



Mailing Address:  
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Principal Life  
Insurance Company

**Plan Sponsor Approval –  
Emergency Expense  
Withdrawal – No Spousal  
Consent**

**Complete this form to withdraw part of your retirement funds while still employed.**

Participant completes Sections 1 through 6. Plan Sponsor/Employer completes Section 7.

**Section 1 – Personal Information (Please Print or Type)**

Plan Sponsor Name				Contract No./Plan ID No.
Participant Name (First)	(Middle)	(Last)	Social Security Number	
Participant Address (Street)	(City)	(State)	(ZIP Code+4)	I.D. Number
Day Phone	Evening Phone	State of Legal Residence for Tax Purposes		

- I am a U.S. Person. (This includes a resident alien of the United States.)
- I am not a U.S. Person. (Note: Please complete and submit the appropriate version of IRS Form W-8 when returning this form.)

To learn more about how a U.S. Person is defined, please refer to Internal Revenue Service Publications 515 and 519, available on their website at [www.irs.gov](http://www.irs.gov), or you may request a copy by calling 1-800-829-3676. Your tax advisor can also provide assistance.

**Special Notes about Emergency Expense Withdrawals:**

- Allows qualifying distributions for purposes of meeting unforeseeable or immediate financial needs relating to necessary personal or family emergency expenses.
- The amount available may not exceed the lesser of (i) \$1,000, or (ii) the excess of the individual's vested account balance in the Plan over \$1,000.
- An individual may only take one Emergency Expense Withdrawal in any calendar year.
- Qualifying withdrawals are not subject to the 10% tax on early withdrawals and may not be treated as an eligible rollover distribution.
- Subsequent Emergency Expense Withdrawals shall not be permitted within the next 3 calendar years from the same eligible retirement plan that the initial Emergency Expense Withdrawal was taken from unless the individual (1) has repaid the distribution to the same eligible retirement plan; or (2) has subsequently made elective deferral contributions or employee contributions to the same eligible retirement plan in an aggregate amount at least equal to the amount of the prior Emergency Expense Withdrawal
- The amount withdrawn may be repaid within 3 years of the withdrawal.

<p><b>Revocability of Benefit Election:</b></p> <p>The benefit form selected may be revoked prior to the date the payment is made. After the payment starting date, the benefit form cannot be changed.</p>	<p><b>For Account Information 24 hours a day 1-800-547-7754</b></p> <p><b>Retirement Specialists are available:</b></p> <p><b>7 A.M. – 9 P.M. Central Time (Monday – Friday)</b></p>
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**Section 2 – Distribution Certification – Please review and complete the following for your Emergency Expense Withdrawal. This field is required and must be completed or the request may be delayed or denied.**

I certify that I have sustained an unforeseeable or immediate financial need related to necessary personal or family emergency expenses and that I meet the requirements to receive an Emergency Expense Withdrawal

**Section 3 – Amount of Withdrawal (Select one option below.)**

I would like to withdraw \$ \_\_\_\_\_ (indicate a specific dollar amount) **OR** \_\_\_\_\_ % (designate a percentage from 1 to 100%). **Due to market fluctuation, the amount available for withdrawal may be less than originally requested, in which case we will process a withdrawal for the maximum amount available.**

**My withdrawal should be:**

- Gross Distribution (check amount equals specified amount, less required taxes)
- Net of Taxes (check amount equals amount specified – gross amount cannot exceed the lesser of: i. your vested account balance in excess of \$1000 or; ii. \$1,000)

**Note:** The withdrawal will be treated as a gross distribution, unless otherwise elected above.

The amount of this withdrawal will be taken proportionately (pro-rata) from all applicable contribution types and investments in the account **unless you mark the box below and indicate how you want the withdrawal taken from the accounts.**

Take the withdrawal from the accounts marked in the chart below.

If the amount requested is not available, we will process the maximum available based on account restrictions and proof provided.

Contribution Type	All Available Investments (pro rata)	Indicate Specific Investments (Example – Guaranteed Interest Account**, Large Company Blend, etc.)			
		List Investment Option	List Investment Option	List Investment Option	List Investment Option

**\*\*All withdrawals from Guaranteed Interest are taken from the most current Guaranteed Interest Account unless you tell us otherwise.**

**Caution:** A charge may apply to early withdrawals from the Guaranteed Interest Account. Call the Client Contact Center at 1-800-547-7754 for current rates and to determine if other contract charges may apply.

