



### Completing a Loan Request:

Please consult your financial representative, your employer's benefits department, or your Plan Administrator, NPA, to determine if your employer's voluntary retirement plan allows for Loans.

While your employer's Plan may allow Loans, your investment product may not, which is why it is important for you to consult with your investment provider or financial representative regarding the availability of loans within your specific contract/account.

- No loan to a Participant under the Plan may exceed the lesser of (a) or (b) below:
  - (a) \$50,000, reduced by the greater of:
    - (1) the outstanding balance on any loan from the Plan to the Participant on the date the loan is made or
    - (2) the highest outstanding balance on loans from the Plan to the Participant during the one-year period ending on the day before the date the loan is approved by the Administrator (not taking into account any payments made during such one-year period)
  - (b) one half of the value of the Participant's vested Account Balance (as of the valuation date immediately preceding the date on which such loan is approved by the Administrator)

Any loan from any other plan maintained by your employer, and any related employer, shall be treated as if it were a loan made from your 403(b) Plan, and your vested interest under any such other plan shall be considered a vested interest under your 403(b) Plan; provided, that the provisions of this paragraph shall not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.

NPA requires all forms necessary to complete a transactional request be submitted through NPA. Therefore, you should contact your financial representative or investment provider to get a copy of the paperwork they require to complete a Loan request.

Next, you will complete the NPA Transaction Authorization Form indicating your desire to process a Loan request from your plan. Fill out section one (1) of the TAF, providing general information about who you are, what school district(s) are involved, and what investment provider(s) are involved. Section two (2) of the TAF consists of nine (9) subsections. When requesting a Loan, please fill out ONLY the subsection for "Loan Request" located on page two (2) of the TAF. Complete the form by signing and dating the request on the third page. Please note that it is important to carefully read the entire TAF as it will assist you in completing it correctly.

For NPA to correctly and successfully process your request please submit the completed Transaction Authorization Form, and the completed investment provider Loan request paperwork to NPA via any of the means listed at the base of the TAF. Your financial representative can assist you in filling out and completing all forms.

Once your request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.