

PARTICIPANT DISTRIBUTION FORM

Plan Name: _____

PARTICIPANT INFORMATION

Please complete all the information requested on this form. Incomplete or inaccurate information may delay your distribution.

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Social Security No.: _____ Phone Number: _____

Date of Birth: _____ Marital Status: Married Single

REASON FOR DISTRIBUTION

- | | |
|---|---|
| <input type="checkbox"/> Termination of employment | <input type="checkbox"/> Plan Termination |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Disability |
| <input type="checkbox"/> In-service Withdrawal (if plan allows) | <input type="checkbox"/> QDRO (attach copy of Qualified Domestic Relations Order) |

FORM OF PAYMENT

Please select one of the following or split your distribution by selecting all applicable and completing the percent or dollar amount for each form of payment. **Please refer to the Special Tax Notice for further information regarding the tax implications of your distribution.**

If your distribution includes Roth 401(k) contributions, please complete the information in the box titled "Distribution of Roth 401(k) Contributions"

Lump Sum Distribution (excluding Roth 401(k) Contributions)

- I elect a Lump Sum distribution of my entire account balance
- I elect to split my distribution and request the following amount in a Lump Sum distribution
_____ % of distribution or \$ _____

Federal Income Tax Withholding – The IRS requires that 20% of your lump sum distribution be withheld for Federal Income Tax purposes, but you may elect additional withholding.

** State tax will be withheld if required.

- I elect to have **only** the mandatory 20% Federal Income Tax Withholding
- I elect the following withholding in addition to the mandatory 20% Federal Income Tax Withholding:
Additional Percentage _____ % **OR** Additional Dollar Amount \$ _____

** If you are under age 59 ½, you may be subject to an additional IRS 10% penalty tax.

Rollover to a Qualified Retirement Plan (excluding Roth 401(k) Contributions)

- I elect to roll over my entire account balance to another employer's Qualified Retirement Plan
- I elect to split my distribution and request the following amount to be rolled over to another Employer's Qualified Retirement Plan
_____ % of distribution or \$ _____

Rollover Instructions

Check Payable To: _____ Send To: _____

Account Number: _____ Address: _____

Rollover to a IRA (excluding Roth 401(k) Contributions)

- I elect to roll over my entire account balance to a Traditional IRA
- I elect to roll over my entire account balance to a Roth IRA
***Your distribution amount will be taxable income in the year the rollover was made to the Roth IRA)*
- I elect to split my distribution and request the following amount to be rolled to a Traditional IRA
_____ % of distribution or \$ _____
- I elect to split my distribution and request the following amount to be rolled to a Roth IRA
_____ % of distribution or \$ _____

Rollover Instructions to a Traditional IRA

Check Payable To: _____ Send To: _____

Account Number: _____ Address: _____

Rollover Instructions to a Roth IRA

Check Payable To: _____ Send To: _____

Account Number: _____ Address: _____

Distribution of Roth 401 (k) Contributions (if Applicable)

- I elect a Lump Sum distribution of my Roth 401(k) Contributions
***If your distribution is not "qualified", the earnings portion of your balance may be taxable and mandatory income tax withholding will apply.*
- I elect to roll over my Roth 401(k) Contributions to a Roth IRA
- I elect to roll over my Roth 401(k) Contributions to another employer's Qualified Retirement Plan
***Plan must allow for the rollover of Roth 401(k) Contributions into the plan*

Rollover Instructions to a Roth IRA

Check Payable To: _____ Send To: _____

Account Number: _____ Address: _____

Rollover Instructions to a Qualified Retirement Plan

Check Payable To: _____ Send To: _____

Account Number: _____ Address: _____

CERTIFICATION OF SPOUSE (if applicable)

If your Account Balance is **over \$5,000** and you are married on your Distribution Date, your Spouse must sign this section in front of a Notary Public or Plan Representative.

SPOUSAL CONSENT IF MARRIED

I have read and understand the "Special Tax Notice Regarding Plan Payments" provided to me by the Plan Administrator. I hereby approve of, and consent to, payment option elected by my spouse as provided above.

Name of Spouse

Signature of Spouse

Signature of Notary Public or Plan Representative

Date

PARTICIPANT APPROVAL

I hereby authorize the Company to distribute my account in the manner described above. I understand that all the instructions I make on this form will be made as soon as administratively feasible, following receipt of my completed forms, unless I change them in writing prior to my distribution date.

The Plan Administrator has furnished me with an explanation of my distribution election rights under the Plan and an IRS Special Tax Notice.

I understand that I have at least 30 days in which to make my election. I hereby request that the 30-day waiting period be waived and that I receive by payment as soon as possible.

I certify under penalties of perjury that all information provided by me is true and accurate, and that no tax advice has been given to me by the Plan Administrator and/or Plan Sponsor and that all decisions regarding this withdrawal are my own. I expressly assume the responsibility for any adverse consequences which may arise from this withdrawal and I agree that the Plan Administrator and/or Plan Sponsor shall in no way be responsible for those consequences.

Please do not call about your distribution until six weeks after you return your completed form.

Participant Signature

Date

PLAN ADMINISTRATOR APPROVAL

Plan Administrator Signature

Date

NOTE TO PLAN ADMINISTRATOR: Please return this form:

The Vargo Company
4932 Iroquois Avenue
Erie, PA 16511
Fax #(814) 897-8240

STATE INCOME TAX WITHHOLDING INFORMATION

This form lists several state income tax withholding rules that you may need to consider when you request a distribution from the retirement plan. If your distribution is subject to mandatory 20% Federal income tax withholding, use [Table I](#) below. If your payment is not subject to mandatory 20% Federal income tax withholding, use [Table II](#). The income tax imposed depends on the state in which you legally reside. The information below is subject to change; please review this information with your tax advisor, your local IRS office, or your State Department of Revenue.

