

Transamerica Funds 403(b)(7) Distribution Form



Use this form to request a distribution from your Transamerica Funds 403(b)(7) account(s) only. This form must be completed in its entirety. Forms for other types of distributions and account maintenance are available on our website at www.transamerica.com. If a distribution is being taken due to the death of the Account Holder, please complete the Transamerica Funds Death Distribution Form. For assistance call Transamerica Fund Services, Inc. at 1-888-233-4339.

Section One – Account Registration

First Name	MI	Last Name
Address		
City	State	Zip Code
Social Security Number	Date of Birth	Marital Status
E-Mail Address	Daytime Telephone Number	

Section Two – Type of Distribution

Note: Distributions from 403(b)(7) accounts that are not rolled over directly to an IRA or another qualified retirement plan are taxable, and if taken before the account owner reaches age 59 ½, may be subject to a federal 10% premature distribution penalty tax. If you intend to directly roll over your distribution to a Transamerica Funds account, you must also complete a **403(b)(7) Direct Rollover Request Form**.

- Age 59 ½ or older*** (Normal Distribution)
- Permanent & Total Disability**** (Please provide a copy of your valid Social Security Award Certificate.)
- Transfer Pursuant to Divorce Decree** (You must submit a certified copy of the divorce decree)
- Withdrawal of Excess Contribution**** (Complete Section Three if you elect this option)
- Transfer to another 403(b)(7) Custodian** (Please check with the receiving Custodian for their requirements)
- Required Minimum Distribution (RMD)** (You must complete the Transamerica Funds Required Minimum Distribution Form and attach to this request.)
- Severance from Employment after attainment of age 55**** (Exception to 10% premature distribution penalty tax)
- Severance from Employment prior to Age 55***
- Financial Hardship***** (Complete Section Seven of this form. All salary deferral contributions to your account must be suspended for six months.)
- Plan Termination*** (Subject to Treasury Regulation Section 1.403(b)-10(a); please consult with your tax advisor regarding this option)
- Substantially Equal Periodic Payments***** (You must have obtained Severance from Employment to select this option. You must also complete the Transamerica Funds 72(t) Calculation Request Form and attach to this request.)

Employer or Authorized Plan Administrator Certification is Required for all Distributable Events

Employer or Plan Administrator Authorized Signature	Date	Daytime Telephone Number	
Name of Signer (Please Print)	Name of Employer		
Employer's Street Address	City	State	Zip Code

*This distribution is eligible to be rolled over to another retirement plan. If you do not roll over this distribution directly to an IRA or other qualified retirement plan, the amount distributed is subject to 20% mandatory federal income tax withholding. If you intend to directly rollover your distribution to a Transamerica Funds account, you must also complete a **403(b)(7) Direct Rollover Request Form**.

**This distribution is not eligible to be rolled over directly to an IRA or another qualified retirement plan.

*This distribution option is NOT subject to the federal 10% premature distribution penalty tax.

Section Three – Distribution Instructions

My distribution should be taken from the following account(s):

Fund Number and Account Number \$ or %

Fund Number and Account Number \$ or %

Fund Number and Account Number \$ or %

Note: If the distribution is being taken for financial hardship, certain restrictions may not allow you to withdraw the full amount of the account's value.

Section Four – Payment Options

- Deposit my withdrawal directly into my bank account.** (An ACH bank link must already be established for this option. Complete Section Five to establish this option for future distributions.)
- Send me a check to the address of record.**
- Deposit my distribution into my existing mutual fund account(s), listed below:**

Fund Number and Account Number \$ or %

Fund Number and Account Number \$ or %

Fund Number and Account Number \$ or %

- Establish a new non-retirement or IRA mutual fund account in my name** (If you elect this option, please complete and submit either a Transamerica Funds New Account Application or Transamerica Funds IRA Application.)
- Send check to optional addressee.** (The Signature Guarantee in Section Eight must be completed if you elect this option.)