**Section 4 – Income Tax Withholding – Federal and State**

Principal Life Insurance Company is required to withhold 10% for federal taxes on the taxable portion of withdrawals from a qualified retirement plan. You can choose a rate greater than 10% or elect no taxes withheld for this portion of the withdrawal by completing Form W-4R. You can also go to the Form W-4R, found online at [www.irs.gov](http://www.irs.gov) for further instructions and a rate table that helps you choose a rate that is applicable for your tax situation. If you do not return Form W-4R, taxes will be withheld at the default withholding rate.

I have attached form W-4R for additional withholdings.

State income tax withholding may apply to your cash withdrawal. The address and state you use on this form will be used as your state of residence to determine whether state taxes apply unless you tell us otherwise. Additional state-specific forms may be needed for states that don't require withholding or permit an election out of any state withholding. Contact your state income tax authority for more information.

**Section 5 – Method for Receiving Your Funds**

Please send my withdrawal payment via:

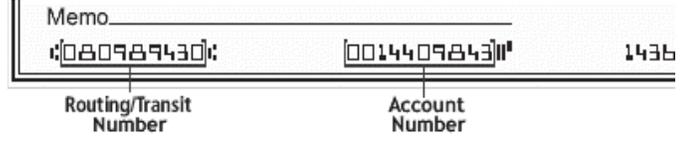
A.  Direct Deposit

**Financial Institution Information:** *Please enclose a voided check (if applicable) and complete the following information:*

Financial Institution Name	Your Name as Shown on the Account (Your name must be on the account indicated)		
Financial Institution Address (street number and name, must be located in the U.S.)	City	State	Zip Code
Routing/Transit Number (9 digits)	Your Account Number (up to 21 digits)	Account Type <input type="checkbox"/> Savings <input type="checkbox"/> Checking	

**How to find the Routing/Transit Number:**

You can usually find the routing/transit number at the bottom left-hand corner of the checks issued to you by your financial institution. The numbers are usually nine digits long.





**Section 7 – Plan Representative**

I certify the above information is true and correct. I authorize Principal Life to make a disbursement to this participant according to the terms of our plan.

**Note:** Processing time of a Emergency Expense Withdrawal may take up to 7 days for requests received in good working order.

**Note:** I have reviewed the requirements of the Emergency Expense Withdrawal and confirm the participant meets the requirements to receive an Emergency Expense Withdrawal and has not exceeded the maximum cumulative total of \$1,000 per need.

**Note:** The law requires you to give participants a written description of their benefit options. Section 8 and 9 of this form satisfy this requirement. Payments must commence within a 30 to 180-day period of when a participant receives this form. However, an affirmative election by a participant can reduce the 30-day waiting period to up to 7 days. Section 6 of this form satisfies this requirement.

**Note:** If payment is made to the trustee, any withholding and reporting are the responsibility of the Trustee.

Issue Payment: To: <input type="checkbox"/> Participant <input type="checkbox"/> Trustee <input type="checkbox"/> Other	Payment Delivery Method: <input type="checkbox"/> Participant <input type="checkbox"/> Trustee <input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Trustee <input type="checkbox"/> Other	Print Plan Representative Name  <b>X</b>	Date
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Plan Representative Signature <b>X</b>	Date
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**State Taxation**

Yes  No Does participant have elective deferrals in the plan that have already been taxed by the participant's state of residence?

Yes  No If yes, have all elective deferrals accumulated in this participant's account been taxed by the participant's state of residence?

If all elective deferrals have not been taxed, what is the amount that has been taxed by the participant's state of residence? \$ \_\_\_\_\_

## Section 8 – Important Information About Payments of Benefits

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You and your spouse (if you're married) should read this section carefully before deciding how you want to receive benefit payments.

**Guaranteed Income for You and Your Spouse:** Under the terms of your retirement plan, if you're married, your regular form of benefit may typically be a Survivorship Annuity, (possibly with Installment Refund feature) with your spouse as the contingent annuitant. The Employee Retirement Income Security Act (ERISA) made the Qualified Joint and Survivor Annuity (QJSA) form of payment mandatory for all married plan participants in order to protect your spouse's rights to benefits.

This form of benefit guarantees you or your spouse a regular income as long as either of you are alive. If you die, your spouse receives a percentage – at least 50% – of your regular income for life. If the Installment Refund feature applies and both you and your spouse die before receiving the amount used to purchase your annuity, regular income continues to your beneficiary until total payments equal the annuity purchase price.

**Guaranteed Interest account:** Upon your termination of employment, retirement, or disability you will have sixty days to make your benefit choice. After sixty days, or if there is a different distribution reason, money withdrawn from the guaranteed interest account may be subject to a surrender charge. We will honor your current Guaranteed Interest Rates until the date of maturity. Contact us at 1-800-547-7754 for information regarding surrender charges and when they apply.

