

Distribution / Transfer / Loan Request Form

Instructions: To Facilitate processing, this form should accompany any contract exchange, rollover, distribution, or loan request paperwork provided by your 403(b) company or representative. This form must be completed by the employee and/or agent.

IMPORTANT! Please check this box if you are returning additional information for a previously submitted transaction.

Employer _____ Employee Name _____ Employee Mailing Address _____ City, State, Zip _____ Employee Phone _____ Employee Email _____	Termination Date (If Applicable) _____ SSN DOB _____
Please check all your inputs for accuracy.	

I am requesting a Distribution Loan from my 403(b) or 403(b)(7) account with _____ (Company Name)
 In service Contract Exchange IRA Rollover Transfer from 403(b) , 403(b)(7) , 457(b) account with

 (Company Name)
 to _____
 (Company Name)

(Transaction form is invalid if date signed is more than 90 days from date of attached forms.)

Employee Signature Date Signed

Once completed, GLP Strategic Administrative Group should forward this form and all paperwork associated with this transaction to:

- Employee (to same address as above)
- Representatives Name _____
 Send to the following fax or mailing address:
 Fax _____
 Address _____
 Address _____
- Representatives e-mail _____
- Company - Send to the following fax or mailing address:
 Fax _____
 Address _____
 Address _____

Submit Completed Form and All Accompanying Paperwork To:
 GLP Strategic Administrative Group
 37000 W. 12 Mile Rd. Suite 101
 Farmington Hills, Mi. 48331
 Fax: 248-876-9657

DO NOT WRITE IN THIS SECTION

Transaction Request Approved:

Printed Name	Date Signed
Signature	
Title	