First Name MI Last Name

Address

City State Zip Code

- Send check to another IRA/Employer Plan** (The Signature Guarantee in Section Eight must be completed if you elect this option.)

Custodian Name

Custodian Address

IRA/Qualified Plan Number

Section Five – Electronic Bank Link (optional)

By checking one of the following boxes, I authorize money to be transferred between my financial institution and Transamerica Funds.

- I have attached a pre-printed voided check or savings account deposit slip with my bank information.
- Use the current bank information available on my retirement account.

Note: If the Transamerica Funds account holder's name does not appear on the enclosed check, an original Securities Transfer Agents Medallion Program (STAMP2000) signature guaranteed letter from the bank account owner authorizing use of the bank information will be required. Due to your bank's requirements, please allow up to 30 days for the Electronic Bank Link to begin.

**Attach voided check or savings deposit slip here
(Please use clear tape. Do not staple.)**

Section Six – Withholding Instructions

Federal Withholding

The distribution is automatically subject to 20% federal tax withholding, unless it is being rolled over to an IRA or other qualified retirement plan.

If you DO NOT make a federal withholding election, 20% will be withheld and forwarded to the IRS. This is a federal requirement. If federal tax is withheld, state tax will also be withheld if you reside in a state listed below.

- Withhold _____% (20% minimum) as a federal income tax withholding election from my distribution.

State Withholding

If federal withholding is applied to your distribution(s) above and you are a resident of one of the following states, you are required to make a state withholding election: California, Delaware, Iowa, Kansas, Louisiana, Maine, Massachusetts, North Carolina, Oklahoma, Oregon, Vermont, or Virginia.

Note: If your state is not listed above, Transamerica Funds will not be able to take state withholding. If you are a resident in Georgia and Michigan, you can request withholding, but it is not required.

- Withhold the state-calculated income tax for my state.
- Withhold \$_____ (in whole dollars) for state income tax.*
- Do not withhold state income tax from my distribution.

*The following states require that a whole dollar amount be provided for state withholding: Iowa, Maine, Michigan, North Carolina, and Oklahoma.

Section Seven – Financial Hardship Distribution Eligibility

Complete this section only if you indicated Financial Hardship in Section Two of this form.

You are entitled to receive a distribution on account of financial hardship ONLY if you have incurred an immediate and heavy financial need. The following list provides examples, although does not specifically define, what is considered an “immediate and heavy financial need” by the IRS:

- Non-reimbursable medical expenses incurred by yourself, your spouse, or a dependent
- Qualified higher education expenses, including tuition, room and board for the next 12 months for yourself, your spouse, or a dependent
- Purchase of a principal residence (not including regular mortgage payments)
- Prevention of foreclosure on or eviction from your principal residence

If you DO NOT satisfy at least one of the financial hardship eligibility qualifications, taking a premature distribution may subject you to substantial penalties and can result in the disqualification of your 403(b)(7) arrangement. You are required to determine whether you are, in fact, incurring a financial hardship and you must certify to that fact. You are solely liable for making this determination. If your 403(b)(7) plan is subject to ERISA, your Plan Administrator must approve the hardship withdrawal request (submit a signed letter of instruction signed by your Employer agreeing to this fact). Transamerica Funds is not liable for any adverse consequences that may result from your receiving a financial hardship distribution.

Your hardship withdrawal cannot exceed the amount required to satisfy the financial need plus an amount to cover any taxes that apply. The amount available for a hardship distribution is limited to your contributions to the plan and excludes any earnings credited to your account. (Depending on the terms of your plan, you may also not be allowed to withdraw employer contributions credited to your account.)

I hereby certify that I have incurred an immediate and heavy financial need. I also certify that the amount of the distribution I am requesting is necessary to satisfy that immediate and heavy financial need (including any taxes that apply), and that the need cannot be relieved through reimbursements or compensation by insurance or otherwise; by liquidation of my assets; by cessation of elective contributions or employee contributions to 403(b) arrangement; by other distributions or nontaxable loans from plans maintained by my employer; or by borrowing from commercial sources on reasonable commercial terms, in an amount to satisfy the financial need.

