SUPPLEMENTAL RETIREMENT ANNUITY PLAN
HARDSHIP WITHDRAWAL REQUEST RULES

If you have made pre-tax contributions to the Supplemental Retirement Annuity (SRA) Plan, you may be eligible to take a hardship withdrawal under certain “safe harbor” circumstances as permitted by the IRS. The requirements and instructions for applying are described below. All hardship withdrawal applications must be approved by the Retirement Plan Manager or a designated representative.

I. General Rules for Hardship Withdrawals

The IRS “safe harbor” requirements for hardship withdrawals are listed below. You are responsible for determining whether your situation meets the safe harbor requirements before applying for a hardship withdrawal, and also for obtaining the required documentation of your hardship or other qualifying situation. It is recommended that you seek advice from your legal and/or tax advisor in making this determination.

Only your pre-tax contributions are available for hardship withdrawal, not accrued earnings.

II. Requirements for Hardship Withdrawals

If you experience a financial hardship or other qualifying situation, you may withdraw all or a portion of your contributions. This withdrawal must be necessary to satisfy an immediate and heavy financial need, must be taken only after all other reasonably available sources of funds have been exhausted, and must be for no more than the documented hardship amount(s).

The following are the six harbor requirements as established by the IRS, and the documentation required:

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<th>Hardship reason</th>
<th>Documentation required</th>
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<tr>
<td>Medical expenses for employee or employee’s spouse, children or dependents, or primary beneficiary under the plan</td>
<td>Copy of bill from healthcare provider. Must be dated within 90 days of request. Medical or diagnostic information is NOT required and should not be submitted.</td>
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<tr>
<td>Costs directly related to purchase of a principal residence</td>
<td>Contract of sale, good faith estimate, estimate of construction costs, etc. Must be dated within 180 days of this request, and expected closing date must be within 365 days after the request.</td>
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<td>Payments necessary to prevent eviction of employee’s principal residence or foreclosure of mortgage on that residence</td>
<td>Mortgage collection letter, eviction notice, etc., that clearly states that non-payment will result in foreclosure or eviction, as well as the amount required to prevent the foreclosure or eviction. Must be dated within 90 days of request, and payment due date may not be more than 90 days after the request.</td>
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<tr>
<td>Payment of tuition, related educational fees, room and board expenses for up to next 12 months of post-secondary education for employee or employee’s spouse, children or dependents, or primary beneficiary under the plan; (books, transportation, and club fees are not covered)</td>
<td>Tuition bill. Must be dated within 90 days of this request, and the education start date must be within 365 days after the request.</td>
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### Payments for burial or funeral expenses for employee’s deceased parents, spouse, children or dependents, or primary beneficiary under the plan

- Bill from funeral home, cemetery, religious institution, etc. Must be dated within 90 days of this request, and the date of death may not be more than 365 days prior to the request.

### Expenses to repair damage or to make improvements to a primary residence

- Statement of the repair or improvement cost. Must be dated within 90 days of this request, and the date of damage may not be more than 365 days before the request.

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**III. Heavy and Immediate Financial Need**

Heavy and immediate financial need is a need that cannot be met by:

- reimbursement or compensation by insurance or otherwise;
- reasonable liquidation of your assets, to the extent that such liquidation would not itself cause an immediate and heavy financial need; or
- other distributions from the Basic, Matching, or Supplemental Plans.

A distribution will be deemed to meet the above requirements if:

- the distribution is not greater than the documented amount of your immediate and heavy financial need;
- you have obtained all distributions currently available under the Basic, Matching, and Supplemental Plans.

**IV. Taxation of Hardship Distributions**

Hardship distributions are taxable and, if you are under 59½, may be subject to a 10% early withdrawal penalty by the IRS. If you have sufficient funds in your account, your may elect to have tax withheld.

**V. Applying for a Hardship Withdrawal**

To apply for a hardship withdrawal, you should do the following:

- Contact the TIAA Retirement Call Center at 1-877-736-6738.
- Complete TIAA’s hardship withdrawal form, **attach the appropriate support documentation of the reason for the hardship withdrawal**, and submit all documentation according to the instructions on the form. The support documentation will need to show the amount of the financial need.

The IRS has recently emphasized compliance for hardship withdrawals. Failing to comply with hardship withdrawal requirements places both the employee and the Plan at risk of IRS sanction. **No application will be approved without appropriate support documentation.**

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