



1177 Avenue of the Americas
New York, NY 10036-2714
800-RET-YMCA (800-738-9622)
Fax 646-458-2550
www.yretirement.org

Dear Participant:

We are enclosing a *Withdrawal Form* and a *Special Tax Notice Regarding Withdrawals*. Be sure to read the instructions on the *Withdrawal Form* carefully before completing it. Please see your enclosed *Statement of Current Balances* for the available amounts in your account(s).

We recommend that you roll over your account(s) to consolidate your retirement savings and avoid taxes and penalties. Please note that the Fund is generally required to withhold 20% of the taxable portion for federal income tax from any lump sum distribution, unless you complete and submit the enclosed Form W-4R requesting a higher percentage. If you are under age 59½, the IRS may require you to pay an additional 10% penalty when you file your year-end income taxes. Please see the enclosed *Special Tax Notice Regarding Withdrawals* for more information.

The Withdrawal Form must be completed and received by the Fund before your request can be processed. The form may not be honored if received by the Fund after the date indicated at the top of the form. **All payments are made in the form of a check mailed to your address on record. The Fund cannot electronically deposit your withdrawal.**

If you request a partial withdrawal, your check will be issued for the amount you requested. **You will not be able to request another partial withdrawal from that plan for at least 3 months from the date your check is issued.** If you request a full withdrawal, the check will be for the total amount indicated on the *Withdrawal Form* along with interest earned through the day your request is processed. If you choose a rollover of all or a part of your savings, a check made payable to your IRA custodian or eligible employer plan will be sent to you for the requested amount. It is your responsibility to deliver the check to them for deposit. Your check will be made payable to your rollover institution exactly as you write it on the enclosed form, so please check with them if you are unsure of the correct name. If you ask to have your request changed or check reissued, you will be charged a processing fee.

Should you have general questions, please live chat with us at www.yretirement.org. For account-specific information, please log in to your account at www.yretirement.org, or speak with a Pension Representative at 800-738-9622 between 9:00am and 5:00pm ET, Monday through Friday.

Sincerely,

YMCA Retirement Fund