



**AMERICAN
UNIVERSITY
OF BEIRUT**

**RETIREMENT PROGRAM FOR U.S. CITIZENS and GREEN CARD HOLDERS
Of the AMERICAN UNIVERSITY OF BEIRUT
PLAN "A"
Hardship Loan/Withdrawal Request Information Form**

Employee ID: _____

Last Name: _____

First Name: _____

Department: _____

I hereby request (please check applicable)

☐ a hardship loan

☐ a hardship withdrawal

For the following reason (please check applicable):

☐ Non-reimbursed medical expenses

☐ Purchase of my principal residence

☐ Post-secondary education tuition (and/or room and board) for up to 12 months

☐ Prevention of eviction from, or foreclosure of a mortgage on, my primary residence

☐ Payments of burial or funeral expenses

☐ Major home repair due to casualty loss

☐ Expenses and losses incurred on account of a FEMA declared disaster

☐ Other _____

Pursuant to the Plan's hardship withdrawal and loan rules, I hereby certify that I have no further financial resources to meet my financial hardship and that the amount requested does not exceed the amount required to meet the immediate and heavy financial need created by the circumstance indicated above. I also hereby certify that all facts presented are

true, and I agree to provide further documentation of my financial hardship upon the request of the Plan Administrator.

I understand that hardship distribution amounts will generally be taxable to me and may be subject to an additional 10% penalty tax.

The terms of Plan A and applicable law govern all hardship distributions and loans.

Participant's Signature

Date