By checking one of the boxes above, and signing this form in Section Eight, you are certifying that you believe this financial hardship distribution is in compliance with the financial hardship rules outlined by the IRS.

Section Eight - Signature

I certify under penalty of perjury that all information contained herein is true and correct. I hereby acknowledge that I have received and read the Special Tax Notice regarding plan distributions and waive the 30-day period that I may use when electing my distribution. I also acknowledge I am eligible to take the requested distribution at this time under the provisions of the 403(b) Custodial Agreement and the Internal Revenue Code.

I further certify that I am a U.S. person (including resident alien). (*Non-resident aliens should cross out the preceding sentence, and if claiming treaty benefits, attach a completed Form W-8BEN with a tax identification number provided by the U.S. Internal Revenue Service.*) I expressly assume full responsibility for all tax implications of this distribution, and acknowledge that no tax advice was provided to me by the 403(b) Custodian or Transamerica Fund Services.

Signature

Date

Signature of Spouse (For Community Property Interests)

Signature of Witness

Note: Signatures of spouses and witnesses are required on all plans if the account owner is a resident of Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, Wisconsin, or Puerto Rico.

STAMP2000 Signature Guarantee

Acceptable guarantors only include participants in the Securities Transfer Agents Medallion Program (STAMP2000). Participants in STAMP2000 may include financial institutions such as banks, savings and loan associations, trust companies, credit unions, broker/dealers, and members of a national securities exchange.

A Signature Guarantee is required if:

- Your withdrawal is more than \$100,000.
- The withdrawal by check is made payable to someone other than the account owner.
- Your check is to be mailed to an address other than the address of record.
- You request a withdrawal by check within 10 days of a change of address.
- Funds are being wired to a bank account not currently on file.

Signature Guarantee

Name of Signing Officer (please print)

Date

Mail the completed and signed form to Transamerica Fund Services, Inc.:

Regular Mail:

Transamerica Fund Services, Inc.
P.O. Box 219945
Kansas City, MO 64121-9945

Overnight Mail:

Transamerica Fund Services, Inc.
330 W 9th Street
Kansas City, MO 64105

For assistance call Transamerica Fund Services, Inc. toll-free at 1-888-233-4339, Monday through Friday.

Special Tax Notice Regarding 403(b)(7) Distribution Form



This notice explains how you can continue to defer federal income tax on your retirement savings in the Custodial Account held by State Street & Trust as custodian (the "Custodian") under the provisions of Internal Revenue Code section 403(b)(7) (the "Plan") and contains important information you will need before you decide how to receive your Plan benefits.

This notice is provided to you by Transamerica Fund Services, Inc. because all or part of the payment that you have elected to receive from the Plan may be eligible for rollover to a traditional IRA or an eligible employer plan. A rollover is a payment of all or part of your benefit to another plan or 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(s) 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 employer plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts as a rollover. You should also find out about any documents that are required to be completed before the receiving plan will accept a rollover. Even if a 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 employer plan in which you will participate and a traditional IRA. If an employer plan accepts your rollover, the plan may restrict subsequent distributions of the rollover amount or may require your spouse's consent for any subsequent distribution. A subsequent distribution from the plan that accepts your rollover may also be subject to different tax treatment than distributions from this Plan. Check with the administrator of the plan that is to receive your rollover prior to making the rollover.

If you have additional questions after reading this notice, you can contact your financial or legal advisor, or Transamerica Fund Services, Inc. at 1-888-233-4339.

