This Special Tax Notice explains how you can continue to defer federal income tax on your retirement savings in your 403(b) Tax-Sheltered Annuity, Traditional IRA, or pension plan (the “Plan”), and contains important information you will need before you decide how to receive your Plan benefits.

We are providing this Special Tax Notice because all or part of the payment that you will soon receive from your Plan may be eligible for rollover by you or your Plan Administrator to a Traditional IRA or an eligible employer plan.

A rollover is a payment by you or the Plan Administrator of all or part of your benefit to another Eligible Employer Plan or Traditional IRA that allows you to continue to postpone taxation of that benefit until it is paid to you. Your payment cannot be rolled over to a Roth IRA, a SIMPLE IRA or a Coverdell Education Savings Account (formerly known as an education IRA). An Eligible Employer Plan includes a plan qualified under Section 401(a) of the Internal Revenue Code, including a 401(k) plan, profit-sharing plan, defined benefit plan, stock bonus plan and money purchase plan; a Section 403(a) annuity plan; a Section 403(b) tax-sheltered annuity; and an eligible Section 457(b) plan maintained by a Governmental employer (Governmental 457 plan).

An Eligible Employer Plan is not legally required to accept a rollover. Before you decide to roll over your payment to another Eligible Employer Plan, you should find out whether it accepts rollovers and, if so, the types of distributions it accepts as a rollover. You should also verify what documents the Plan requires in order to accept a rollover. If your rollover is to or from a 403(b) Tax-Sheltered Annuity, you may be required to have the receiving Eligible Employer Plan and/or the distributing Eligible Employer Plan approve the transaction. Even if an Eligible Employer Plan accepts rollovers, it might not accept rollovers of certain types of distributions, such as after-tax amounts. If this is the case, and your distribution includes after-tax amounts, you may wish instead to roll your distribution over to a Traditional IRA or split your rollover amount between the Eligible Employer Plan in which you will participate and a Traditional IRA. If an Eligible Employer Plan accepts your rollover, it may restrict subsequent distributions of the rollover amount or may require your spouse’s consent for any subsequent distribution. A subsequent distribution from the Eligible Employer Plan that accepts your rollover may also be subject to different tax treatment than distributions from this Plan.

Check with the administrator of the Eligible Employer Plan that is to receive your rollover prior to making the rollover.

Summary

A payment from the Plan that is eligible for rollover can be taken in two ways:
1. paid in a Direct Rollover or
2. paid to you.

If you choose paid in a Direct Rollover:
• Your payment will not be taxed in the current year and no income tax will be withheld.
• You choose whether your payment will be made directly to your Traditional IRA or to an Eligible Employer Plan that accepts your rollover. Your payment cannot be rolled over to a Roth IRA, a SIMPLE IRA or a Coverdell Education Savings Account because these are not Traditional IRAs.
• The taxable portion of your payment will be taxed later when you take it out of the Traditional IRA or the Eligible Employer Plan. Depending on the type of plan, the later distribution may be subject to different tax treatment than it would be if you received a taxable distribution from this Plan.

If you choose to have the payment paid to you:
• You will receive only 80% of the taxable amount of the payment. Your Plan Administrator is required to withhold 20% of the amount and send it to the IRS as income tax withholding to be credited against your taxes.
• The taxable amount of your payment will be taxed in the current year unless you roll it over. Under limited circumstances, you may be able to use special tax rules that could reduce the tax you owe. However, if you receive the payment before age 59½ you may have to pay an additional 10% tax.
• You can roll over all or part of the payment by paying it to your Traditional IRA or to an Eligible Employer Plan that accepts your rollover within 60 days after you receive the payment. The amount rolled over will not be taxed until you take it out of the Traditional IRA or the Eligible Employer Plan.
• If you want to roll over 100% of the payment to a Traditional IRA or an Eligible Employer Plan, you must find other money to replace the 20% of the taxable portion that was withheld. If you roll over only the 80% that you received, you will be taxed on the 20% that was withheld and that is not rolled over.

30-Day Notice Period and Your Right to Waiver

Generally, neither a Direct Rollover nor a payment Paid To You can be made from the Plan until at least 30 days after your receipt of this Special Tax Notice. Thus, after receiving this Special Tax Notice, you have at least 30 days to consider whether or not to have your withdrawal directly rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed you may waive the notice period by making an affirmative election on the Request for Distribution from Individual Retirement Annuity, 403(b) Tax-Sheltered Annuity or Pension Plan (form 10050) indicating whether or not you wish to make a direct rollover. Your withdrawal will be processed in accordance with your election as soon as practicable after it is received.
I. Payments that Can and Cannot Be Rolled Over

Payments from your Plan may be **eligible rollover distributions**. This means that they can be rolled over to a Traditional IRA or to an Eligible Employer Plan that accepts rollovers. Payments from your Plan cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account. Your Plan Administrator should be able to tell you what portion of your payment is an eligible rollover distribution.

