

NATIONAL ROOFING INDUSTRY SUPPLEMENTAL PENSION PLAN

3001 Metro Drive, Suite 500

Bloomington, MN 55425

Telephone: (952) 854-0795 – Toll Free: (800) 595-7209 – Fax: (952) 851-3514

www.nripf.com

APPLICATION FOR ANNUITY BENEFITS

You are encouraged to review the Supplemental Pension Plan booklet (Summary Plan Description) that describes the annuity benefits, requirements and rules of the Plan. If you do not have a copy of the booklet, contact the Fund Office (at the above address and phone number) and a copy will be mailed to you. Read the material in the booklet so that you will be familiar with the provisions of the Supplemental Pension Plan.

Complete this application form in its entirety. If any portion of the application does not apply to you, please so indicate by “n/a”. **Do Not leave any part of the application blank.** Failure to properly complete the application and provide the required attachments could delay the processing of the application. If you require assistance or have questions concerning any aspect of your annuity benefit, do not hesitate to contact the Fund Office.

INSTRUCTIONS

- 1) Read all questions carefully.
- 2) **Type or print** all answers in ink.
- 3) Answer all questions. (If an item does not apply, mark “n/a”).
- 4) Attach additional sheets if necessary.
- 5) Be sure to date and sign the application.
- 6) Mail completed application along with all required attachments to the Fund Office at the above address.
- 7) **Make sure you attach all applicable documents. (See list on page 4.)**

PERSONAL INFORMATION

Name	
Social Security Number	
Mailing Address	
City, State, Zip	
Telephone Number	
Alternate Telephone Number	
E-mail Address	
Date of Birth (Attach proof of age. See list on page 4.)	

MARITAL INFORMATION

Marital Status (Attach copy of marriage certificate and, if applicable, divorce decree)	<input type="radio"/> Single <input type="radio"/> Divorced*, not remarried <input type="radio"/> Widowed <input type="radio"/> Married <input type="radio"/> Remarried, with prior divorce*
Spouse's Name	
Spouse's Social Security Number	
Spouse's Date of Birth (Attach proof of age. See list on page 4.)	
*If DIVORCED, does a QDRO (Qualified Domestic Relations Order) exist?	<input type="radio"/> Yes <input type="radio"/> No (Note: If Yes, please provide copy of Divorce Decree and QDRO.)

Print Name of Applicant/Participant: _____

RETIREMENT DATE

Date of Retirement	
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TYPE OF PENSION BENEFIT APPLYING FOR

<input type="radio"/>	Retirement	If you are retired and are of or over retirement age.
<input type="radio"/>	Disability	Please attach a copy of your Social Security Award letter.

OPTIONAL FORM OF BENEFIT PAYMENT APPLYING FOR

<input type="radio"/>	Lump-Sum Payment	You may elect to have the full value of your amount paid to you in a single lump-sum payment.
<input type="radio"/>	Periodic Payments	You may elect to receive monthly payments of not less than 24 months and not more than 120 months (the amount will be re-determined each year). I elect to receive _____ (complete the number of months) monthly payments.
<input type="radio"/>	Rollover Distribution	You may elect to have any portion of an eligible rollover distribution paid directly to an eligible retirement plan specified by you.

Attached is the required tax notice regarding qualified plan payments. It contains the important information you need to know before making a payment/withholding election. You should understand that the taxable portion of an eligible rollover distribution is subject to 20% mandatory Federal Income Tax withholding and, if applicable, state income tax withholding, unless you elect a Direct Rollover of the funds to an eligible retirement plan, which includes a qualified plan or an Individual Retirement Account (IRA). You have the right to make or change your election up to the date of payment, but the election may not be made or changed after the distribution has been made.

