

1 EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	MI	SS#	DOB
ADDRESS			CITY	STATE
EMAIL			PHONE	

➔ Please provide a copy of your valid driver's license or government issued photo identification.

NOTE: 10-month employees MUST pay their loan back in 80 or fewer payments. If a 10-month employee requests a payment schedule greater than 80 payments, their loan will automatically be re-amortized to comply with the 80-payment maximum.

2 LOAN INFORMATION

1. You must have a minimum of \$2,000 in your account with no loans outstanding. You may borrow up to 50% of your account balance with a maximum of \$50,000. The minimum loan amount is \$1,000.
2. You will pay back your loan through equal payroll deductions. There are no penalties for prepayment. However, if you choose to pay your loan off early, you must pay off the outstanding balance with a cashier's check or money order made payable to: Newport Trust, FBO Vista 401(k). Memo Field: (participant Name) , ACCT: a11684
3. The interest rate will be 2% over the prime rate. There is a \$85 processing fee which is inclusive of the State of Florida Documentary Stamp.
4. There is a 30 day waiting period after you repay a loan before you can take out a new loan.

3 LOAN AMOUNT & TERM

Loan Amount: \$ _____ Loan Term: 12 Months 24 Months 36 Months 48 Months

4 LOAN PAYMENT OPTIONS

Upon receipt of completed paperwork, you will receive your disbursement within ten (10) business days or less. There is a distribution fee charged by the Trust Bank. See the fees below:

- I would like to receive a check
- I would like to receive a check via rapid mail in 2-5 business days (add. \$20 fee)

5 SIGNATURE

I have read and understand **Section 2** – Loan Information and, by signing below, I request that a loan be processed from my 401(k) account as directed above.

SIGNATURE: _____ DATE: _____