The following types of payments cannot be rolled over.

1. **Payments Spread over Long Periods.** You cannot roll over a payment if it is part of a series of equal (or almost equal) payments that are made at least once a year and that will last for:
   - your lifetime (or a period measured by your life expectancy), or
   - your lifetime and your beneficiary’s lifetime (or a period measured by your joint life expectancies), or
   - a period of 10 years or more.

2. **IRS Required Minimum Distributions.** Beginning when you reach age 70½ or retire, whichever is later, a certain portion of your payment cannot be rolled over because it is an IRS Required Minimum Distribution that must be paid to you. Special rules apply if you own more than 5% of your employer.

3. **Hardship Distributions.** A hardship distribution cannot be rolled over.

4. **Loans Treated as Distributions.** The amount of your Plan loan that becomes a taxable deemed distribution because of a default cannot be rolled over. However, a loan-offset amount is eligible for rollover, as discussed in Part III below. Ask your Plan Administrator if distribution of your loan qualifies for rollover treatment.

5. **Corrective Distributions.** A distribution that is made to correct a failed non-discrimination test or because legal limits on certain contributions were exceeded cannot be rolled over.

6. **ESOP Dividends.** Cash dividends paid to you on employer stock held in an employee stock ownership plan cannot be rolled over.

7. **After-tax contributions from a Traditional IRA to an Eligible Employer Plan.** Once you place after-tax contributions into a Traditional IRA (either by contributing after tax dollars to the Traditional IRA or by rolling over after-tax contributions from another plan to a Traditional IRA), those after-tax amounts cannot later be rolled over to an Eligible Employer Plan.

Your Plan Administrator should be able to tell you if your payment includes amounts which cannot be rolled over.

II. Direct Rollover

A **Direct Rollover** is a direct payment of your Plan benefits to a Traditional IRA or an Eligible Employer Plan. You can choose a **Direct Rollover** of all or any portion of your payment that is an eligible rollover distribution, as described in Part I above. You are not taxed on any taxable portion of your payment for which you choose a **Direct Rollover** until you later take it out of the Traditional IRA or Eligible Employer Plan. In addition, no income tax withholding is required for any portion of Plan benefits for which you choose a **Direct Rollover**.

**Direct Rollover to a Traditional IRA.** You can open a Traditional IRA to receive the Direct Rollover. If you choose to have your payment made directly to a Traditional IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a Direct Rollover to a Traditional IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish a Traditional IRA to receive the payment. However, in choosing a Traditional IRA, you may wish to make sure that the Traditional IRA you choose will allow you to move all or a part of your payment to another Traditional IRA at a later date, without penalties or other limitations. See IRS publication 590, Individual Retirement Arrangements, for more information on Traditional IRAs (including limits on how often you can roll over between IRAs) or contact Standard Insurance Company at (800) 247-6888.

**Direct Rollover to an Eligible Employer Plan.** If you are employed by a new employer that has an Eligible Employer Plan, and you want a direct rollover to that plan, ask the Administrator of that plan whether it will accept your rollover. An Eligible Employer Plan is not legally required to accept a rollover. Even if your new employer’s plan does not accept a rollover, you can choose a **Direct Rollover** to a Traditional IRA. If the Eligible Employer Plan accepts your rollover, it may provide restrictions on the circumstances under which you may later receive a distribution of the rollover amount or may require spousal consent to any subsequent distribution. Check with the administrator of that plan before making your decision.

**Direct Rollover of a Series of Payments.** If you receive a payment that can be rolled over to a Traditional IRA or an Eligible Employer Plan that will accept it, and it is paid in a series of payments for less than 10 years, your choice to make or not make a **Direct Rollover** for a payment will apply to all later payments in the series until you change your election. You are free to change your election for any later payment in the series.

**Change in Tax Treatment Resulting from a Direct Rollover.** The tax treatment of any payment from the Eligible Employer Plan or Traditional IRA receiving your **Direct Rollover** might be different than if you received your benefit in a taxable distribution directly from the Plan.

For example, if you were born before January 1, 1936, you might be entitled to ten-year averaging or capital gain treatment, as explained below. However, if you have your benefit rolled over to a Section 403(b) tax-sheltered annuity, a Governmental 457 plan, or a Traditional IRA in a **Direct Rollover**, your benefit will no longer be eligible for that special treatment. See the sections below entitled **Additional 10% Tax if You Are under Age 59½** and **Special Tax Treatment if You Were Born before January 1, 1936.**
III. Payment Paid to You

If your payment can be rolled over (see Part I above) and the payment is made to you in cash, it is subject to 20% federal income tax withholding on the taxable portion (state tax withholding may also apply). The payment is taxed in the year you receive it unless, within 60 days, you roll it over to a Traditional IRA or an Eligible Employer Plan that accepts rollovers. If you do not roll it over, special tax rules may apply.

