



CERTIFICATION FOR HARDSHIP WITHDRAWAL FROM ELECTIVE 403(b) CONTRIBUTIONS

I am requesting a hardship distribution of \$ _____ to satisfy the following immediate and heavy financial need: (Check all that apply)

- To pay medical expenses for me, my spouse, my child, my dependent, or my beneficiary.
- Purchase (excluding mortgage payments) of a principal residence for myself.
- Payment of tuition and related educational fees for the next twelve months of post-secondary education for the me, my spouse, my child, my dependent, or my beneficiary.
- The payment of amounts necessary to prevent my eviction from my principal residence or the foreclosure on the mortgage of my principal residence.
- Payment for burial or funeral expenses for my deceased parent, spouse, child, dependent, or beneficiary.
- To repair damage to my principal residence that would qualify for the casualty deduction under IRS regulations.
- 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 with respect to the disaster.

Statements and Agreements: By signing below, I certify:

- (a) The amount I have requested does not exceed the amount necessary to satisfy the hardship(s) identified and to pay any federal, state, or local income taxes or penalties reasonably anticipated from the distribution;
- (b) I have explored the opportunity of obtaining all (if any) distributions, other than hardship distributions, and all (if any) nontaxable loans currently reasonably available under the Plan and any other deferred compensation plan maintained by the University and have either obtained such distributions and/or loans or have determined that such distributions and loans are not a reasonable means of satisfying the hardship;
- (c) There are no other resources reasonably available to me which would satisfy the hardship, such as loans, insurance proceeds, liquidation of my assets (or the assets of my spouse or child available to me) to the extent the liquidation would not cause hardship; and I have insufficient cash or other liquid assets reasonably available to satisfy the immediate and heavy financial need.

 Name: _____ Employee ID Number _____ Date _____

FOR UNIVERSITY HUMAN RESOURCE MANAGEMENT USE ONLY	
Approved: _____	Date: _____