



CWA Savings & Retirement Trust

INSTRUCTIONS FOR REQUESTING A LOAN

Enclosed are the following items needed to request a loan from the CWA Savings & Retirement Trust. Please review and complete each of the items as described in the procedures below. Return the required documents for approval to the CWA SRT Trust Office.

Item	Procedure	Return to the CWA SRT Trust Office
Loan Rules	This document contains important information regarding your loan request and loan fees. Read this information carefully before requesting your loan. Failure to make scheduled loan repayments on the date it is due will jeopardize the status of your loan and be considered in default. The Plan can default your loan without notice if your loan payments are in arrears. Note it is your responsibility to make sure your loan payments are up to date at all times.	No – this document is for your records
Loan Application and Bank Information	<ul style="list-style-type: none"> ● Complete all relevant sections after reading all the information in the package. ● Loan payments must be made via ACH from your personal bank account. Will need to provide bank account information. ● Sign and date the form. Notary Seal of Approval is required. ● Return the form to the CWA Trust Office for review, approval, and processing. 	Yes
Amount You Can Borrow	The amount of any loan made to you must be a minimum of \$1,000. No more than two loans may be outstanding at any time. In addition, the amount of any loan may not exceed the lesser of: (A) \$50,000, reduced by the difference between the highest outstanding balance of all Plan loans to you during the one year period ending the day before the loan is initiated and the outstanding balance of loans on the date the loan is made; or (B) 50% of your vested account balance.	No
Mailing and Fax Instructions for the CWA Trust Office	Please return completed and notarized Form to the CWA Trust Office: CWA SRT Trust Office 501 Third St NW Washington, DC 20001 You may also email Form to cwasrt@cwa-union.org or fax to 1-202-783-2748	

Participant Service Center Representatives are available by calling the Retirement Plan Information Line at 1-800-854-0647 between the hours of 8AM and 8PM Eastern Time. Representatives are available to help you complete the forms, or answer general questions you may have about your loan request. **You may also contact the CWA Trust Office at 202-434-1389.**

CWA Savings & Retirement Trust

Plan ID: 990500050

LOAN APPLICATION

1. Participant Information

Social Security Number _____ - _____ - _____ Birth Date _____ / _____ / _____
Name _____ Employer _____
Address _____
City _____ State _____ ZIP _____
Daytime Phone _____ E-mail Address _____

2. Loan Amount

- A. I am requesting a Loan in the **amount of: \$** _____ **(limited to the maximum amount available)**
 B. I am requesting the maximum amount available.

The amount of any loan made to you must be a minimum of \$1,000. In addition, the amount of any loan may not exceed the lesser of:

- (A) \$50,000, reduced by the difference between the highest outstanding balance of all Plan loans to you during the one year period ending the day before the loan is initiated and the outstanding balance of loans on the date the loan is made; or
(B) 50% of your vested account balance.

3. Loan Terms – Repayment period for a loan may not exceed 60 months/ 5 years

- A. I intend to repay this loan over _____ months. (Monthly payment frequency)

4. ACH Direct Payment Information- loan payments will be made via ACH from your personal bank account

- A. Checking Account #: _____
 B. Savings Account #: _____

Bank ABA Routing #: _____

Bank Name _____ Phone Number _____
Street Address _____
City _____ State _____ ZIP _____

Please include an unsigned check from your account, marked "VOID".

I hereby authorize MassMutual Retirement Services to debit my principal and interest repayments on my outstanding loan balance from the account stated above. The payments will be debited on the 15th of each month (or the first business day after the 15th) from the above referenced institution through the Automated Clearing House system until the loan is repaid in full.

Please note it your responsibility to make sure loan payments are being deducted from your bank account and to make sure your loan payments are up to date at all times. Failure to make loan payments when due will jeopardize the status of your loan and the Plan can default your loan without notice. Please review your account to ensure payments are being deducted from your bank account and that there is sufficient funds in your account at all times.

5. Participant Request & Signature

I hereby request a participant loan defined by the terms elected above and assign 50% of the vested account balance in the Plan as collateral for this loan. I agree to make interest and principal payments when due. I understand that failure to make such payments when due will jeopardize the status of the loan as a non-taxable transaction and could result in the IRS treating the loan proceeds as a taxable distribution to me. In that event, I will immediately become liable for taxes and applicable penalties for premature distribution. I also understand that failure to repay this loan will reduce the benefits available to me from the retirement plan by the amount of the outstanding loan balance plus interest. Finally, I acknowledge that this loan is subject to the terms of the plan document.

Please note it your responsibility to make sure loan payments are being deducted from your bank account and to make sure your loan payments are up to date at all times. Failure to make loan payments when due will jeopardize the status of your loan and the Plan can default your loan without notice. Please review your account to ensure payments are being deducted from your bank account and that there is sufficient funds in your account at all times.

Please contact the CWA Trust Office in the event loan payments are missed.

