

ASC Trust, Saipan Office

P.O. Box 10001, PMB 201, Saipan, MP. 96950 Located: 3rd Floor, TSL Plaza, Beach Road Garapan, Saipan

Phone: (670) 235-2724/5 Fax: (670) 235-2729

ASC Trust, Guam Office

Capitol Plaza Bldg, Suite 110 120 Father Dueñas Ave. Hagåtña, Guam 96910

Phone: (671) 477-2724 Fax: (671) 477-2729 www.asctrust.com

Who can withdraw from the NMI DC Plan while employed with the NMI Government?

If you are still employed with the NMI Government, you are able to take an inservice withdrawal from your account if you opened the account at least 2 years ago. If you have less than 5 years of service with the NMI Government, you are only able to withdraw your vested portion of the Employer 4% Contributions. You may withdraw 100% of your Employee Mandatory and Voluntary Contributions and Rollovers.

For more information, see the Summary Plan Description or call the ASC Saipan Office.

Information contained herein has been obtained from sources believed reliable, but it is not necessarily complete and cannot be guaranteed. For specifics about the Plan, please refer to the governing Plan Document. Plan participants should seek advice based on the taxpayer's circumstances from a tax advisor.

Northern Mariana Islands Retirement Fund DC Retirement Plan

In-Service Plan Distribution Form

You are about to make a decision that could greatly affect your plans for retirement. Please read this page, as well as the Special Tax Notice very carefully before completing the attached distribution request form.

When withdrawing from your account, you really have four options for your retirement account balance:



- Rollover to your new Employer (If permitted by your new Employer's retirement plan.)
- Rollover to an IRA
- Partial or Lump Sum Distribution (If you are not 59 ½ years old, you will be subject to a 10% penalty for withdrawals from the tax-deferred portion of your account.)

If you are like most plan participants, you might think that there is little harm in taking the balance of your distribution in cash. **Think Again!**

Did you know for every \$1,000 you take out of your plan on your 30th birthday, you could be costing yourself \$16,000 of retirement income (assumes you earn 9.74% per year and retire at age 65). **That's right!**



For an idea on how much your current balance could grow to by the time you retire, please see the following chart:

The Potential Growth of \$1,000

Years To Retirement	Conservative Investor 5.03%	Moderate Investor 7.44%	Aggressive Investor
5	\$1,278	\$1,431	\$1,591
10	1,633	2,049	2,533
15	2,088	2,934	4,032
20	2,669	4,200	6,416
25	3,410	6,014	10,212
30	4,359	8,609	16,253
35	5,571	12,325	25,868
40	7,120	17,645	41,172

With this in mind, be very careful before you take your money in cash. If you are considering taking your balance in cash, ask yourself the following two questions:

- ► Is the reason for taking this money in cash an emergency?
- ► In 10 years, can you look back and say it was important to take out the cash?

If it is, take the money in cash. If not, roll your money over to your next employer or to an IRA and keep your retirement savings working for you.