Income Tax Withholding

Mandatory Withholding. If any portion of your payment can be rolled over under Part I above and you do not elect to make a Direct Rollover, the Plan is required by law to withhold 20% of the taxable amount. This amount is sent to the IRS as federal income tax withholding. For example, if you can roll over a taxable payment of $10,000, only $8,000 will be paid to you because the Plan must withhold $2,000 as income tax. However, when you prepare your income tax return for the year, unless you make a rollover within 60 days (see Sixty-Day Rollover Option below), you must report the full $10,000 as a taxable payment from the Plan. You must report the $2,000 as tax withheld and it will be credited against any income tax you owe for the year. There will be no income tax withholding if your payments for the year are less than $200.

Voluntary Withholding. If any portion of your payment is taxable but cannot be rolled over under Part I above, the mandatory withholding rules described above do not apply. Also, payments from a Traditional IRA are subject to voluntary (not mandatory) withholding. In these cases, you may elect not to have withholding apply to that portion. If you do nothing, an amount will be taken out of this portion of your payment for federal income tax withholding. To elect out of withholding, ask the Plan Administrator for the election form and related information.

Sixty-Day Rollover Option. If you receive a payment that can be rolled over under Part I above, you can still decide to roll over all or part of it to a Traditional IRA or to an Eligible Employer Plan that accepts rollovers. If you decide to roll over, you must contribute the amount of the payment you received to a Traditional IRA or eligible employer plan within 60 days after you receive the payment. The portion of your payment that is rolled over will not be taxed until you take it out of the Traditional IRA or the Eligible Employer Plan. You can roll over up to 100% of your payment that can be rolled over under Part I above, including an amount equal to the 20% of the taxable portion that was withheld. If you choose to roll over 100%, you must find other money within the 60-day period to contribute to the Traditional IRA or the Eligible Employer Plan, to replace the 20% that was withheld. On the other hand, if you roll over only the 80% of the taxable portion that you received, you will be taxed on the 20% that was withheld.

Example: The taxable portion of your payment that can be rolled over under Part I above is $10,000, and you choose to have it paid to you. You will receive $8,000, and $2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the $8,000, you may roll over the entire $10,000 to a Traditional IRA or an Eligible Employer Plan. To do this, you roll over the $8,000 you received from the Plan, and you will have to find $2,000 from other sources (your savings, a loan, etc.). In this case, the entire $10,000 is not taxed until you take it out of the Traditional IRA or an Eligible Employer Plan. If you roll over the entire $10,000, when you file your income tax return you may get a refund of part or all of the $2,000 withheld.

If, on the other hand, you roll over only $8,000, the $2,000 you did not roll over is taxed in the year it was withheld. When you file your income tax return, you may get a refund of part of the $2,000 withheld. (However, any refund is likely to be larger if you roll over the entire $10,000.)

Additional 10% Tax if you are under Age 59½. If you receive a payment before you reach age 59½ and you do not roll it over, then, in addition to the regular income tax, you may have to pay an extra tax equal to 10% of the taxable portion of the payment.

The additional 10% tax generally does not apply to:

1. payments that are paid after you separate from service with your employer during or after the year you reach age 55,
2. payments that are paid because you retire due to disability,
3. payments that are paid as equal (or almost equal) payments over your life or life expectancy (or your and your beneficiary’s lives or life expectancies),
4. dividends paid with respect to stock by an employee stock ownership plan (ESOP) as described in Code Section 404(k),
5. payments that are paid directly to the government to satisfy a federal tax levy,
6. payments that are paid to an alternate payee under a qualified domestic relations order, or
7. payments that do not exceed the amount of your deductible medical expenses. See IRS form 5329 for more information on the additional 10% tax.

The additional 10% tax will not apply to distributions from a Governmental 457 plan, except to the extent the distribution is attributable to an amount you rolled over to that plan (adjusted for investment returns) from another type of Eligible Employer Plan or IRA. Any amount rolled over from a Governmental 457 plan to another type of Eligible Employer Plan or to a Traditional IRA will become subject to the additional 10% tax if it is distributed to you before you reach age 59½, unless one of the exceptions applies.

