



# Vanderbilt Retirement Plan Hardship Withdrawal Form

You must also complete a Distribution Form from your retirement company and include it with this application.

_____	_____	_____	_____	_____
Social Security Number	Last Name	First Name	M.I.	Date of Birth
_____	_____	_____		
Daytime Phone Number	Email			

Except as required by the minimum distribution rules of Section 7.2 of the Vanderbilt Retirement Plan and except for a withdrawal after attaining age 59½, no withdrawals are permitted prior to the Participant’s termination of employment with the University except in the case of “**financial hardship**.” Financial hardship means a Participant’s **immediate and heavy financial need** that cannot be met from other reasonably available resources and required for one or more of the following provisions:

1. To pay medical expenses not reimbursed by insurance for an accident or illness involving the Participant, the Participant’s spouse or the Participant’s dependents (as described in Section 152 of the IRS Code).
  - a. Required Documentation that must accompany your request (attach at least one of the following):
    - Explanation of Benefits (EOB) from insurance company
    - Estimate of expenses from hospital or physician
    - Invoice of expenses from hospital or physician (needs to show any amount paid by insurance)
2. To pay the tuition and related educational fees for the next 12 months of college education for the Participant, the Participant’s spouse or the Participant’s dependents (as described in Section 152 of the IRS Code).
  - a. Required Documentation that must accompany your request (attach at least one of the following):
    - Bill from college/university
    - Proof of enrollment from college/university with estimate of cost
3. To provide a down payment or other costs (excluding mortgage payments) for the purchase of the Participant’s principal residence.
  - a. Required Documentation that must accompany your request (attach at least one of the following):
    - Copy of contract
    - Copy of Good Faith Estimate
4. To pay the cost of preventing an eviction or mortgage foreclosure on the principal residence of the Participant.
  - a. Required Documentation that must accompany your request (attach at least one of the following):
    - Letter from mortgage company with foreclosure language
    - Letter from landlord with eviction language
5. To sustain the Participant’s immediate family when they are clearly endangered by present or impending want or privation.
  - a. Required Documentation that must accompany your request (attach at least one of the following):
    - Past due bills
    - Notice of collection

The hardship withdrawal amount may not exceed the amount required to meet the financial need documented, plus amounts necessary to pay taxes and penalties. Hardship withdrawals can only be made from elective contributions (Basic and Supplemental) and may not include investment earnings or matched contributions. The determination of the existence of financial hardship and the amount required to be distributed to meet the need created by the hardship will be made by the Administrator of the Plan.

**Hardship withdrawals are limited to two per calendar year.** Required documentation (listed under each provision above) must be included with your request. Incomplete and ineligible requests will be returned to the Participant.

By signing below I certify that I have an **immediate and heavy financial need** that cannot be met from other reasonably available resources and I qualify under the above provision number \_\_\_\_\_. I have attached the required documentation.

You must also complete and attach the Distribution Form from your investment company.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

You may mail this form to: Vanderbilt HR Benefits, VU Station B #357700, 2301 Vanderbilt Place, Nashville, TN 37235-7700

You may deliver this form to: HR Express, 2525 West End Avenue, Suite 200, Nashville, TN 37203