

#103527

SIMPKINS & ASSOCIATES
HARDSHIP REQUEST NOTIFICATION

HST 2/1/07

Please print or type.

Plan Name

Participant Name

Address

Social Security N

SECTION I - HAR

I understand that the

the withdrawal is ne

distributions, other t

me under the Plan,

taxable as ordinary

unless I am at least 59-1/2 years of age or I use the funds withdrawn to pay certain deductible medical

expenses as provided by law.

IRB rules require that you stop making contributions to the 401(k) Plan for at least 6 months upon taking this hardship withdrawal.

The IRB only allows the following reasons for taking a hardship withdrawal. Check the one that applies to you.

Medical expenses incurred by me, my spouse, or any of my dependents (or any expense necessary to obtain medical care).

Purchase (excluding mortgage payments) of my principal residence.

Payment of tuition, related educational fees, and room and board expenses for the next 12 months of post-secondary education for me, my spouse, my child(ren), or my dependent(s).

The need to prevent eviction from or mortgage foreclosure on my primary residence.

Funeral or burial expenses for my parent, spouse, child or dependent.

Repair of casualty damage to my primary residence that would be deductible under IRC Section 165.

Hardship Requested \$ 4000 Year-to-date deferrals 1400.00

Total amount deferred since you initially joined the plan \$ 4200.30

Have you ever taken a hardship before? NO If so what was the amount taken \$ N/A

I hereby request a hardship withdrawal from my account. I meet and agree to the requirements above and understand the tax implications of this withdrawal. If I am directing my investment accounts, make the withdrawal based on my current investment direction election. I understand that there may be a fee charged to my account by Simpkins & Associates for processing this request.

PARTICIPANT SIGNATURE X *[Signature]* Date 8-31-09

SECTION II - Authorized Plan Representative. I authorize you to perform the ministerial acts relating to the hardship distribution. This request is in compliance with our Plan document.

AUTHORIZED PLAN REPRESENTATIVE X

Date

SECTION III - Distribution Procedure

- Determine if distribution request complies with all provisions of your plan documents and policies.
- S&A will help facilitate the check as requested above.

Fax request to:

Simpkins & Associates

(972) 880-7133