

The Transamerica Distribution Form Wizard is available when you opt to show all forms to Participants. To check your settings, please access the TPA Profile section of the “TPA Tools & Resources” menu option.

The screenshot shows the Transamerica Retirement Services website. The top navigation bar includes the logo and links for Products & Services, Investment Choice Information, and Retirement Planning. Below this is a secondary navigation bar with tabs for LOGOUT, EMPLOYEES, EMPLOYERS, FINANCIAL PROFESSIONALS, and THIRD PARTY ADMINISTRATORS. A left-hand menu lists various options, with 'TPA Tools & Resources' selected and expanded to show 'TPA Profile' as the active item. The main content area is titled 'TPA PROFILE' and contains instructions for updating firm information and a note that updates are done in real time. A mouse cursor is pointing at the 'TPA Profile' link in the left menu.

Please locate the “Participant Forms” section. If you would like to utilize the Forms Wizard , please be sure that the radio button (shown below) is set to “Yes.”

This screenshot shows the 'Participant Forms' settings section. It includes a heading '→ Participant Forms', a descriptive text 'Please select the Participant Forms setting you would like for your contracts.', and two radio button options: 'Yes - permit all forms to be shown to participants in my plans' (which is selected) and 'No - allow only enrollment and rollover forms to be shown to participants in my plans'. At the bottom right, there are two buttons: 'Update Forms' and 'Reset'.

The first step in accessing the Transamerica Distribution Form Wizard is navigating to the “Participant Information” menu.

The screenshot displays the Transamerica Retirement Services website interface. At the top left is the Transamerica Retirement Services logo. To the right, there are navigation links for "Products & Services", "Investment Choice Information", and "Retirement Planning". Below this is a horizontal navigation bar with four categories: "EMPLOYEES", "EMPLOYERS", "FINANCIAL PROFESSIONALS", and "THIRD PARTY ADMINISTRATORS". The "EMPLOYERS" category is selected, and a banner image shows two women looking at a laptop. On the left side, a vertical navigation menu lists several options: "TPA Home", "Installation", "Participant Information", "Plan Information", "Plan Administration", "Plan Reports", "TPA Tools & Resources", "Personal Profile", and "Message Center". A mouse cursor is pointing at "Participant Information". The main content area, titled "TPA HOME", displays a personalized welcome message: "Welcome Jane Doe." followed by "Thank you for doing business with Transamerica Retirement Services." and a notification: "You have 1 new message(s). View now."

TRANSAMERICA
RETIREMENT SERVICES

Products & Services • Investment Choice Information • Retirement Planning

EMPLOYEES EMPLOYERS FINANCIAL PROFESSIONALS THIRD PARTY ADMINISTRATORS

TPA Home
Installation
Participant Information
Plan Information
Plan Administration
Plan Reports
TPA Tools & Resources
Personal Profile
Message Center

TPA HOME

Welcome Jane Doe.

Thank you for doing business with Transamerica Retirement Services.

✉ You have 1 new message(s). [View now.](#)

**Once that step is complete, you will then be given the options below.
Please select “Account Access” from these choices.**

PARTICIPANT INFORMATION

Do you need to update or view a participant's information? Select from the list below.

[Account Access](#)

You may search for a participant by last name or Social Security Number.

[Account Statement](#)

You may access participant statements online for viewing as a PDF file.

[Indicative Data](#)

Update a participant's name, address, phone numbers, birth date, hire date or other information.



Next, you will need to identify the participant you would like to create a pre-filled form for. You can either search by Last name or Social Security Number.