Summary

There are two ways you may be able to receive a Plan payment that is eligible for rollover:

(1) Certain payments can be made directly to a traditional IRA that you establish or to an eligible employer plan that will accept it and hold it for your benefit ("**Direct Rollover**"); or

(2) The payment can be **Paid to You**

If you choose a Direct Rollover:

- (1) Your payment will not be taxed in the current year and no income tax will be withheld.
- (2) You can 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.
- (3) 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 a Plan payment that is eligible for rollover paid to you:

- (1) You will receive only 80% of the taxable amount of the payment because TFS is required to withhold 20% of that 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 59 ½, you may have to pay an additional 10% tax.

- (2) 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.

Your Right to Waive the 30-Day Notice Period

Generally, neither a direct rollover nor a payment can be made from the plan until at least 30 days after your receipt of this notice. Thus, after receiving this 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 indicating whether or not you wish to make a direct rollover. Your withdrawal will then be processed in accordance with your election as soon as practical after it is received by TFS.

SECTION ONE. PAYMENTS THAT CAN AND CANNOT BE ROLLED OVER.

Payments from the 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 a plan cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account. The following types of payments cannot be rolled over:

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),
- Your lifetime and your beneficiary's lifetime (or a period measured by your joint life expectancies), or
- a period of 10 years or more.

Required Minimum Payments

Beginning when you reach age 70 ½ or retire, whichever is later, a certain portion of your payment cannot be rolled over because it is a "required minimum payment" that must be paid to you. Special rules apply if you own more than 5% of the company by which you are employed.

Hardship Distributions

A hardship distribution cannot be rolled over.

Corrective Distributions

A distribution that is made to correct a failed nondiscrimination test or because legal limits on certain contributions were exceeded cannot be rolled over.

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SECTION TWO. DIRECT ROLLOVERS

A Direct Rollover is a direct payment of the amount of your Plan benefits to a traditional IRA or an eligible employer plan that will accept it. You can choose a Direct Rollover of all or any portion of your payment that is an eligible rollover distribution, as described in Section One 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 taxable portion of your 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).

Direct Rollover to a Plan

If you are employed by a new employer that has an eligible employer plan, and you want a direct rollover to that plan, as the plan 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 employer plan accepts your rollover, the plan 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 plan 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 receive 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, you benefit will no longer be eligible for that special treatment. See the sections below entitled "**Additional 10% Tax if You Are Under A59 ½**" and "**Special Tax Treatment if You Were Born Before January 1, 1936.**"

SECTION THREE. PAYMENTS PAID TO YOU

If your payment can be rolled over (see Section One 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 Section One 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 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 Section One above, the mandatory withholding rules described above do not apply. In this case, 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 TFS for the election form and related information.

Sixty-Day Rollover Option

If you receive a payment that can be rolled over under Section One 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 Section One 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 Section One 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 IRA 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.)

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Additional 10% Tax if you are Under Age 59 ½

If you receive a payment before you reach age 59 ½ 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) payments that are paid directly to the government to satisfy a federal tax levy,
- (5) payments that are paid to an alternate payee under a qualified domestic relation order, or
- (6) payments that do not exceed the amount of your deductible medical expenses.

See IRS Form 5329 Additional Taxes on Qualified Plans for more information on the additional 10% tax.

SECTION FOUR. SURVIVING SPOUSES, ALTERNATE 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," 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 Section One 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 Section Three above, even if you are younger than age 59 ½.

HOW TO OBTAIN ADDITIONAL INFORMATION

This 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 notice.

Therefore, you may want to consult with TFS 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's Internet Web Site at www.irs.gov, or by calling 1-800-TAX FORMS.

www.transamericafunds.com · Transamerica Funds, P.O. Box 9012, Clearwater, FL 33758-9012

Customer Service: 1-888-233-4339 · Financial Advisors 1-800-851-7555 · Distributor: Transamerica Capital, Inc.

The investment return and principal value of an investment will fluctuate and a fund's shares, when redeemed, may be worth more or less than their original cost.

Mutual funds are not FDIC insured, have no bank guarantee, and may lose value.

For more information on tax-related issues relating to retirement plans, please consult your tax advisor.