<input type="radio"/>	Yes	I wish to have all or a portion of my distribution eligible for a rollover directly transferred to an eligible retirement plan and avoid the 20% Federal Income Tax withholding on the amount directly transferred. I understand that any amount not directly transferred to an eligible retirement plan will be subject to 20% Federal Income Tax withholding, and if applicable, state tax withholding.
<input type="radio"/>	No	I do not wish to have any portion of my distribution eligible for a rollover directly transferred to an eligible retirement plan. I understand that 20% of my distribution will be withheld, and if applicable, state income tax withholding.
<input type="checkbox"/>	If Yes	I hereby authorize a Direct Rollover of all proceeds, or \$ _____ % of the portion of this distribution, which qualifies as an eligible rollover distribution. I will receive direct payment for any portion of the distribution that (1) I do not authorize for Direct Rollover; and/or (2) is not eligible Direct Rollover. I understand that the amount directly rolled over will not be subject to any Federal/State income tax withholding.
Plan or Financial Institution Name		
Account Number		
Address		
City, State, Zip		
Telephone Number		

Under penalty of perjury, I hereby certify that my name, address, social security number and date of birth as shown above are correct. I have received the tax notice regarding qualified plan payments and have chosen the election(s) shown above.

Participant's Signature _____ Date _____

Print Name of Applicant/Participant: _____

PRESENT EMPLOYMENT

1) Have you been employed as a Roofer in this calendar year? <input type="radio"/> Yes <input type="radio"/> No
2) If Yes , please provide the name, address and phone number of your present employer:
Employer Name:
Mailing Address:
City, State, Zip:
Telephone Number: ()
Please indicate last date worked:
If No , please provide year last worked:

SELF-EMPLOYMENT

Are you now or have you ever been self-employed as a sole proprietor or a partner of a company in this industry? <input type="radio"/> Yes <input type="radio"/> No		
If Yes , please complete the following information:		
Name of Business	Type of Business	From Month/Year to Month/Year

BENEFICIARY DESIGNATION
Complete if You Elected Monthly Periodic Payments

Name of Beneficiary:
Beneficiary Social Security Number:
Beneficiary's Mailing Address:
Beneficiary's Date of Birth:
Relationship to Participant:

Designation of Contingent Beneficiary

You are entitled to name a contingent beneficiary in the event that your named beneficiary dies before the Plan has paid all of the benefits due on your behalf. If you would like to name a contingent beneficiary, please complete the information below.

Name of Contingent Beneficiary:
Contingent Beneficiary Social Security Number:
Contingent Beneficiary's Mailing Address:
Contingent Beneficiary's Date of Birth:
Relationship to Participant:

Print Name of Applicant/Participant: _____

PLAN DEFINITION OF RETIREMENT

The National Roofing Industry Supplemental Pension Plan defines retirement under the Plan as complete withdrawal from any further employment in work in the jurisdiction of the Plan. No Participant shall be considered retired for the purposes of the Plan until he has withdrawn from work in the jurisdiction of the Plan for a period of 30 consecutive days. The jurisdiction of the Plan shall mean employment in:

- (1) An industry in which Employees covered by this Plan were employed and accrued benefits under this Plan as a result of such employment at the time of withdrawal, and
- (2) A trade or craft in which the Employee was employed at any time under the Plan, and
- (3) The geographic area covered by the Plan at the time of withdrawal.

RETIREMENT DECLARATION

By my signature below, I certify that the foregoing statements and information are true to the best of my knowledge. I have read and understand that to qualify for annuity benefits under terms of the Plan I must adhere to the Plan restrictions regarding employment after the effective date of my retirement in accordance with rules as established by the Board of Trustees. I understand a false statement may disqualify me for benefits.

I acknowledge it is my responsibility to notify the Trustees, in writing through the Fund Office, of any change in status that may affect my eligibility for annuity benefits. I agree to notify the Fund Office immediately of any change in mailing address, marital status or other event which may affect proper handling of benefits. I certify that I will adhere to the requirements of the Plan. I understand that my annuity payment(s) will not be made until I have withdrawn from employment covered by the Plan for at least 30 consecutive days.

By my signature below I acknowledge that I have read and understand my obligations to the Plan and hereby apply for annuity benefits from the National Roofing Industry Supplemental Pension Plan.