The screenshot shows the Transamerica Retirement Services website interface. At the top left is the logo for Transamerica Retirement Services. To the right of the logo are navigation links: "Products & Services", "Investment Choice Information", and "Retirement Planning". Below this is a dark blue navigation bar with four tabs: "LOGOUT →", "EMPLOYEES", "EMPLOYERS", "FINANCIAL PROFESSIONALS", and "THIRD PARTY ADMINISTRATORS". The "EMPLOYERS" tab is currently selected. Below the navigation bar is a banner image showing two men in business attire, one smiling. To the left of the main content area is a vertical sidebar menu with the following items: "TPA Home", "Installation", "Participant Information" (which is expanded to show "Account Access", "Account Statement", and "Indicative Data"), "Plan Information", "Plan Administration", "Plan Reports", "TPA Tools & Resources", "Personal Profile", and "Message Center". The main content area has a heading "ACCOUNT ACCESS" and a paragraph of instructions: "To search for a participant, input the participant's last name or Social Security Number. A successful match will open the participant's account in a separate browser window." Below the text are two input fields: "Last Name: a" and "Social Security Number:". A red arrow points to the "Last Name" input field. Below the "Social Security Number" field is the text "Enter without spaces or dashes". At the bottom of the form is a "Search" button with a mouse cursor hovering over it.

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LOGOUT → EMPLOYEES EMPLOYERS FINANCIAL PROFESSIONALS THIRD PARTY ADMINISTRATORS

TPA Home
Installation
Participant Information
‣ Account Access
‣ Account Statement
‣ Indicative Data
Plan Information
Plan Administration
Plan Reports
TPA Tools & Resources
Personal Profile
Message Center

ACCOUNT ACCESS

To search for a participant, input the participant's last name or Social Security Number. A successful match will open the participant's account in a separate browser window.

→ Last Name:

or

Social Security Number:

Enter without spaces or dashes

Search

Once your search criteria is entered, you are then asked to select the appropriate participant.

The screenshot shows the Transamerica Retirement Services website interface. At the top left is the logo for Transamerica Retirement Services. To the right, there are navigation links: "Products & Services", "Investment Choice Information", and "Retirement Planning". Below this is a horizontal menu with four tabs: "EMPLOYEES", "EMPLOYERS", "FINANCIAL PROFESSIONALS", and "THIRD PARTY ADMINISTRATORS". The "EMPLOYERS" tab is currently selected. On the left side, there is a vertical navigation menu with the following items: "TPA Home", "Installation", "Participant Information" (which is highlighted), "Account Access", "Account Statement", "Indicative Data", "Plan Information", "Plan Administration", "Plan Reports", "TPA Tools & Resources", "Personal Profile", and "Message Center". The main content area is titled "ACCOUNT ACCESS" and includes a link "Select Another Participant". Below this, a message states: "Your search resulted in the following. Select the participant and click **Submit** to continue." A table displays the search results:

SSN	Name	Company Name
***** 0001	Patricia Participant	Sample 401(k) Plan

At the bottom of the table, there are two buttons: "Submit" and "Cancel". A mouse cursor is pointing at the "Submit" button. Below the buttons, a note reads: "If the participant you were trying to find did not display, please contact TPAConnect plan specialist at (877) 398-7526."

The participant's account will open in a new window. Please select the "Forms" menu option on the left.

The screenshot displays the Transamerica Retirement Services website interface. At the top left is the Transamerica logo. The top right contains navigation links: "Products & Services", "Investment Choice Information", and "Retirement Planning". Below this is a dark blue navigation bar with four tabs: "EMPLOYEES", "EMPLOYERS", "FINANCIAL PROFESSIONALS", and "THIRD PARTY ADMINISTRATORS". The "EMPLOYEES" tab is active. On the left side, a vertical menu lists various options: "Account Information", "Transactions", "Forms" (highlighted with a mouse cursor), "Newsletter", "Market Resource Center", "Resources", "Personal Profile", and "Message Center". The main content area is titled "ACCOUNT INFORMATION" and includes a welcome message for Patricia Participant, a "Sample 401(k) Plan" link, and two promotional sections: one for "New Online Market Coverage from The Wall Street Journal!" featuring a video icon, and another for "The Transamerica Institute for Retirement Readiness" featuring a building icon. At the bottom left, there is a "Go Paperless with Online Statements and Confirmations" banner with a laptop image and a "SIGN UP NOW!" button. At the bottom right, there are messages about pending transactions and new messages, with a "View" button.

