



**Slavic Integrated Administration**  
**1075 Broken Sound Parkway NW, Suite 100**  
**Boca Raton, FL 33487-3540**  
**Phone: 800-356-3009**  
**Fax: 561-241-1070**

**Allow 3 weeks for processing**

**HARDSHIP REQUEST**

CHECK IF ADDRESS HAS CHANGED     CHECK FOR OVERNIGHT MAIL  
 (\$20.00 fee will be deducted from your account)

Date: \_\_\_\_\_ PEO/Payroll Company: \_\_\_\_\_

Name: \_\_\_\_\_ Worksite Employer: \_\_\_\_\_

SS#: \_\_\_\_\_ Reason for Hardship: \_\_\_\_\_

Home Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_

**Amount Requested: \$ \_\_\_\_\_\* (Subject to \$40.00 Distribution Fee)**  
**\*You are eligible only for the amount for which proof is provided\***

Optional Federal Income Tax withholding: \_\_\_\_\_20%    \_\_\_\_\_30%

Note: Only employee contributions may be used for a Hardship distribution. This excludes any earnings on contributions, employer match, or profit sharing.

Do you have an outstanding 401(k) loan? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you still employed with the above worksite employer? YES \_\_\_\_\_ NO \_\_\_\_\_

**\*Please Note Hardship withdrawals are regulated by the Internal Revenue Service.**  
**PROOF MUST BE CURRENT AND HAVE AMOUNT OWED CIRCLED. DEPENDENTS**  
**ARE INCLUDED.**

1. *Medical Expenses (Dental is not covered).*
2. *Purchase of a Primary home (signed and dated copy of good faith note or sales contract).*
3. *Post Secondary Education (college tuition, housing, books, etc.).*
4. *To avoid eviction from the primary home (copy of official court document for eviction/foreclosure initiated by bank, mortgage company or landlord).*
5. *Funeral Expenses*

Hardship distributions maybe subject to a 10% penalty and the distribution amount is taxable as income. Both are reported on your Federal Income Tax return, Form 1040. Your employee contributions to your 401(k) will cease for 6 months from the date you take a Hardship distribution. **It is your responsibility to start contributions again.**

\_\_\_\_\_  
 Participant Signature

\_\_\_\_\_  
 Date