouse (as buyer) and must include closing date (subsequent to the date of the hardship distribution), buyer's (participant's or participant's spouse's) signature, seller's signature, current date, purchase price, address or location of property, and construction loan agreement
- documentation by contractor – building permits, blue prints, and documentation showing intent for construction of principal residence within one year time frame

Non-Eligible Expenses

- amounts already paid (for example, down payment, deposits, earnest money) are not eligible for hardship withdrawal (*Exception*: bridge loan (i.e., where a loan is taken for a short term while the hardship is being processed))
- refinancing of the mortgage of a principal residence is not eligible

HARDSHIP WITHDRAWAL GUIDELINES

REASON: Payment of Unreimbursed Medical and Dental Expenses

Basic Requirements

- must be eligible medical* and/or dental expenses (*for the diagnosis, cure, mitigation, treatment, or prevention of disease, or for the purpose of treating any structure or function of the body)
- amount must (1) not be covered by insurance, (2) not paid in its entirety by insurance, or (3) not previously paid by participant

Required Documentation

FOR MEDICAL EXPENSES INCURRED

- copy of itemized bill(s) - must identify name of participant or dependent, service rendered, date of service, billed amount, amount paid by insurance (if applicable), outstanding amount. "Balance due" statements from providers or notices from collection agencies are not acceptable.
- explanations of benefits (EOBs) from insurance carriers – indicating what portion of each itemized charge that insurance has paid. If you are applying for a withdrawal for medical expenses for a spouse or dependent who has other coverage, you must also provide a copy of the EOBs from their insurance carrier.
- If you did not have any insurance at the time the services were performed, you must submit that in writing.

FOR MEDICAL EXPENSES NOT YET INCURRED

- doctor/hospital statement – treatment plan identifying name of participant or dependent, service to be rendered, estimated cost of service; statement must be on doctor's/hospital's letterhead; and
- letter from insurance carrier (if applicable) – must identify amount to be paid by insurance or denying coverage

Non-Eligible Expenses

- cosmetic surgery is generally not eligible (unless required due to accident or medical condition)

REASON: Payment Of Tuition And Related Educational Expenses

Basic Requirements

- tuition and/or related educational fees must be for a post-secondary education at an accredited college, university or trade school (which requires an individual to have a high school diploma or GED) for either the participant, participant's spouse, or participant's dependents
- expenses must be for the current semester or for the next 12 months of education

Required Documentation

TUITION AND BOARD

- copy of tuition and/or room and board bill - must include name of student and name, address, and telephone number of educational institution, fee for tuition (may be broken down by class) for the current or next semester, fee for room and board for current or next semester

Non-Eligible Expenses

- payment of outstanding student loan is not eligible
- book fees are not eligible

HARDSHIP WITHDRAWAL GUIDELINES

REASON: Prevention Of Eviction Or Foreclosure From The Participant's Principal Residence

Basic Requirements

- eviction or foreclosure must be on participant's principal residence
- date of eviction or foreclosure must be in the future

Required Documentation

FOR EVICTION FROM APARTMENT COMPLEX OR PROPERTY RENTED BY INDIVIDUAL

- Original notarized eviction notice or court order - must identify name of participant or participant's spouse (as tenant); provide participant's address, amount needed to prevent eviction, and date on which amount must be paid; be dated and signed by owner or representative of apartment complex or landlord
- Copy of current applicable lease − must be signed by participant or participant's spouse (as tenant) and the property owner or owner's agent. If your tenancy is month-to-month, you must furnish a signed document from the property owner stating the details of your current tenancy.

FOR FORECLOSURE

- foreclosure notice - must be from mortgage company, other appropriate agency, or state or local taxing authority; identify name of participant or participant's spouse; provide participant's address; amount needed to prevent foreclosure; date on which amount must be paid; be dated and signed by authorized representative of mortgage company, other appropriate agency and/or taxing authority; state that foreclosure proceedings will begin if amount not paid

  Note: The address on the eviction or foreclosure notice must be the same as the address on your account, unless the address on your account is a P.O. Box. If the address on your account is a P.O. Box, you must submit a copy of a utility bill that states your physical address that matches the address on the eviction or foreclosure notice.

Non-Eligible Expenses

- past due utility, water, and property tax bills are not eligible (*Exceptions*: Property tax bills that may lead to sale of principal residence if bill is not paid and utility and water bills that are included in an eviction notice.)

REASON: Payment of Funeral and/or Burial Expenses

Basic Requirements

- funeral and/or burial expenses must be for the participant's deceased parent, spouse, child or dependent

Required Documentation

- copy of funeral and/or burial bill or other bills (ex: headstone/grave marker, florist, luncheon) relating to the funeral − must identify name of family member (i.e., deceased parent, spouse, child or dependent) and billed amount/outstanding balance.
- original certified death certificate
- if expenses are for deceased parent: original county certified birth record reflecting name of the deceased as your parent

Non-Eligible Expenses

- amounts already paid