TABLE I—WITHHOLDING REQUIREMENTS FOR DISTRIBUTIONS* THAT ARE SUBJECT TO 20% FEDERAL INCOME TAX WITHHOLDING

STATE OF LEGAL RESIDENCE	WITHHOLDING REQUIREMENT
AK FL HI IL NH NV SD TN TX WA WY	N/A – payment is not subject to withholding.
AL AR AZ CO CT DC GA ID IN KY LA MI MN MO MT ND NE NJ NM NY OH PA RI SC UT WI WV	State income tax withholding is not mandatory. If withholding is desired, it must be requested in writing.
DE IA MA MD ME OK VT KS	State income tax MUST be withheld. Iowa state income tax will not be withheld on gross distribution amounts of less than \$2,400. Vermont or Kansas state income tax withholding will not occur on gross distribution amounts less than \$200. Maryland state income tax will be withheld at 7.75% of the gross distribution amount. Vermont state income tax will be withheld at 2.7% of the gross distribution amount. Maine, Oklahoma, Kansas or Iowa state income tax will be withheld at 5% of the gross distribution amount.
CA	State income tax will be withheld at 10% of the Federal income tax withholding amount.
OR	State income tax will be withheld at 8% of the gross distribution amount unless otherwise elected. Withholding will not occur on amounts less than \$125.
VA NC	State income tax will be withheld at 4% of the gross distribution amount unless otherwise elected. North Carolina state income tax withholding will not occur on amounts less than \$200. Traditional, Roth and SIMPLE IRAs are except from Virginia state withholding.
MS	State income tax MUST be withheld unless you meet the following conditions: <ul style="list-style-type: none"> • You are at least age 59½; • Payment is due to death, disability, or a Qualified Domestic Relations Order; • You terminated service after age 55; or • Payments are based on your life expectancy or the joint lives of you and your Beneficiary.

*For lump sum distributions and installment payments spread over a period of less than 10 years.

NOTES:

Arizona residents cannot select a dollar amount; if distribution for the year is \$15,000 or more, then withholding must equal 17%, 20%, 22% 28% or 32% of the amount of Federal taxes withheld. If distribution for the year is less than \$15,000, State income tax withholding must equal 10%, 17%, 20%, 22% 28% or 32% of the amount of Federal taxes withheld.

Iowa, Massachusetts, Oregon, and Virginia residents must provide the required state forms as follows: IA – IA W4-P; MA – M-4P; OR – W4P; VA – VA-4P. If the proper form is not provided, State income tax withholding amounts will be based on “single” as the marital status with no exemptions. Delaware residents must provide form W-4P or withholding will default to a marital status of “single” with zero exemptions.

TABLE II-WITHHOLDING REQUIREMENTS FOR DISTRIBUTIONS* THAT ARE NOT SUBJECT TO 20% FEDERAL INCOME TAX WITHHOLDING

State of Legal Residence	Withholding Requirement
AK FL HI IL NH NV SD TN TX WA WY	N/A – payment is not subject to withholding.
AL AR AZ CO CT DC ID IN KS KY LA MD MI MN MO MT NC ND NE NJ NM NY OH PA RI SC UT WI WV	State income tax withholding is not mandatory. If withholding is desired, it must be requested in writing.
DE VA	Federal and State income tax will automatically be withheld unless elected otherwise. State income tax MUST be withheld if Federal income taxes are being withheld. An election may be made for State income tax withholding even if Federal taxes are not withheld.
CA OR	Federal and State income tax will automatically be withheld, unless elected otherwise. An election may be made for State income tax withholding even if Federal taxes are not withheld.
GA	Federal income tax will automatically be withheld unless otherwise elected. If Federal income tax is withheld, State income taxes will be withheld provided Form G-4P is completed. State income tax may be withheld regardless of whether Federal income tax is withheld, and will be withheld upon request when distributing minimum required distributions, corrective distributions or distributions to non-spouse Beneficiaries of deceased participants.
VT IA KS ME MA NC OK	State income tax MUST be withheld if Federal income tax is withheld. If Federal income tax is not withheld, State income tax will still be withheld, unless elected otherwise.
MS	State income tax MUST be withheld unless you meet the following conditions: <ul style="list-style-type: none"> • You are at least age 59½; • Payment is due to death, disability, or a Qualified Domestic Relations Order; • You terminated service after age 55; or • Payments are based on your life expectancy or the joint lives of you and your Beneficiary.

*For distributions that are installment payments for 10 or more years, annuity payments, minimum required distributions, corrective distributions, and distributions to non-spouse Beneficiaries.

NOTES:

Arizona residents cannot select a dollar amount; if distribution for the year is \$15,000 or more, then withholding must equal 17%, 20%, 22% 28% or 32% of the amount of Federal taxes withheld. If distribution for the year is less than \$15,000, State income tax withholding must equal 10%, 17%, 20%, 22% 28% or 32% of the amount of Federal taxes withheld.

Iowa, Massachusetts, Oregon, and Virginia residents must provide the required state forms as follows: IA – IA W4-P; MA – M-4P; OR – W4P; VA – VA-4P. If the proper form is not provided, State income tax withholding amounts will be based on “single” as the marital status with no exemptions. Traditional, Roth and SIMPLE IRAs are except from Virginia state withholding. Delaware residents must provide form W-4P or withholding will default to a marital status of “single” with zero exemptions.

Oklahoma Residents must provide form W-4P, or 5% of the taxable amount of the distribution will be withheld.