IMPORTANT INITIAL CERTIFICATION REQUIRED. I understand that it is my responsibility to make sure loan payments are being deducted from my bank account and that my loan payments are up to date at all times. I also understand that failure to make loan payments when due will jeopardize the status of my loan and the Plan can default my loan without notice. Loan will not be processed if initial acknowledgment is missing.

Participant Signature _____ Date _____

Notary Seal of Approval Required:

On this _____ day of _____ the individual whose signature appears above signed this consent in my presence and established for my satisfaction that he/she is the Participant identified above.

Witness Signature _____ (Notary Public)

Commission Expires _____ Seal _____

Return Form and Voided Check to the CWA SRT Trust Office. You may also email Form to cwasrt@cwa-union.org or fax to 1-202-783-2748

6. CWA SRT Trust Office Approval and Authorization

I hereby approve this loan request and authorize that it be paid in the manner described in this application. I certify that: (1) the address in the Participant Information section above is the Participant’s current address of record and I authorize MassMutual Retirement Services to update its records, if necessary, to reflect this address; (2) this loan is being made in accordance with the terms of the plan; and (3) it is my responsibility to ensure that the loan repayments continue to be paid in accordance with the term and frequency elected in this application, and that it is my responsibility to determine on what date the loan goes into default and to authorize that the loan be treated as a deemed distribution and reported as a taxable payment to the participant.

CWA Trust Office Signature _____ Date _____

Print Name _____

Loan Rules – Important Loan Request Information

Loan Rules

This is an explanation of the rules for taking a loan from your account under the plan. All loans are made strictly in accordance with the provisions of the plan and in accordance with the rules set forth by the Plan Administrator. In the case of any item not covered by this explanation, or in the event of any conflict between this explanation and the plan, the plan document will always control.

Amount You Can Borrow

The amount of any loan made to you must be a minimum of \$1,000. In addition, the amount of any loan may not exceed the lesser of:

- (A) \$50,000, reduced by the difference between the highest outstanding balance of all plan loans to you during the one year period ending the day before the loan is initiated and the outstanding balance of loans on the date the loan is made; or
- (B) 50% of your vested account balance.

Security for Your Loan

Your loan will be secured by a pledge of not more than 50% of your vested account balance.

Loan Amount Availability

You may request loan availability information by calling the Participant Information Line at 1-800-854-0647 or by accessing your account on-line at www.cwasrt.com.

Period, Frequency, and Repayment

The repayment period for a loan may not exceed 60 months or 5 years. Repayments will be deducted via ACH Bank Deductions according to your loan repayment schedule until all principal and interest due is paid on a monthly frequency.

Interest Rates

Your loan will bear a reasonable rate of interest as determined by the Plan Administrator at the time your loan is issued. The rate will be prime, as reported the first business day of each calendar quarter in the Wall Street Journal, plus 1%.

Number of Loans

No more than two loans may be outstanding at any time.

Recordkeeping Fees

A loan initiation fee of \$50 is required for each new loan that is requested. This fee will be deducted from your account within the quarter in which your loan is issued. In addition, each quarter, a portion of the \$50 annual loan maintenance fee will be deducted from your account for each loan with an outstanding balance at the time fees are processed.

Loan Repayment Policies

Loan repayments through ACH from your personal account If you are not actively employed, you are still required to meet your loan obligation. Please request a Loan Payoff and Repayment Form if you need to repay your loan. All payments will be deposited to your account based on your current fund elections.

Default

If you fail to make a scheduled loan repayment on the date it is due, your loan will be considered in default. However, you will have [until the last day of the calendar quarter following the calendar quarter in which the payment was due] 90 days to cancel the default by delivering a payment for the loan. If you do not cancel the default, the balance of the loan will become due and payable immediately. Any unpaid balance will be reported to you and to the Internal Revenue Service as a taxable distribution. This distribution may be taxable income to you and may be subject to tax penalties for early distribution.

Termination of Employment

If you terminate employment, and have an outstanding loan, you may:

- (A) fully repay the loan within 90 days following your termination; or
 - (B) have the loan balance remain unpaid and reported to you and to the Internal Revenue Service as a taxable distribution.
- This distribution may be taxable income to you and may be subject to tax penalties for early distribution.

These terms also apply if you terminate and are eligible to and do elect to defer distribution of your account until a later date.

Leave of Absence

If you are granted a leave of absence for bona fide reason, and have an outstanding loan, you may:

- (A) fully repay the loan at the time your leave begins; or
- (B) continue to make loan repayments, in accordance with the loan repayments schedule. Please request a Loan Payoff and Repayment Form from the Retirement Information Line or log onto www.cwasrt.com.

If you do not make your scheduled repayments, the loan may be in default and the remaining balance will become due and payable. Certain exceptions may apply for military and other leaves of absence.

Accelerated Loan Repayments

Loans may be repaid in full ahead of schedule at any time and without penalty; however, partial prepayments are not permitted.

Loan Approval and Authorization

Generally, a loan will be granted if it meets all of the requirements set forth in these Loan Rules. Your signature on the back of the loan check will confirm that you accept the terms of the loan.