



Loan Application Package

Dear Participant,

As a participant in your employer sponsored plan, you may have the option to take a loan from your available vested balance. Please review your employer sponsored plan's Summary Plan Description (SPD) for applicable vesting schedules and the loan procedures for the following:

- Amount (minimum and maximum)
- Type of loan (general or home purchase)
- Interest rate
- Repayment (please note, payments will occur through payroll deduction)
 - General loans cannot exceed 5 years
 - Home purchase can extend more than 5 years – see procedures

To request a loan from your account, complete and submit the enclosed loan application to the plan sponsor (your employer) for their review and authorization. The plan sponsor will then submit the completed signed application to TAG for processing. Incomplete applications will be returned to the plan sponsor.

Applications received in good order will be processed as soon as administratively feasible. A loan promissory note and loan disclosure statement will be created by TAG and provided to you via your plan sponsor. Please review and sign where applicable and return the documents to your plan sponsor for their signature. They will then submit the signed documents to TAG. The loan proceeds will be issued by the plan's custodian, Matrix Trust Company in accordance to the option you select in Section 3 of the application once the signed documents are received. Wires are issued within 2-3 business days; if requesting a check, expect 2-3 weeks for delivery.

There will be a one-time \$75 loan processing fee assessed against your account when your application is processed. *If your payment should need to be reissued, there is an additional charge of \$25 that will be deducted from your account.*

Do not complete this form if you are requesting a In-service, Hardship, Death Benefit, or if you have terminated employment with the plan sponsor and would like full payment of your account. Please see applicable forms.

If you have any questions, please contact your plan sponsor or the 401(k) department at TAG at (623)580-4900.

Thank you,





Loan Application

This Application Must Be Signed By You, your Spouse (if applicable) And The Plan Sponsor. If any information is missing or incomplete, you may be required to complete a new form or provide additional information before this application is processed.

Section 1: Participant Information

Plan Name _____

Participant Name _____ SSN _____

Section 2: Loan Information

a. Amount of Loan

Amount Requested \$ _____ or Maximum available

b. Purpose of Loan

General Home Purchase of principal residence

c. Loan Repayment

1 year 2 years 3 years 4 years 5 years Other (available only for Home loan) _____

Section 3: Method of Payment

Check Wire* Bank Name _____
Routing Number _____
Account Number _____

**Wire is NOT an ACH deposit. Be sure to check with your banking institution regarding the correct routing number.*

Section 4: Required Signatures

I hereby acknowledge that I consent to the liquidation and payment of the loan amount requested above. I understand that my election is irrevocable once processed. I understand that providing false or misleading information on this form may constitute fraud and be subject to severe penalties. Furthermore, I consent to pay the application fee of \$75 from my account.

Participant Signature / Date

I am not married

I consent to the loan described above and to the use of the participant's entire benefit in the Plan as security for repayment. I know that if the participant fails to repay the loan, my spousal benefits from the plan will be reduced or eliminated. I do not guarantee repayment of the loan. My consent is irrevocable.

Participant's Spouse Signature / Date

Witness of Spouse's Consent. The spouse whose signature I have witnessed is known to me and signed this application in my presence.
Place Seal Here (if applicable)

Plan Sponsor or Notary Public Signature / Date

Must Be Completed By The Plan Sponsor. By signing below, I hereby authorize TAG Employer Services to process the loan application described above. This request is in compliance with plan provisions.

Plan Sponsor Signature / Date