**All participants' rights to defer payments:** You also have the right to keep the account held for you in the retirement plan until age 62 or your normal retirement age, whichever comes later. If your plan allows, you may elect to defer payments until April 1 of the year after you reach age 70½ (if you were born before July 1, 1949), age 72 (if you were born after June 30, 1949, and before January 1, 1951), age 73 (if you were born after December 31, 1950, and before January 1, 1960), age 75 (if you were born after December 31, 1959) and retire (retirement is not required if you're at least a 5 percent owner in the company sponsoring the plan). If you choose to take a withdrawal now, it will reduce the money available to you during retirement.

**Consequences of Not Deferring Payments:** At the time you become eligible to receive a distribution from a retirement plan you have several decisions to make. You may need to decide:

- Whether to take retirement funds from the plan now or leave the funds in the plan and take at a later date;
- In what form to receive your retirement funds (if you are given a choice) and you elect a distribution;

Repayment may be permitted within 3 years from the date of distribution. See your plan administrator for additional details.

These decisions can impact the amount of retirement funds you are ultimately able to accumulate as well as the amount and timing of the tax liability associated with the receipt of these funds.

Some things to consider –

In general, if you do not elect an annuity option which provides lifetime income, or such option is not available through your

employer's retirement plan, the earlier you start receiving payments and the larger the payments, the lower the probability that your retirement funds will last throughout your lifetime.

If you take your retirement funds now, you give up the possibility of future tax deferred accumulation in the retirement plan. If you do not roll it over to another plan or IRA, you give up the advantage of tax-deferred growth.

You should be aware that some currently available investment options in the plan may not be generally available outside the plan.

You should refer to the Summary Plan Descriptions for this and any other employer plans under which you are covered for information which might materially affect your decision to defer payments.

## Section 9 – Important Information About Payments of Benefits

**Cash Withdrawal:** You choose your withdrawal amount. Federal and state (if applicable) taxes will be withheld as required by the Internal Revenue Service.

**Annuity Payments:** Annuity payments may be available in various forms. Federal and state (if applicable) taxes will be withheld according to annuity tables. If you elect to receive an annuity as your form of benefit payment, the vested account balance will be used to purchase an annuity contract from an insurance company.

The following chart describes various distribution options\*\*. All options may not be available under your retirement plan. Refer to your Summary Plan Description for details regarding the options available for your plan. Note: This chart is for illustrative purposes only. It is not intended to project exact monthly benefits for you and your spouse. All amounts are calculated assuming no commissions payable. Income could vary depending on state of residence at time of purchase to reflect premium tax.

\*\*Based on a \$25,000 withdrawal, contingent annuitant is four years younger than plan participant, and annuity purchase rates effective on the date this illustration was prepared. Not all plans offer an annuity option. If you would like additional information on these payment options call, 1-800-547-7754.

Distribution Option	Description	Estimated Monthly Income*					
		Starting at Age 65		Starting at Age 55		Starting at Age 45	
		You	Your Spouse (after death of participant)	You	Your Spouse (after death of participant)	You	Your Spouse (after death of participant)
50% Survivorship Annuity (Other survivorship percentages may be available)	The participant receives regular income for life. After the participant's death, the contingent annuitant (typically the spouse - but another annuitant can be designated if the spouse approves) receives 50% of the participant's regular income for their life.	\$147.60	\$73.80	\$128.71	\$64.36	\$117.70	\$58.85
Single Life Annuity	The participant receives regular income for life. Payments stop when the participant dies. A spouse or other survivor will receive no future income.	\$160.63	\$ 0.00	\$135.49	\$ 0.00	\$121.99	\$ 0.00
Life Annuity with 10 Year Certain Period (Other certain periods may be available)	The participant receives regular income for life. If the participant dies before ten years, the beneficiary (typically the spouse) receives either regular income for the rest of the certain period, or a single payment. If the participant dies after 10 years, the spouse or other survivor receives no income. The certain period cannot exceed the participant's life expectancy.	\$155.33	\$ 0.00	\$134.31	\$ 0.00	\$121.68	\$ 0.00
10-Year Fixed Period Annuity (Other fixed periods may be available)	The participant receives regular income for 10 years. If the participant dies before the 10-year period ends, the beneficiary (typically the spouse) receives regular income for life or a single payment. If the participant dies after 10 years, the spouse or other survivor receives no income. The fixed period cannot exceed the participant's life expectancy.	\$242.76	\$ 0.00	\$242.76	\$ 0.00	\$242.76	\$ 0.00
Cash Distribution \$25,000	The participant and spouse agree to take a lump sum cash distribution now and receive no future income.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**Have a question? We're here to help!**

Call us at

**1-800-547-7754**

Monday through Friday, 7 a.m. to 9

p.m. (Central Time)



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