



### **403(b) Hardship Eligibility Checklist**

Before applying for a Hardship Withdrawal, all available sources of income must be considered and the reason must be a “need” meeting one of the following qualifying events:

- ❖ Purchase of the participant’s principal residence.
- ❖ Payment of the next 12 months of postsecondary tuition and related educational fees for the participant, the participant’s spouse, or dependents.
- ❖ To prevent eviction from the participant’s principal residence or foreclosure of a mortgage on the principal residence.
- ❖ Medical expenses incurred by participant, the participant’s spouse, or dependents that are not covered by insurance and are currently outstanding.
- ❖ To pay for burial or funeral expenses for the participant, the participant’s immediate family members, or dependents.
- ❖ To pay for the repair of damage to a principal residence that would qualify for an IRS casualty deduction.

In determining your eligibility to qualify for a Hardship Withdrawal, please take the time to answer the following questions:

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| 1. Have you utilized all other sources of income to satisfy this need?   | YES | NO |
| 2. Does the plan allow for Financial Hardships?  | YES | NO |
| 3. If allowable by the plan, have you exerted all loan options available?  | YES | NO |
| 4. Have you provided sufficient documentation to support your request?<br>The amount requested should not exceed the amount to satisfy the need. | YES | NO |

#### IRS Qualifying Documentation Examples

- Purchase of Primary Residence- Copy of Home Purchase Agreement
- Post-Secondary Education Expenses- Statement balance for next 12 months
- Prevention of Eviction or Foreclosure- Eviction or Foreclosure Notice
- Uninsured Medical Expenses- Unpaid Bills or Insurance Statements
- Burial Expenses- Bill or Statement of Funeral Services
- Repair of Damage to Principal Residence- Unpaid Bills or Insurance Statement

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| 5. Have you completed your vendor’s Hardship Distribution Form(s)? | YES | NO |
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#### **Very Important Note:**

If you have answered NO to any of these questions, you are not eligible for a Hardship Withdrawal. Upon completion, please submit your vendor’s distribution form along with the related documentation for review. Please note that answering YES to all the questions does not automatically qualify you for a Hardship Withdrawal. Envoy must determine, based on all relevant facts and circumstances, whether the Hardship Withdrawal could be approved.

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