

LOAN APPLICATION FORM

This form is to be used for loan requests. Please refer to your plan's SPD to make sure your plan allows for loans before completing this form in its entirety. Upon completion, please send this form to your employer's HR department so they may review and authorize for processing. Any incomplete forms will be returned. Please allow 2 to 3 weeks for processing.

Part 1 - Participant Information (Please print clearly and complete all fields)		
Plan Name		
Participant Name	Social Security Number	Date of Birth
Street Address		Daytime Phone Number
City, State, and Zip Code		Email Address
Part 2 - Loan Type (Check purpose and Term)		
<input type="checkbox"/> General Purpose Loan <i>Available for any purpose</i> Choose repayment term: <input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> 4 Years <input type="checkbox"/> 5 Years	<input type="checkbox"/> Principal Residence Loan <i>Available ONLY to purchase or build a principal residence</i> Choose repayment term: <input type="checkbox"/> 5 Years <input type="checkbox"/> 10 Years <input type="checkbox"/> 15 Years <input type="checkbox"/> Other: Years	<p>Minimum Loan: \$1,000 Maximum Loan: Generally the lesser of 50% of your vested account balance or \$50,000</p> <p>Note: If you request an amount greater than your available amount, we will process the loan for your maximum amount available.</p> <p>Some plans require a hardship reason to take a loan. Please refer to your SPD for more details as additional documentation may be required.</p>
Part 3 - Loan Amount (Please indicate the desired amount of your loan below)		
Amount of Loan: \$_____ or <input type="checkbox"/> Maximum amount available		
<input type="checkbox"/> Check this box if you currently have a loan and are requesting your current loan to be refinanced with the amount above. Please note an additional \$50 processing fee applies to all loan refinance requests.		
<input type="checkbox"/> Check this box to request express delivery of check to your employer. Please note an additional \$30 charge will be applied to your account.		
<p><i>You must be an Active Employee in order to take out a 401(k) loan as all loan repayments must be repaid through payroll deduction. Your repayment schedule will be determined by your company's payroll frequency. Upon approval of your loan, you will be provided additional loan agreements that will require your signature. Your loan check will be mailed to your Employer and will be given to you upon receipt of these signed documents.</i></p>		
Part 4 - Participant Signature (Please read carefully and sign below)		
I certify that the information provided on this form and on any accompanying documentation I have provided is true and accurate to the best of my knowledge. I authorize PA Retirement Solutions, Inc. to verify all information as well as request any additional information required to process this request. I authorize \$100 plus \$36 for each year of the term of my loan to be deducted from my account at the time of distribution. Additional fees may be charged by the corresponding vendor handling the disbursement of my funds to cover services including, but not limited to the wiring, ACH, and/or express mail delivery of my funds. I understand that once this loan is processed, my request is irrevocable. Any reversal will be at my cost and the processing fees are not refundable. I also certify that I have received a copy of my plan's Loan Program.		
_____ Participant Signature & Date		
Part 5 - Employer Authorization		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Authorized Employer Signature & Date	Payroll Frequency	1st Payroll Deduction

Return completed forms to:
 PA Retirement Solutions, Inc., 1110 N. Mountain Road Suite 100, Harrisburg PA 17112
 Or Fax: (717) 412-4079