



CORONAVIRUS DISTRIBUTION CERTIFICATION FORM

Section I – Overview

Law. On March 27, 2020, President Trump signed the Coronavirus Aid, Relief and Economic Security Act (CARES Act) into law to address the COVID-19 crisis. The CARES Act makes a variety of changes affecting retirement plans. These changes affect tax-qualified retirement plans, such as 401(k) plans, 403(a) and 403(b) plans, and governmental 457(b) plans.

Distribution. Under the CARES Act, retirement plan sponsors may allow participants who have been impacted by COVID-19 to take in-service distributions of up to \$100,000, without paying the 10% tax penalty for early distributions.

Taxes and Repayment. Unless the participant elects otherwise, the amount of the distribution is included proportionally in the participant's taxable income over a three-year period, beginning with the year of distribution. Also, employers that permit these distributions must allow participants to repay the distribution at any time during the three-year period following the distribution. The distribution can be repaid in one or more installments during this period, and does not have to be repaid in full.

Section II – Certification

Eligible participants may receive penalty-free coronavirus distributions from Jan. 1, 2020 through Dec. 31, 2020, if they experience one or more of the following conditions. Please Indicate the conditions that apply to you.

Participant Certification -- *Check All That Apply*

- I have been diagnosed with COVID-19;
- My spouse or dependent has been diagnosed with COVID-19; or
- I have experienced adverse financial consequences as a result of:
 - Being quarantined, furloughed or laid off or having work hours reduced due to COVID-19;
 - Being unable to work due to lack of child care due to COVID-19; or
 - Closing or reducing hours of a business owned or operated by me due to COVID-19

Section III – Signature

I hereby certify the above information contained herein is accurate.

Name: _____

Signature: _____

Employee # or SSN: _____

Date Signed: _____

