

OR PLAN SPONSOR USE ONLY:

FOR FASTER DISTRIBUTION SERVICE: Email: CPI-DistributionCorrespondence@cpiqpc.com or Fax: (620) 793-5051

(If emailing or faxing these forms please do not mail the originals.)

Participant Request for Distribution

Please print legibly and use blue or black ink for clarity when completing this form.

Please note that this request must be completed and returned to your Employer/Plan Sponsor before it can be processed.

If the form is incomplete or inaccurate when submitted you may be asked to provide additional information before the request can be processed. In addition, if any election is crossed out/changed, please initial the change or the request may be returned for verification.

To Know Your Distribution Status.....

To receive electronic updates regarding the status of the distribution request please be sure your email address has been entered on the website at <https://www.myretirementfuture.com>. Click on Personal Information to review the email address on file. To change or enter your email address click on Contact Information. In the event you do not have an email address you can check the status of the distribution request at www.myretirementfuture.com. Click on Participant Toolbox in the main menu across the top and then from the drop down menu choose Distribution/Loan Status.

You can check the status of the distribution request at www.myretirementfuture.com. Click on Participant Toolbox in the main menu across the top and then from the drop down menu choose Distribution/Loan Status.

Plan Information

Plan Name:

Plan: 8144 / CIM

City of Mandan Deferred Compensation Plan

Location Name (if applicable): _____

Participant / Alternate Payee (QDRO) Information

Please print and avoid abbreviations

□ □ □ - □ □ - □ □ □ □

Social Security Number of Participant

Name of Participant

Address

Address

City

State

Zip

Phone No.

Daytime

Evening

Beneficiary Information

Please print and avoid abbreviations

□ □ □ - □ □ - □ □ □ □

Social Security Number of Beneficiary

(if Distribution due to Death of Participant)

Name of Beneficiary

(If the Beneficiary(ies) is(are) a minor, please also provide guardian's name.)

Address

Address

City

State

Zip

Phone No.

Daytime

Evening

Date of Termination/Death: ____/____/____

Date of final paycheck from which deferrals and/or loan payments were/will be withheld. _____

Distribution Information

Select Payment Type/Amount:

(NOTE: If a specific dollar amount is requested, any applicable distribution fee will be processed in addition to the amount requested.)

Severance from Employment

Reason: (choose one)

- Termination of Employment
- Termination Due to Disability – Date determined to be disabled: ____________
- Termination Due to Retirement

Death of Participant - Beneficiary Distribution

(Attach copy of Notification to CPI of Deceased Participant if it has not already been provided.)

Qualified Domestic Relations Order - Alternate Payee Distribution

Please Note: If you are a Spouse/Former Spouse of the Plan Participant, a form 1099R reflecting the taxation of the distribution will be prepared in your name and distributed to you in January next year. Otherwise, the tax burden is to the Plan Participant.

➤ **Mark your relationship to the Plan Participant:**

- Spouse/Former Spouse

OR

- Other: child or other dependent as recognized by QDRO

If Other is marked above, complete below the name of the Plan Participant in the QDRO. Also complete the address, social security number and date of birth (DOB) of the Plan Participant:

Name _____ Social Security #: --
 Street Address _____
 City _____ State _____ ZIP _____
 Participant DOB: ____/____/____

If Other is marked above and the child is a minor provide the name of the guardian. _____

Income Tax Information

The taxable portion of your distribution is subject to 20% federal withholding unless you directly rollover the distribution to another retirement plan or an Individual Retirement Account (IRA). You should read the **Special Tax Notice Regarding Plan Payments** that accompanies this form for details.

The Plan gives you a minimum period of 30 days from the date that you receive this packet to make a decision concerning how you want your payment to be made. You may wish to use this time to discuss the payment with your tax advisor. However, if you do not need 30 days to make a decision, you may return the completed election form earlier. If you have elected an immediate payment, that payment will be made as soon as administratively feasible after your election is received, but no sooner than 7 days after you received the **Special Tax Notice Regarding Plan Payments**. **By returning your election form before 30 days, you waive your right to consider your election for the minimum election period of 30 days.**

You are liable for the payment of federal and state income tax on the taxable portion of your distribution. You may also be subject to penalties under the estimated tax payment rules if your payments of estimated tax and withholding, if any, are not adequate.

It is your responsibility to let us know if you are a non-resident alien since your payment will be subject to federal income tax withholding at the rate of 30%. If so and you wish to elect a reduced rate of withholding because your country of citizenship has entered into a tax treaty with the U.S., you may do so on Form W-8BEN and attach to this request.

