



# Participant Termination Withdrawal

## PROCESSING YOUR WITHDRAWAL ONLINE

If you have terminated employment and would like to withdraw your account balance, you can do so online by following these steps:

- On your account homepage, select **Loans & Withdrawal** from Loans & Withdrawal tab
- Select **Employment Termination** under Termination Distribution
- Click on **Get Started**
- Update personal information if needed
- Select which account/s you would like to withdraw from: pre-tax account, Roth/after-tax (if applicable), lump sum, direct rollover, split, etc.
- Choose your payment method: cash, direct deposit or wire (additional fees may be assessed by your receiving bank for a wire)
- Select your federal tax withholding percent (20% is mandatory for eligible rollover distributions that are not rolled over) and any additional state withholding
- Review and acknowledge (by checking the boxes) all information related to this transaction
- Select submit and you will receive a confirmation number
- The Plan Administrator will be notified and must approve the request before it can be processed.

Should you need any assistance, please contact Retirement Services at 1-888-755-3039.