403(b) Plan Distribution Guide

Submit completed documents required below to:
900 S Capital of TX Hwy, Ste. 360
Austin, TX 78746
-or-
Fax #: (888) 989-9247

TRANSACTION REQUEST	FORM CHECKLIST
Exchanges and/or Transfers Inside Plan	☐ 1. Investment Provider Paperwork, complete
	☐ 2. TCG Distribution Form, complete
Financial Hardship Withdrawal *(If you are over the age of 59.5 or separated from the Employer in which you have the plan, you do not qualify for a Hardship Withdrawal as you are eligible for a distribution)*	☐ 1. Investment Provider Paperwork, complete
	☐ 2. TCG Distribution Form, complete
	☐ 3. Supporting documentation that meets the IRS rules for withdrawal expenses, *please reference the distribution form for criteria*
Loan Distribution	☐ 1. Investment Provider Paperwork, complete
	☐ 2. TCG Distribution Form, complete
	☐ 3. Retirement Account Statements from any account to certify that all aggregated loans do not exceed the IRS and Plan limits
Over the age of 59.5 Distribution	☐ 1. Investment Provider Paperwork, complete
	☐ 2. TCG Distribution Form, complete
Rollover Transaction	☐ 1. Investment Provider Paperwork, complete
	☐ 2. TCG Distribution Form, complete
Separated Service from Employer Distribution	☐ 1. Investment Provider Paperwork, complete
	☐ 2. TCG Distribution Form, complete
Transfer to Purchase Service Credit	☐ 1. Investment Provider Paperwork, complete
	☐ 2. TCG Distribution Form, complete
	☐ 3. Letter of Acceptance from state retirement system and/or 551 form for Texas TRS
Death of a Participant	☐ 1. Investment Provider Paperwork, complete
	☐ 2. TCG Distribution Form, complete
	☐ 3. Copy of the Death Certificate

EXPLANATION OF FORMS

Investment Provider Paperwork

- To request any kind of transaction involving the 403(b) Investment Provider, the participant must contact the Investment Provider requesting the documents pertinent to the transaction, e.g., loan application, rollover forms, hardship withdrawal forms, etc. The Investment Provider contact information can be found by viewing the Approved Vendor list.

TCG Distribution Form

- This form is needed by the Third Party Administrator (TCG) to certify the validity of the request to the participant's 403(b) Investment Provider. This form can be found at: www.tcgservices.org (under the Forms tab).

Hardship Documentation

- IRS guidelines for approving Hardship Withdrawals are as follows:
  - Medical Expenses incurred by the Participant, Spouse, or dependents in the past 12 months;
  - The Purchase of a Principal Residence, provide the residential contract and loan estimate;
  - Funeral Expenses for Participant's parents, spouse or dependents;
  - Payment of Tuition and related educational fees for the next 12 months of post-secondary education for the Participant, spouse, children or dependents;
  - Prevention of eviction or foreclosure of Principal Residence; or
  - Expenses for the repair of the Participant's principal residence that would qualify for the casualty deduction on the federal income tax form.
- Documentation showing evidence of the expense is mandatory and must be submitted with the request. *Please see the 2nd page of the TCG 403(b) Distribution Form for a more detailed explanation and examples.*

Loans

- The most recent Account Statement of **all** supplemental retirement accounts must be submitted with all Loan requests.