Consequences of Failure to Defer Receipt of Distribution

By completing this form you are electing to take a complete or partial distribution of your account balance. You should be aware that you are not required to take a distribution of your account and can leave your investments in the plan so they can continue to accumulate earnings on a tax-free basis. By electing to take a distribution from the plan, you will be losing the tax-free accumulation of earnings available within the plan unless you roll the distribution over to another retirement plan or IRA. If you do not roll the distribution over, you will be subject to income tax on the amount you receive (excluding any after-tax contributions – e.g. Roth Contributions). More information on the income tax consequences can be found in the **Special Tax Notice Regarding Plan Payments** that accompanies this form.

Another advantage to leaving your investments in the plan is that the investments available to you inside the plan may not be available to you outside of it. In addition, the fund options in which you are currently invested through the plan may be closed to new participants or new contributions and therefore, would not be available to you at a later date should you become a participant in the plan again.

You may view a listing of the current investment options of the Plan by accessing the Fund Information screen at www.myretirementfuture.com. There is a link to the fund prospectus and fund fact sheet information available for each investment option that will give you more information regarding the fund and any fees associated with it. This information can be printed from the website, or if you prefer a hard copy, contact your Plan Sponsor. The fees and expenses that will apply outside of the plan (e.g. investment, administrative, etc.) whether in an IRA, another qualified plan or a taxable account may be different from the fees and expenses that applied within the plan. The Financial Advisor listed below can assist you.

Payment Option Instructions

Failure to provide all of the necessary information and signatures as requested will delay processing of your distribution.

- Select one of the **Payment Options** by marking the box next to your selection.
- Provide all of the information requested in the option you select.
- Sign and date as indicated in the **Signatures** section of this form.
- Return the completed forms to City of Mandan.

Payment Options - to be completed by Participant/Beneficiary

Check here if you are working with the Financial Advisor listed below on your distribution.

Please be aware you may have the right to defer distribution until a later date, check with your Plan Representative for additional information on deferral of benefits.

If you wish to receive your distribution now, select the Payment Form below.

If you are over age 70.5 or will turn 70.5 in the year of distribution, you may need to receive a required minimum distribution (RMD) from the plan. If necessary, we will process a RMD at the time we process your requested distribution. Please note a RMD can not be rolled over and is subject to a 10% federal withholding tax and any applicable mandatory state withholding tax. We will apply this tax unless we receive a Form W-4P with this request for distribution indicating that you do not wish to have this tax withheld.

1. All Paid to me in Cash – This is when you want the requested distribution less applicable taxes distributed to you. *(A check will be issued to you.)*
2. All Paid as a Direct Rollover of Cash – This is when you are rolling the requested distribution over to an IRA or another Plan. *(Complete Direct Rollover of Cash box shown later.)* It is your responsibility to establish the IRA account if you are rolling to an IRA. If rolling to an Employer Plan it is your responsibility to verify the assets will be accepted. *(A check will be issued for this distribution.)*

Distributions check(s) issued for a Direct Rollover of Cash will be sent directly to your home address provided on this request. It is your responsibility to forward the check(s) to the rollover institution(s) you have chosen.

If you need assistance in establishing an IRA rollover account, you may contact the Financial Advisor below.

Financial Advisor Name: David Fitterer/Rick Kuhn/Troy M. Nelson
 Firm Name: Edward D. Jones & Co.
 Address: 1310 E. Main Suite B, Mandan, ND 58554
 Telephone Number: (701) 663-1121
 Email Address: dave.fitterer@edwardjones.com
 Rep. Number: 884515

3. Part Paid in Cash and Part Paid as a Direct Rollover of Cash – Fill in the amount of cash you are wanting in the blank provided below. Then the remainder of your distribution will be rolled over to an IRA or another Plan. *(Complete Direct Rollover of Cash box shown later.)* It is your responsibility to establish the IRA account if you are rolling to an IRA. If rolling to an Employer Plan it is your responsibility to verify the assets will be accepted.

Pay \$_____ in cash. The remainder to be Paid as a Direct Rollover.
(The cash amount will be reduced by applicable taxes and checks sent to you.)

Distributions check(s) issued for a Direct Rollover of Cash will be sent directly to your home address provided on this request. It is your responsibility to forward the check(s) to the rollover institution(s) you have chosen.

If you need assistance in establishing an IRA rollover account, you may contact the Financial Advisor below.

