



Retirement Plan Loan Request Form

A valid photo ID must be attached to this request.

Employer / Plan Name _____

Your Name (Last Name, First Name) _____

Social Security Number _____

E-mail Address: _____

Contact Number(s): _____

Text Message Notifications: _____ Please initial here if this is a mobile number capable of receiving text message notifications. With your initials, you acknowledge that message and data rates may be charged to you by your carrier.

A. Loan Details

- This is a request to borrow \$ _____ from my Retirement Plan (minimum of \$1,000).
- The purpose of this loan is: **PERSONAL LOAN** (maximum term: 5 years or 60 months) **OR** **MORTGAGE LOAN** to acquire my primary residence (maximum term: 30 years or 360 months).
- I am applying for (please choose one option below):
 - A. **NEW LOAN.** I want to repay the loan in equal installments over a term of _____ months.
 - B. **NEW LOAN with LOAN PAYOFF \$ _____.** I want to repay the loan in equal installments over a term of _____ months.
 - C. **LOAN REFINANCE:** Keep original Final Payment Due Date. (If applicable to your Plan)
 - Extend my loan terms to _____ payments (Cannot exceed maximum loan terms. Refer to Item #2 above).

ASC Use Only:
 Original Loan Date ____/____/____ Loan #: _____ Verified By: _____

4. My payroll frequency is: Weekly Bi-Weekly Semi-Monthly Monthly Other: _____

I agree to: (1) The loan principal and interest will be repaid through regular payroll deductions as long as there is a loan balance in my account; (2) by signing the Truth-in-Lending Disclosure Statement, I agree to the full terms and conditions of the Promissory Note; (3) if the terms and conditions of the loan are not acceptable to me, I will return the full loan amount and all documentation to ASC Trust, and the money will be returned to my account; (4) loan prepayment, in part or in full, is permitted at any time; (5) any unpaid balance may become due on the day my employment ends and may be taxable if not repaid at that time; (6) the loan will be funded through withdrawals from my eligible retirement accounts, divided proportionately among my investment funds; (7) my loan payment will be reinvested according to my fund selections at the time the payment is received; (8) a one-time loan setup fee of \$100.00; (9) a quarterly loan maintenance fee of \$15.00 will be charged prorata to my retirement account.

B. Participant Signature

By signing this form, I authorize implementation of the above instructions.

Signature of Participant _____

Date _____

Plan Administrator Signature:

I have reviewed this loan request and certify that it conforms to the terms of the Plan. ASC Trust is authorized to comply with this request by (1) preparing the loan documents for the participant's execution and (2) issuing a payment representing the loan proceeds. The company will initiate payroll deductions as detailed on the Truth-in-Lending Disclosure Statement. I direct ASC Trust to set up a loan repayment schedule.

Plan Administrator Signature _____

Date _____