

I.B.E.W. LOCAL 25 401(K) FUND LOAN PROCEDURE

PLEASE CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS:

- 1) A PARTICIPANT CANNOT APPLY FOR A LOAN UNTIL (S)HE HAS HAD EMPLOYER CONTRIBUTIONS MADE ON HIS/HER BEHALF DURING THE TWO (2) PLAN YEARS PRECEDING THE LOAN APPLICATION.
- 2) PARTICIPANTS MUST USE THE LOAN APPLICATION SUPPLIED BY THE FUND.
- 3) SPOUSAL CONSENT TO THE LOAN MUST BE SIGNED BEFORE THE FUND MANAGER, AN EMPLOYEE OF THE FUND OR A NOTARY PUBLIC.
- 4) THE MINIMUM LOAN AMOUNT IS \$1,000. THE MAXIMUM LOAN AMOUNT SHALL NOT EXCEED THE LESSER OF \$50,000 OR 50% OF THE CURRENT BALANCE (INCLUDING INTEREST) OF THE PARTICIPANT'S ELECTIVE ACCOUNT.
- 5) THE LOAN INTEREST RATE SHALL BE BASED ON THE PRIME INTEREST RATE PLUS 1%.
- 6) THE FUND MONITORS LOANS TO ASSURE THEY ARE BEING USED FOR THE PURPOSE STATED ON THE LOAN APPLICATION.
- 7) LOANS MUST BE REPAID IN CONSECUTIVE MONTHLY INSTALLMENTS OVER A PERIOD NOT TO EXCEED 60 MONTHS, WITH INTEREST CHARGED ON THE UNPAID BALANCE.
- 8) PARTICIPANTS WHOSE LOAN PAYMENTS ARE DELINQUENT SHALL BE NOTIFIED BY THE FUND OF THE AMOUNT OF PAYMENT DUE AND THE DATE BY WHICH PAYMENT MUST BE MADE TO AVOID DEFAULT.
- 9) IF PAYMENT IS NOT TIMELY MADE AND A DEFAULT OCCURS, THE PARTICIPANT WILL BE NOTIFIED OF THE AMOUNT OF THE DEFAULT AND ADVISED THAT THE DEFAULTED AMOUNT WILL BE DEEMED A DISTRIBUTION FROM THE FUND FOR INCOME TAX PURPOSES.
- 10) IN THE EVENT OF A LOAN DEFAULT, THE PARTICIPANT SHALL NOT BE ELIGIBLE TO APPLY FOR FUTURE LOANS FOR A PERIOD OF FIVE (5) YEARS FROM THE DATE OF DEFAULT.
- 11) LOANS MAY BE PREPAID IN WHOLE AT ANY TIME WITHOUT PREMIUM OR PENALTY.
- 12) A PARTICIPANT CAN TAKE A NEW LOAN OR REFINANCE A CURRENT LOAN ONCE EVERY 12 MONTHS FROM THE DATE OF A PRIOR LOAN.
- 13) PARTICIPANTS MUST CALL THE FUND OFFICE PRIOR TO EARLY PAYOFF OF A LOAN. ALL LOAN PAYOFFS MUST BE PAID WITH A BANK CHECK, CERTIFIED CHECK OR MONEY ORDER.
- 14) MONTHLY LOAN PAYMENTS MAY BE MADE BY PERSONAL CHECK OR MONEY ORDER MADE PAYABLE TO: **I.B.E.W. LOCAL 25 401(K) FUND**. THE FUND DOES NOT ACCEPT CASH OR CREDIT CARD PAYMENTS.



372 VANDERBILT MOTOR PARKWAY
HAUPPAUGE, NY 11788
(631) 434-3344

I.B.E.W. LOCAL 25 401(k) FUND
LOAN APPLICATION

1. Social Security Number
2. Reason for loan:
3. Have you defaulted on a prior 401k loan? <input type="checkbox"/> Yes <input type="checkbox"/> No

PARTICIPANT'S INFORMATION

4. Name (First, Middle Initial, Last)	
5. Address (Street, City, State and Zip)	
6. Marital Status <input type="checkbox"/> Never Married <input type="checkbox"/> Married or Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced-Date of Divorce _____ (mm/dd/yyyy)	
7. Birth Date	8. Phone Number
9. Email Address	
10. I wish to borrow \$ _____ from my account in the 401(K) Fund for the reasons stated above. I choose to repay this loan in _____ months. (The loan repayment period may not exceed 60 months). I understand that this loan is to be made directly with, and will be repaid to the I.B.E.W. LOCAL 25 401(k) FUND as per the Promissory Note to be executed by me. If for any reason payments are not made on time, the entire loan becomes due, and shall be charged as a distribution from my account and shall also be treated as such for income tax purposes. Term: \$1,000-1,900 = 12 months max / \$2,000-\$2,900 = 24 months max / \$3,000-\$3,900 = 36 months max / \$4,000 = 48 months max / over \$4,000 = up to 60 months max	
11. If refinancing, please indicate the additional amount you wish to borrow:	
12. I, _____, hereby certify that as of todays date ____/____/_____, I am single and <i>have never been married</i> . (Participant's Name) OR I, _____, am divorced as of ____/____/_____. My divorce documents, including Stipulation of Settlement, Final Divorce Decree/Judgement of Divorce and if required by Stipulation, a Qualified Domestic Relations Order (QDRO) are on file with the Electrical Industry Board of Long Island Benefit Fund Office or attached with this application. (Participant's Name) <input type="checkbox"/> On file <input type="checkbox"/> Attached with application	
13. Particiapant's Signature: _____ Date: _____	
14. Spouse's Signature: _____ Spouse's Name: _____ On this ____ day of _____, 20____, before me personally appeared _____ to me known and known to be the same person described in and who executed the foregoing spouse’s consent, and (s)he duly acknowledged to me that (s)he executed the same. (Participant's spouse) State of _____ Type of photo ID provided _____ County of _____ SS: _____ ID Number _____ Expiration date of document _____ _____ Notary Public _____ E.I.B. Administration-Print Name Signature	
(For office use only)	
Available loan balance: \$ _____	Original Loan _____ Refinance _____: Current loan \$ _____ New/refi \$: _____
Prior default: \$ _____	Single _____ Married _____ Separated _____ Divorced _____ Widowed _____
Loan amount: \$ _____	Notarized: _____ Divorce Decree / Stip / QDRO _____ Death Certificate: _____
Fee: \$ 50.00 <input type="checkbox"/>	_____ Trustee Signature Date
Check number: # _____	_____ Trustee Signature Date
Date: _____	_____ Administrator Review Date
Notes: _____	