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RETIREMENT SERVICES

Products & Services • Investment Choice Information • Retirement Planning

EMPLOYEES EMPLOYERS FINANCIAL PROFESSIONALS THIRD PARTY ADMINISTRATORS

Account Information

- Account Details
- Investment Activity
- Investment Performance
- Statements & Confirmations
- Transaction History
- Plan Information

Transactions

Forms

Newsletter

Market Resource Center

Resources

Personal Profile

Message Center

ACCOUNT INFORMATION

Welcome Patricia Participant!
Sample 401(k) Plan

VIDEO
New Online Market Coverage from The Wall Street Journal!
You can now access [Markets Hub](#), an online video feed that makes it easy to stay up-to-date on the latest breaking financial news. The video feed is updated multiple times a day by WSJ. In addition, the new service includes a suite of [educational videos](#) featuring national experts addressing a variety of investing and savings topics.

The Transamerica Institute for Retirement Readiness
The Transamerica Institute for Retirement Readiness offers web-based educational resources that can help you learn more about planning for retirement.

Changing jobs? [Get information on your options.](#)

You have 0 transaction(s) pending.
✉ You have 1 new message(s).

View

Go Paperless with Online Statements and Confirmations

→ SIGN UP NOW!

You then choose the Distribution Request Form to pre-fill.

PARTICIPANT FORMS

Listed below are the forms available under your retirement plan. You can view, download, and print these forms using the free [Adobe® Acrobat® Reader](#).

Once you print these forms, you will need to complete them, sign where indicated and submit them as instructed on the form.

[Enrollment/Change Form](#)

This form enables you to enroll in your employer's retirement plan. If you are already enrolled, you may use this form to make changes to your contributions and beneficiary designations.

[Rollover Form](#)

This form is used when requesting a deposit of funds from a previous employer's qualified plan into your new employer's qualified plan.

[Beneficiary Designation Form](#)

With this form you will name the beneficiary(ies) of your retirement plan benefits in the event of your death. Access this form in [Spanish](#).

[Distribution Request Form](#)

Use this form if you are requesting a distribution of all or a portion of your account due to retirement, separation from service, termination of employment, direct rollover, etc. Access this form in [Spanish](#).

The next screens illustrate specific detail, walking you through the process of completing the Distribution Request.

EMPLOYEES	EMPLOYERS	FINANCIAL PROFESSIONALS	THIRD PARTY ADMINISTRATORS
			
<h2>DISTRIBUTION REQUEST FORM</h2>			
SHIRLEY A STEVENS Sample 401(k) Plan			Print Blank Form
<p>This wizard will guide you through the completion of your plan's distribution request form. Once you have entered all of the appropriate information, a printable version of the form containing the information you submitted will be available.</p>			
<p>Please complete all required information below and verify the information that is provided. Required fields are indicated with an asterisk (*). Click Next to continue.</p>			
→ Employee Information			
<input type="text" value="111"/> - <input type="text" value="11"/> - <input type="text" value="0001"/>	<input type="text" value="06"/> / <input type="text" value="28"/> / <input type="text" value="1945"/>	<input type="text" value="10"/> / <input type="text" value="15"/> / <input type="text" value="2003"/>	
* Social Security Number	* Date of Birth (MM/DD/YYYY)	* Date of Hire (MM/DD/YYYY)	
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms. <input type="radio"/> Dr.	* <input type="radio"/> Married <input type="radio"/> Not Married		
<input type="text" value="Participant"/>	<input type="text" value="Patricia"/>		
* Last Name	Initial	* First Name	
Email Address: update_email			
→ Address Information			
Please verify the address shown below. If any changes are necessary, please edit the address .			
Address1:	4822 Market St.		
Address2:			
City:	Los Angeles		
State:	CA		
ZIP Code:	92126		
Daytime Telephone:			
Evening Telephone:			

→ **Address Information**

Please verify the address shown below. If any changes are necessary, please [edit the address](#).