Financial Advisor Name: David Fitterer/Rick Kuhn/Troy M. Nelson
 Firm Name: Edward D. Jones & Co.
 Address: 1310 E. Main Suite B, Mandan, ND 58554
 Telephone Number: (701) 663-1121
 Email Address: dave.fitterer@edwardjones.com
 Rep. Number: 884515

Signatures (required regardless of options chosen)

I certify that I received the **Special Tax Notice Regarding Plan Payments**, and as of the date entered below I have read and understand this document. I confirm that all information that has been provided is true and accurate. In the case of severance from employment, I understand that the distribution CAN NOT be processed until the contributions and/or loan payments from my last paycheck have been processed and deposited to the plan. Therefore, my distribution may not be processed until as late as the end of the month following the month in which I receive my last paycheck.

Domestic Relations Order (DRO) Requirements

Have you been party to a judgment, decree or order from a court issued under a state's domestic relations law i.e. divorce (including community property law) that recognizes or assigns a spouse, former spouse, child or other dependant the right to receive all or a portion of your account balance?

No Yes If yes, attach copy of the DRO.

Signature of Participant/Beneficiary
(Failure to answer the Yes/No question above will delay your distribution.)

Date

Return this form to the Employer/Plan Sponsor.

The Plan Representative must validate the signature(s) on this form.

As Plan Representative I have reviewed the **Participant Request for Distribution** form and approve and authorize the processing of this request. Furthermore, I understand that if the Participant has indicated on this form or in any other manner that a **Domestic Relations Order (DRO)** could be applicable to this distribution, it is my responsibility to send a copy of the DRO along with the Domestic Relations Order Transmittal and Engagement Agreement, even if it has been previously provided, with this request to ensure that the distribution properly takes into account any existing DRO.

Signature of Plan Representative for City of Mandan Deferred Compensation Plan

Date

The Plan Representative must validate the signature(s) on this form.

Include the following forms:

- In Case of Distribution due to the Participant's Death:
- Notification to CPI of Deceased Participant (if it has not already been provided)

**SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS
RETIREMENT PLANS OTHER THAN ROTH ACCOUNTS**

YOUR ROLLOVER OPTIONS

You are receiving this notice because all or a portion of a payment you are receiving from a plan in which you participate is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do such a rollover.

This notice describes the rollover rules that apply to payments from the Plan that are **not from a designated Roth account** (a type of account with special tax rules in some employer plans). If you also receive a payment from a designated Roth account in the Plan, you will be provided a different notice for that payment, and the Plan administrator or the payor will tell you the amount that is being paid from each account.

Rules that apply to most payments from a plan are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

GENERAL INFORMATION ABOUT ROLLOVERS

How can a rollover affect my taxes?

You will be taxed on a payment from the Plan if you do not roll it over. If you are under age 59½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (unless an exception applies). However, if you do a rollover, you will not have to pay tax until you receive payments later and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception applies).

Where may I roll over the payment?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified plan, section 403(b) plan, or governmental section 457(b) plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, no spousal consent rules apply to IRAs and IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

How do I do a rollover?

There are two ways to do a rollover. You can do either a direct rollover or a 60-day rollover.

If you do a direct rollover, the Plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. You will have 60 days after you receive the payment to make the deposit. If you do not do a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the live or joint life expectancy of you and your beneficiary)
- Required minimum distributions after age 70½ (or after death)
- Hardship distributions
- ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends).
- Cost of life insurance paid by the Plan
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment.
- Amounts treated as distributed because of a prohibited allocation of S corporation stock under an ESOP (also, there will generally be adverse tax consequences if you roll over a distribution of S corporation stock to an IRA).

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.

If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?

If you are under age 59½, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy

(or the lives or joint life expectancy of you and your beneficiary)

- Payments from a governmental defined benefit pension plan made after you separate from service if you are a public safety employee and you are at least age 50 in the year of the separation
- Payments made due to disability
- Payments after your death
- Payments of ESOP dividends
- Corrective distributions of contributions that exceed tax law limitations
- Cost of life insurance paid by the Plan
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO)
- Payments up to the amount of your deductible medical expenses
- Certain payments made while you are on active duty if you were a member of a Reserve component called to duty after September 11, 2001 for more than 179 days
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution.

If I do a rollover to an IRA, will the 10% additional income tax apply to early distributions from the IRA?

If you receive a payment from an IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions from the IRA, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- There is no exception for payments after separation from service that are made after age 55.
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to \$10,000 used in a qualified first-time home purchase, and (3) payments after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I owe State income taxes?

This notice does not describe any State or local income tax rules (including withholding rules).