Special Tax Treatment if you were born before January 1, 1936. If you receive a payment from a plan qualified under Section 401(a) or a Section 403(a) annuity plan that can be rolled over under Part I and you do not roll it over to a Traditional IRA or an Eligible Employer Plan, the payment will be taxed in the year you receive it. However, if the payment qualifies as a lump-
sum distribution, it may be eligible for special tax treatment. A lump-sum distribution is a payment, within one year, of your entire balance under the Plan (and certain other similar plans of the employer) that is payable to you after you have reached age 59½ or because you have separated from service with your employer (or, in the case of a self-employed individual, after you have reached age 59½ or have become disabled). For a payment to be treated as a lump-sum distribution, you must have been a participant in the Plan for at least five years before the year in which you received the distribution. The special tax treatment for lump-sum distributions that may be available to you is described below.

**Ten-Year Averaging.** If you receive a lump-sum distribution, and you were born before January 1, 1936, you can make a one-time election to figure the tax on the payment by using 10-year averaging (using 1986 tax rates). Ten-year averaging often reduces the tax you owe.

**Capital Gain Treatment.** If you receive a lump-sum distribution, and you were born before January 1, 1936, and you were a participant in the Plan before 1974, you may elect to have the part of your payment that is attributable to your pre-1974 participation in the Plan taxed as long-term capital gain.

There are other limits on the special tax treatment for lump-sum distributions. For example, you can generally elect this special tax treatment only once in your lifetime, and the election applies to all lump-sum distributions that you receive in that same year. You may not elect this special tax treatment if you rolled amounts into this Plan from a 403(b) tax-sheltered annuity contract, a Governmental 457 plan, or from an IRA not originally attributable to a qualified employer plan. If you have previously rolled over a distribution from this Plan (or certain other similar plans of the employer), you cannot use this special averaging treatment for later payments from the Plan. If you roll over your payment to a Traditional IRA, Governmental 457 plan, or 403(b) tax-sheltered annuity, you will not be able to use special tax treatment for later payments from that IRA, plan, or annuity. Also, if you roll over only a portion of your payment to a Traditional IRA, Governmental 457 plan, or 403(b) tax-sheltered annuity, this special tax treatment is not available for the rest of the payment. See IRS form 4972 for additional information on lump-sum distributions and how you elect the special tax treatment.

**Repayment of Plan Loans.** If your employment ends and you have an outstanding loan from your Plan, your employer may reduce (or “offset”) your balance in the Plan by the amount of the loan you have not repaid. The amount of your loan offset is treated as a distribution to you at the time of the offset and will be taxed unless you roll over an amount equal to the amount of your loan offset to another Eligible Employer Plan or a Traditional IRA within 60 days of the date of the offset. If the amount of your loan offset is the only amount you receive or are treated as having received, no amount will be withheld from it. If you receive other payments of cash or property from the Plan, the 20% withholding amount will be based on the entire amount paid to you, including the amount of the loan offset. The amount withheld will be limited to the amount of other cash or property paid to you. The amount of a defaulted Plan loan that is a taxable deemed distribution cannot be rolled over.

IV. **Surviving Spouses, Alternative Payees and Other Beneficiaries**

In general, the rules summarized above that apply to payments to employees also apply to payments to surviving spouses of employees and to spouses or former spouses who are alternate payees. You are an alternate payee if your interest in the Plan results from a qualified domestic relations order (QDRO), which is an order issued by a court, usually in connection with a divorce or legal separation.

If you are a surviving spouse or an alternate payee, you may choose to have a payment that can be rolled over, as described in Part I above, paid in a Direct Rollover to a Traditional IRA or to an Eligible Employer Plan or Paid To You. If you have the payment Paid To You, you can keep it or roll it over yourself to a Traditional IRA or to an Eligible Employer Plan. Thus, you have the same choices as the employee.

If you are a beneficiary other than a surviving spouse or an alternate payee, you cannot choose a Direct Rollover, and you cannot roll over the payment yourself.

If you are a surviving spouse, an alternate payee, or another beneficiary, your payment is generally not subject to the additional 10% tax described in Part III above, even if you are younger than age 59½. You also may be able to use the special tax treatment for lump-sum distributions, as described in Part III above. If you receive a payment because of the employee’s death, you may be able to treat the payment as a lump-sum distribution if the employee met the appropriate age requirements, whether or not the employee had 5 years of participation in the Plan.

**How to Obtain Additional Information**

This Special Tax Notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this Special Tax Notice. Therefore, you may want to consult with the Plan Administrator or a professional tax advisor before you take a payment of your benefits from your Plan. Also, you can find more specific information on the tax treatment of payments from qualified employer plans in IRS publication 575, Pension and Annuity Income and IRS publication 590, Individual Retirement Arrangements. These publications are available from your local IRS office, on the IRS Web site at www.irs.gov, or by calling (800) TAX-FORMS.