

Hardship Distribution from Your Duke 403(b) Plan

The Duke 403(b) plan allows for employees to take a hardship distribution from their retirement account, provided that the IRS requirements are met for this type of distribution. According to applicable IRS rules, “a distribution is deemed to be on account of an immediate and heavy financial need of the employee if the distribution is for:

- Expenses for medical care previously incurred by the employee, the employee’s spouse, or any dependents of the employee or necessary for these persons to obtain medical care;
- Costs directly related to the purchase of a principal residence for the employee (excluding mortgage payments);
- Payment of tuition, related educational fees, and room and board expenses, for the next 12 months of postsecondary education for the employee, or the employee’s spouse, children, or dependents;
- Payments necessary to prevent the eviction of the employee from the employee’s principal residence or foreclosure on the mortgage on that residence;
- Funeral expenses; or
- Certain expenses relating to the repair of damage to the employee’s principal residence.”¹

Duke Employees must submit certain documentation to certify eligibility for a hardship distribution to Fidelity in order to be approved. This documentation is required in order to comply with 403(b) plan regulations, effective January 1, 2009.

Instructions for Requesting a Hardship Distribution from Your Duke 403(b) Plan

Your investment carrier will need the following documentation to process your hardship withdrawal:

- a. **Hardship Withdrawal Form – Request and complete the hardship withdrawal form**

provided by Fidelity at 800-343-0860.

- b. Hardship Proof Documentation (from you) to Fidelity.

¹ Excerpt from IRS website:

<https://www.irs.gov/retirement-plans/plan-participant-employee/retirement-topics-hardship-distributions>

Examples of acceptable hardship documentation to provide:

- If you requested a Hardship Distribution for tuition, related educational fees and expenses, or room and board for you, your spouse, your children or other dependents: Copies of tuition bills and related bills
- If you requested a Hardship Distribution for the purchase of your primary residence: Copy of purchase/sale agreement
- If you requested a Hardship Distribution for unreimbursed medical expenses: Copies of medical bills and explanations of benefits showing that the bills are not covered by insurance or other methods of reimbursement.
- If you requested a Hardship Distribution for prevention of eviction or foreclosure: Copy of eviction or foreclosure notice
- If you requested a Hardship Distribution for funeral expenses: Copy of funeral bills and related expenses
- If you requested a Hardship Distribution for repair to damage to primary residence: Copy of repair and maintenance bills in repairing primary residence

Follow submission instructions on withdrawal form or contact Fidelity for assistance.

Upon receipt and verification of acceptable paperwork by Fidelity, the hardship distribution request will be processed and a check will be mailed, unless an alternate method of delivery was requested.

Fidelity Contact Information

Fidelity

Phone: (800) 343-0860

Web Site: www.fidelity.com/duke