



**CERTIFICATION FOR HARDSHIP WITHDRAWAL - 401(a) DEFINED CONTRIBUTION RETIREMENT PLAN**

*(Employee must be age 59½ or older)*

I am requesting a hardship distribution of \$ \_\_\_\_\_ for the following reason(s): (Check all that apply)

- To pay medical expenses for me, my spouse or my dependents.
- The purchase (excluding mortgage payments) of a principal residence.
- Payment of tuition and related educational fees for the next 12 months of post-secondary education for myself, my spouse, or my dependents.
- Payment of amounts necessary to prevent the eviction from my principal residence or the foreclosure on the mortgage of my principal residence.
- Payments for burial or funeral expenses for my deceased parent, spouse, child, or dependent.
- Payment of expenses for the repair of damage to my principal residence that would qualify for the casualty deduction under Code Section 165.
- Payment of expenses and losses (including loss of income) incurred by me on account of a disaster declared by FEMA under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provided that my principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance.

By signing below, I certify:

- (a) The amount I have requested does not exceed the amount necessary to satisfy the hardship(s) identified under "Distribution Request" and to pay any federal, state, or local income taxes or penalties reasonably anticipated from the distribution;
- (b) There are no other resources reasonably available to me, such as loans, insurance proceeds, or assets such as vacation homes or recreational vehicles that I could sell which would satisfy the hardship; and
- (c) I have explored the possibility of obtaining all (if any) distributions and non-taxable loans currently available to me under all employee plans or other deferred compensation plans maintained by the University, and have either obtained such distributions and/or loans or have determined that such distributions and/or loans are not a reasonable means of satisfying the hardship.
- (d) I have insufficient cash or other liquid assets reasonably available to satisfy the Hardship.

\_\_\_\_\_  
 Name: \_\_\_\_\_ Employee ID Number \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR UNIVERSITY USE ONLY</b>	
Approved: _____	Date: _____