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ASC TRUST

Northern Mariana Islands Retirement Fund In-Service Plan Distribution Form

ASC Trust, Guam Office 120 Father Dueñas Ave,

Ste. 110, Hagåtña, Guam 96910 Phone: (671) 477-2724 * Fax: (671) 477-2729

www.asctrust.com

A valid	ohoto ID must be attached to this request. Please read the attached "Special Tax Notice Re	garding Plan Payments" l	pefore completing this form.	
Govern	ment Agency Name			
Vour N	ame (Last Name, First Name)		Social Security Number	
1 Out 1N	ame (Last Ivame, First Ivame)		Social Security (value)	
Mailing	Address	City	State/Territory	ZIP
capable of	Number(s) - Text Message Notifications: Please initial here if this is a mobile number receiving text message notifications. With your initials, you acknowledge that message and data rates may be you by your carrier.	E-mail Address		
Marita	1 Status: Not Married Married - Spouse Name:			
A.	Request for a Rollover to Your (If withdrawing after-tax money, please confirm that your no	Next Employer's plan wil	yer I accept it.)	
	I would like to rollover \$ or% of my ve	ested balance to another qua	alified retirement plan ¹ .	
	 ☐ My new employer has a plan maintained by ASC, please waive ☐ My new employer's plan is not maintained by ASC, please deb 			
	Check Payable: Trustee / Third Party Administrator / Plan Name		Plan Account Number	
	Check Mailed To: Mailing Address	City	State/Territory	ZIP
B.	Request for a Rollover to an IR	A (Roth or Tradition	onal Individual Retirem	nent Acct)
	 ☐ Please waive all fees. I would like to Rollover my Balance balances into my own personalized account using the sam send me the appropriate paperwork on my account. ☐ I would like to transfer my account balance to the following IR. 	e or like investment opt	ions as I am currently inves	sted in. ASC Trust will
	Check Payable: Trustee / Third Party Administrator / IRA Account Name		IRA Account Number	
	Check Mailed To: Mailing Address	City	State/Territory	ZIP
C.	Request for a Direct Payment	to You		
	Please issue a distribution paid directly to me equal to \$	or% of r	ny vested balance. I understa	and that there is a \$25.00
	I would like an automatic deposit to my bank account (ACH) have attached a <u>bank statement</u> or <u>voided check</u> that contains Mybank account is a:	the valid ACH routing nur	nber and bank account number	
	() Savings Account # Routing () Checking Account # Routing	g#		
	By electing a Direct Deposit (ACH) and by signing below, I hereby authinstitution named above 2.) to initiate debit entries to adjust for processi comply with the provisions of U.S. law.	norize ASC TRUST LLC 1	.) to initiate credit entries to th	
	Further, I understand that my distribution may be subject to 20% Mandatory Fede	eral Income Tax Withholding.	Read the Special Tax Notice for m	ore details.
terms of	Cation: I have read this payment request and affirm that the above information it the plan of the above name employer) will relieve the Trustee of any liability. I had at 20% on the taxable portion unless I elect a Direct Rollover of my "eligible rollower" of the taxable portion unless I elect a Direct Rollover of my "eligible rollower".	ive also read the "Special Tax	Notice Regarding Plan Payments"	, and understand that Federal Tax v
ignature	of Participant or Beneficiary** Date	Plan Administrator S	ignature	Date

Plan Representative/Notary as Witness to Participant Signature Date

If I have requested less than 100% of my vested balance to be rolled over, the remainder of my distribution will be issued as a separate check made payable to me with Federal Tax Withheld at 20% on the taxable portion.

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Northern Mariana Islands Retirement Fund In-Service Plan Distribution Form

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Phone: (671) 477-2724 * Fax: (671) 477-2729
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Government Agency N	Vame			
Your Name (Last Nam	ne, First Name)		Social Security Number	
Date of (mm/dd				
Section 1	For Plan Administrator U	Use Only:		
	st contribution Reason for Distribut PPE)	tion: () In-Service Withdrawal – r () From Rollover Account	minimum 2 years participation	
			/	
Plan Admir	nistrator Signature and Title for Employer		Date	
Section 2	For ASC Use Only:			
To Plan	n Administrator:			
Based on the	he information above and prior census inform	nation provided to ASC, our records	reflect that this participant is	
VESTED a	at%.			
Coation 2	Confirmation of Vesting	_	1999	
Section 3	(for Plan Administrator to	complete and return to A	ASC for processing):	
	as Plan Administrator or Authorized Signato distribution request at the indicated vested po		rcentage and authorize ASC to process this	
[] A	As Plan Administrator or Authorized Signato	ry, <u>I do not agree</u> with the above ves	ting percentage and authorize ASC to	
I	process this distribution request at a Vested	Percentage Rate of	% for Employer Match and	
	Vested Percentage Rate of	% for Employer Base Contribution	n.	
Plan Admir	nistrator Signature and Title for Employer		/	

NMI Defined Contribution Plan Social Security Acknowledgement Form

There is a lot of misinformation going around regarding Social Security Retirement Benefits. Before you complete your distribution request, please make sure you understand all the facts as your decision is permanent and might have adverse effects on your ability to retire.

