LAW OFFICES

HENRY J. NOVAK

11782 JOLLYVILLE ROAD, SUITE 210

AUSTIN, TEXAS 78759

(512) 765-5450

FAX (512) 532-6008

Retirement Plan Penalty Free Distribution Form

1. **How did you hear about us?** ____

2. **Plan Holder's Information**

   Full Name: ____

   Address: ____

   City: __________________ County: ___________ State: _____ Zip: ____________

   SSN: __________________________ DOB: ______________________________

   Phone: ___________________ Email: ____

3. **Plan Holder's Spouse's Information**

   Full Name: ____

   SSN: __________________________ DOB: ______________________________

   Phone: ___________________ Email: ____

4. **Date of Your Marriage** __________________________

5. **Employer Sponsoring Plan** ____

   Corp. Headquarters Address: ____

   Human Resources/Benefits Phone No.: ____

   Human Resources/Benefits Email Address: ____________________________________

   Location where you work: ____

   Number of Years Employed: ______________________

   Title of your Position: ____________________________

   Currently employed with Employer or is this a former employer?____current ____former

6. Information on Retirement Plan to be Assigned

Name of Plan: ____
(Taken from your quarterly plan statement)

Approx. Date You Enrolled: __________________ Your Plan ID# (if any): ___________

Type of Plan: _______ 401(k) _______ 457 ______ 403(b)(7) ______ I'm not sure

Value of Your Benefits: ____

If a loan is outstanding from this Plan, what is the current balance? $________________

7. Are you a Lifestyles Unlimited Member? ____ Yes ____ No

If yes, at what level? ____ Preferred Investor _____Challenge ___ Financial Freedom

8. Assignment of Plan Benefits

Please indicate what percentage or fixed amount of your Plan assets you wish to assign to your spouse.

☐ 50% ☐ 75 % ☐ 95% ☐ 100% ☐ % $☐ Fixed Amount

9. Important Facts About a 401(k), 457 and 403(b)(7) Withdrawals

A. NO EARLY WITHDRAWAL PENALTY WILL BE ASSESSED. This procedure is exempt from the 10% early withdrawal penalty for persons under 59½ years of age.

B. The Plan Administrator will withhold 20% of the gross amount of the distribution for income tax.

C. The entire amount withdrawn must be included in a Texas married couple's gross income for the year of withdrawal and reported as community income on a married–filing–jointly 1040 federal income tax return. (If you and your spouse file separate tax returns, see your accountant for details). Your spouse will receive a Form 1099-R from the plan administrator showing the amount of the disbursement and a coding indicating to the IRS that the disbursement is exempt from the 10% early withdrawal penalty.

10. Upon receipt of this Intake Form my office will email you my Engagement Letter for you and your spouse to sign. At the same time, we will generate an electronic invoice that will be emailed to you from QuickBooks for the sum of $3,977, representing the legal fee of $3,500 and court filing and processing fees of $477, which you may pay by credit card.

Email this completed form and a copy of your most recent plan statement to:

henry@the401kLawyer.com *and* dinah@the401kLawyer.com

Call (512) 577-5380 for further information or assistance