

**TERMINATION OR RETIREMENT NOTICE (DC)**

NAME OF PLAN:

**I. TERMINATED PARTICIPANT DATA - Please complete Section I and return to RETIREMENT PLAN CONSULTANTS**

Name of Employee: \_\_\_\_\_ Soc. Sec. \_\_\_\_/\_\_\_\_/\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Employment Date \_\_\_\_\_ Termination Date \_\_\_\_\_

401(k) Salary deferral during final Plan Year \$ \_\_\_\_\_

Matching contribution deposited during final Plan Year \$ \_\_\_\_\_

Hours worked during final Plan Year terminated \_\_\_\_\_

Compensation for final Plan Year \$ \_\_\_\_\_  
(Include vacation, holidays, illness, disability, layoff, jury duty, military duty, leaves of absence, and amounts paid after separation that represent regular pay – exclude severance pay.)

Reason for Termination: (circle) Quit, retirement, fired, disability, other \_\_\_\_\_

If amount is under \$1,000 – process distribution without sending options to the participant: \_\_\_\_ Yes

\_\_\_\_\_  
(Date Mailed) (Employer's Signature)

**TO BE COMPLETED BY RETIREMENT PLAN CONSULTANTS (Admin/Asst: )**

II. By Assistant: Employee# \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Vested % \_\_\_\_ for ER Accounts Total Vested Balance at \_\_\_\_\_(date) J&S Yor N  
Timing of Distribution per document \_\_\_\_\_ Check Goldmine History/Notes: \_\_\_\_\_

Prepare the letter with the following: Cash  
Approximate \$ \_\_\_\_\_ Ins. CSV \$ \_\_\_\_\_ Payout \$ \_\_\_\_\_  
Includes Taxable Loan Balance of \$ \_\_\_\_\_ Distribution Code: \_\_\_\_\_  
RPC does 1099R: \_\_\_\_ RPC gets duplicate statements: \_\_\_\_\_  
Financial institution \_\_\_\_\_ Special processing: \_\_\_\_\_

III. Reviewed by Administrator: \_\_\_\_\_ (initial date) – give to Helen

IV Processed by Helen: B-I-S Letter Sent \_\_\_\_\_ 94-22 Letter Sent \_\_\_\_\_  
Letter/forms to Administrator: \_\_\_\_\_ Forms Sent \_\_\_\_\_

V. Processed by Helen: Signed forms received \_\_\_\_\_ Payout instructions sent \_\_\_\_\_  
Withholding: Federal \$ \_\_\_\_\_ State \$ \_\_\_\_\_

Verification of payout received \_\_\_\_\_  
Date paid \_\_\_\_\_ Withholding deposited \_\_\_\_\_  
Entered in Dair - P:\1099R or 1993\penlib\\_\_\_\_\_

**Return to: Retirement Plan Consultants, 1080 W. Shaw, Suite #101, Fresno, CA 93711**