- Effective 2012, all employees of the NMI Government were enrolled in the U.S. Social Security System.
- However, just because you were enrolled into the Social Security System, does NOT guarantee that you will receive retirement benefits.
- In order to become eligible for Social Security Retirement Benefits, you need to accumulate 40 credits (10 Years) while being covered by Social Security.
- By working 10 years you become eligible. However, your eligible benefits are computed using your average pay over 35 years (Average Indexed Monthly Earnings AIME).

An Example is as follows:

Employee A: Worked 35 Years, with average pay of \$21,511.93.

Total highest annual pay: \$752,917.50

Average Indexed Monthly Earnings: \$ 1,792.66

Employee B: Worked 10 Years, with average pay of \$21,511.93

Total highest annual pay: \$215,119.29

Average Indexed Monthly Earnings: \$ 512.19

If you will not have 35 years of eligible employment prior to retiring, you will need your DB and DC money to make up for the shortfall.

WE NEED TO STRESS, THIS FORM IS A SIMPLE SUMMARY. Please make sure you read the Social Security - Retirement Benefit handout prior to completing a distribution form or go online at: www.socialsecurity.gov/estimator.

Verification of Understanding

By signing this form,	you confirm to	hat you have	received a	copy of the	Social	Security-Retirement	handout	and th	hat you
understand that taking	a distribution	prior to retiren	nent may ha	ve adverse e	ffects of	n your ability to retire			

Employee Signature	Date
Administrators Signature	Date Date

SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS FOR PARTICIPANTS

YOUR ROLLOVER OPTIONS

You are receiving this notice because all or a portion of a payment you are receiving from your company sponsored retirement plan (the "Plan") 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 591/2 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 591/2 (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 591/2 (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 lives or joint life expectancy of you and your beneficiary)
 - o Required minimum distributions after age 701/2 (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)
- o 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 591/2, 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
 - o 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)
 - O 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
 - o Payments after your death
 - Payments of ESOP dividends
 - o Corrective distributions of contributions that exceed tax law limitations
 - O Cost of life insurance paid by the Plan
 - O 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
 - o Payments made under a qualified domestic relations order (QDRO)
 - o Payments up to the amount of your deductible medical expenses
 - o 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
 - o 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 591/2, 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.
 - o 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).
 - o 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.
 - O 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 income taxes?

The taxable portion of your eligible rollover distribution is subject to a 20% federal income tax withholding. You may not waive this withholding. For example, if you elect to receive a taxable eligible rollover distribution of \$5,000, the Plan will pay you only \$4,000 and will send to the applicable tax jurisdiction (IRS, the Guam Department of Revenue and Taxation, or the CNMI Revenue and Taxation) as income tax withholding. You will receive a Form 1099-R from the Plan reporting the full \$5,000 as a distribution from the Plan. The \$1,000 withholding amount applies against any federal income tax you owe for the year. The direct rollover is the *only* means of avoiding this 20% withholding. Note that taxes and penalties with regard to the distribution may exceed the 20% withheld.

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 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 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 591/2 (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 surviving spouse. If you receive a payment from the Plan as the surviving spouse 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 591/2 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 701/2.

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 701/2.

If you are a surviving beneficiary other than a spouse. If you receive a payment from the Plan because of the participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited IRA. Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

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.

If you are a nonresident alien

If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, U.S. Tax Guide for Aliens, and IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Other special rules

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year are less than \$200 (not including payments from a designated Roth account in the Plan), the Plan is not required to allow you to do a direct rollover and is not required to withhold for federal income taxes. However, you may do a 60-day rollover.

Unless you elect otherwise, a mandatory cashout of more than \$1,000 (not including payments from a designated Roth account in the Plan) will be directly rolled over to an IRA chosen by the Plan administrator or the payor. A mandatory cashout is a payment from a plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed \$5,000 (not including any amounts held under the plan as a result of a prior rollover made to the plan).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, *Armed Forces' Tax Guide*.

FOR MORE INFORMATION

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, *Pension and Annuity Income*; IRS Publication 590, *Individual Retirement Arrangements (IRAs)*; and IRS Publication 571, *Tax-Sheltered Annuity Plans (403(b) Plans)*. These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.

2010