SPECIAL RULES AND OPTIONS

If your payment includes after-tax contributions:

After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is generally included in the payment. If you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Plan and a portion is paid to you, each of the payments will include an allocable portion of the after-tax contributions. If you do a 60-day rollover to an IRA of only a portion of the payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a complete distribution of your benefit which totals \$12,000, of which \$2,000 is after-tax contributions. In this case, if you roll over \$10,000 to an IRA in a 60-day rollover, no amount is taxable because the \$2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan). You can do a 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

If you miss the 60-day rollover deadline:

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. To apply for a waiver, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590, Individual Retirement Arrangements (IRAs).

If your payment includes employer stock that you do not roll over:

If you do not do a rollover, you can apply a special rule to payments of employer stock (or other employer securities) that are either attributable to after-tax contributions or paid in a lump sum after separation from service (or after age 59½, disability, or the participant's death). Under the special rule, the net unrealized appreciation on the stock will not be taxed when distributed from the Plan and will be taxed at capital gain rates when you sell the stock. Net unrealized appreciation is generally the increase in the value of employer stock after it was acquired by the Plan. If you do a rollover for a payment that includes employer stock (for example, by selling the stock and rolling over the proceeds within 60 days of the payment), the special rule relating to the distributed employer stock will not apply to any subsequent payments from the IRA or employer plan. The Plan administrator can tell you the amount of any net unrealized appreciation.

If you have an outstanding loan that is being offset:

If you have an outstanding loan from the Plan, your Plan benefit may be offset by the amount of the loan, typically when your employment ends. The loan offset amount is treated as a distribution to you at the time of the offset and will be taxed (including the 10% additional income tax on early distributions, unless an exception applies) unless you do a 60-day rollover in the amount of the loan offset to an IRA or employer plan.

If you were born on or before January 1, 1936:

If you were born on or before January 1, 1936 and receive a lump sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, Pension and Annuity Income.

If your payment is from a governmental section 457(b) plan:

If the Plan is a governmental section 457(b) plan, the same rules described elsewhere in this notice generally apply, allowing you to roll over the payment to an IRA or an employer plan that accepts rollovers. One difference is that, if you do not do a rollover, you will not have to pay the 10% additional income tax on early distributions from the Plan even if you are under age 59½ (unless the payment is from a separate account holding rollover contributions that were made to the Plan from a tax-qualified plan, a section 403(b) plan, or an IRA). However, if you do a rollover to an IRA or to an employer plan that is not a governmental section 457(b) plan, a later distribution made before age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies). Other differences are that you cannot do a rollover if the payment is due to an "unforeseeable emergency" and the special rules under "If your payment includes employer stock that you do not roll over" and "If you were born on or before January 1, 1936" do not apply.

If you are an eligible retired public safety officer and your pension payment is used to pay for health coverage or qualified long-term care insurance:

If the Plan is a governmental plan, you retired as a public safety officer, and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income plan payments paid directly as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of \$3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

If you roll over your payment to a Roth IRA:

You can roll over a payment from the Plan made before January 1, 2010 to a Roth IRA only if your modified adjusted gross income is not more than \$100,000 for the year the payment is made to you and, if married, you file a joint return. These limitations do not apply to payments made to you from the Plan after 2009. If you wish to roll over the payment to a Roth IRA, but you are not eligible to do a rollover to a Roth IRA until after 2009, you can do a rollover to a traditional IRA and then, after 2009, elect to convert the traditional IRA into a Roth IRA.

If you roll over the payment to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. However, the 10% additional income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within 5 years, counting from January 1 of the year of the rollover). For payments from the Plan during 2010 that are rolled over to a Roth IRA, the taxable amount can be spread over a 2-year period starting in 2011.

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are age 59½ (or after your death or disability, or as a qualified first-time homebuyer distribution of up to \$10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publication 590, Individual Retirement Arrangements (IRAs).

You cannot roll over a payment from the Plan to a designated Roth account in an employer plan.

If you are not a plan participant:

Payments after death of the participant. If you receive a distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section "If you were born on or before January 1, 1936" applies only if the participant was born on or before January 1, 1936.

If you are a beneficiary of a deceased participant. If you receive a payment from the Plan as the beneficiary of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to an IRA, you may treat the IRA as your own or as an inherited IRA.

An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies) and required minimum distributions from your IRA do not have to start until after you are age 70½.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70½.

Payments under a qualified domestic relations order. If you are the spouse or former spouse of the participant who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options the participant would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). Payments under the QDRO will not be subject to the 10% additional income tax on early distributions.