Address1: **4822 Market St.**

Address2:

City: **Los Angeles**

State: **CA**

ZIP Code: **92126**

Daytime Telephone:

Evening Telephone:

→ **Mailing Option**

All checks will be sent via first class mail unless the overnight mail box is checked below.

Send the check overnight mail and deduct \$25.00 from the check for express charges.

\$50.00 will be deducted when two checks are required. (Example: one check sent to a rollover institution and one check sent to the participant.) *Please note: A street address must be provided.*

[Based on plan provisions, a distribution fee may be assessed at the time of processing. Please check with your Plan Administrator for any questions as to if a distribution fee may apply to your request.](#)

→ **Reason for Distribution Request**

Please select the type of distribution you are requesting.

- Termination of Employment
- Retirement
- In-Service
- Payment to alternate payee under QDRO (only applies to divorce proceedings)
- Disability as determined by the Plan's fiduciary

Next

Cancel

Once the details are entered, we will ask for your final review. Once everything looks good, please hit the “Generate Form” button on the bottom of the page. The end result is on the next page....

EMPLOYEES EMPLOYERS FINANCIAL PROFESSIONALS THIRD PARTY ADMINISTRATORS



DISTRIBUTION REQUEST FORM - REVIEW

Please review the information you have entered. If it is correct, click **Generate Form** to create your form to print and sign. To end this session without saving any of the data entered, click **Cancel**. To return to the previous screens and make corrections, click **Edit**.

→ **Employee Information**

Ms. Patricia Participant
4822 Market St.
Los Angeles, CA 92126

Social Security No.:	***-**-0001	Date of Birth:	10/31/1945
Marital Status:	Not Married	Date of Hire:	02/05/2003

→ **Mailing Option**

Check(s) will be sent via overnight mail, \$25 per check fee

→ **Reason For Distribution Request**

In-Service

→ **Form of Payment**

Traditional 401(k) Account

Form of Payment:	Cash
Distribute:	All

Generate Form **Edit** **Cancel**

The Distribution Request Form below is generated.

1 / 32 68.2% Sign

Find

TRANSAMERICA
RETIREMENT SERVICES **Distribution Request Form**

READ THE ATTACHED IRS SPECIAL TAX NOTICE: IF YOUR PLAN ALLOWS FOR AN ANNUITY OPTION, READ THE WRITTEN EXPLANATION OF QUALIFIED JOINT AND 50% CONTINGENT SURVIVOR ANNUITY FORM OF BENEFIT BEFORE COMPLETING THIS FORM.

Please note: Do not use this form for:

- (1) Death Benefit Claim
- (2) Required Minimum Distribution
- (3) Hardship Withdrawal Request

INSTRUCTIONS AND INFORMATION FOR COMPLETING THIS FORM

This Form Must Be Completed And Signed By You (And Your Spouse If You Are Married And Your Plan Allows For Annuities) And The Plan Administrator, Trustee Or An Authorized Signer. If any information is missing or incomplete, you may be required to complete a new form or provide additional information before the distribution can be processed.

PARTICIPANT INSTRUCTIONS

1. Complete Sections B-J. If you do not have a Roth 401(k) Account, skip Section E. If you are married and your plan allows for annuities, complete Section I, Spousal Consent.
2. Your signature is required in Section J.
3. Submit this form to your Employer for signature and processing. Do not mail this form directly to the Administration Office listed at the end of this form.

EMPLOYER INSTRUCTIONS

1. Complete Section A.
2. Your signature is required in Section J.
3. Submit this form to the Processing Center.

SECTION A. Employer Information

Company/Employer Name
Sample 401(k) Plan

Plan Name
Patricia P. Participant

Contract Number
666001

Division Number (if applicable)