Participant's Signature

Date

Documents acceptable as proof of age:

- 1) Birth Certificate.
- 2) Baptismal Certificate or other certified statement from a Church record.
- 3) Notification of registration of birth in a public registry of vital statistics.
- 4) Certified hospital records.
- 5) Certificate of a Social Security Award with date of birth.
- 6) Signed and Notarized statements of physician or mid-wife in attendance at birth.
- 7) Family Bible entry of birth information certified by a Notary Public.
- 8) Naturalization or immigration record or Passport.
- 9) Military Induction or Discharge papers.
- 10) Early life insurance policy showing date of birth or age on a specific date.
- 11) Census or school records showing age on a specific date.

Required Documents, as applicable:

- 1) Proof of age.
- 2) Spouse's proof of age.
- 3) Marriage certificate.
- 4) Proof of common-law marriage.
- 5) Divorce decree.
- 6) QDRO - Qualified Domestic Relations Order.
- 7) Certified copy of Death Certificate (not a photo-copy).
- 8) Proof of Military Service.
- 9) Court name change document.
- 10) Social Security number change document.
- 11) Social Security Award of Disability Letter.
- 12) Power of Attorney.

Do not send any medical records unless requested by the Fund Office.

SPOUSAL CONSENT TO DESIGNATE A BENEFICIARY OTHER THAN THE SPOUSE

WHEREAS, the undersigned participant (the "Participant") in the National Roofers Industry Supplemental Pension Plan (the "Plan") has applied to the Joint Board of Trustees (the "Trustees") of the Plan for an annuity benefit under the Plan; and

WHEREAS, the Participant and the undersigned lawful spouse of the Participant (the "Spouse") acknowledge that they have been advised that a form of annuity benefits available to them is periodic monthly annuity payments (re-determined each year) for two or more years with the following applicable restrictions:

- the number of monthly payments elected may not exceed the life expectancy of the Participant, or, if applicable, the life expectancy of the Participant and Spouse;
- no monthly payment will be made that would reduce the balance in the account to less than zero;
- if the Participant should die before receiving all of his monthly payments, his Spouse or other designated beneficiary will receive the remaining payments.

WHEREAS, the Participant has elected periodic monthly payments from the Plan and has designated a beneficiary other than the Spouse, I waive my rights to receive any survivor benefits that may be available under the terms of the Plan.

Spouse's Signature

Date

NOTARIZATION

State of _____

County of _____

The foregoing instrument was acknowledged before me by _____ (The Spouse)
personally known to me or who have produced _____ as identification.

Notary's Signature

Typed, stamped or printed name

Date

My Commission Expires

SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

YOUR ROLLOVER OPTIONS

You are receiving this notice because all or a portion of a payment you are receiving from the National Roofing Industry Supplemental Pension Plan (the “Plan”) is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do such a rollover.

This notice describes the rollover rules that apply to payments from the Plan that are *not* from a designated Roth account (a type of account with special tax rules in some employer plans). If you also receive a payment from a designated Roth account in the Plan, you will be provided a different notice for that payment, and the Plan administrator or the payor will tell you the amount that is being paid from each account.

Rules that apply to most payments from a plan are described in the “General Information About Rollovers” section. Special rules that only apply in certain circumstances are described in the “Special Rules and Options” section.

GENERAL INFORMATION ABOUT ROLLOVERS

How can a rollover affect my taxes?

You will be taxed on a payment from the Plan if you do not roll it over. If you are under age 59¹/₂ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (unless an exception applies). However, if you do a rollover, you will not have to pay tax until you receive payments later and the 10% additional income tax will not apply if those payments are made after you are age 59¹/₂ (or if an exception applies).

Where may I roll over the payment?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified plan, section 403(b) plan, or governmental section 457(b) plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, no spousal consent rules apply to IRAs and IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

How do I do a rollover?

There are two ways to do a rollover. You can do either a direct rollover or a 60-day rollover.

If you do a direct rollover, the Plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. You will have 60 days after you receive the payment to make the deposit. If you do not do a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if

you are under age 59¹/₂ (unless an exception applies).

How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary);
- Required minimum distributions after age 70¹/₂ (or after death);
- Hardship distributions;
- ESOP dividends;
- Corrective distributions of contributions that exceed tax law limitations;
- Loans treated as deemed distributions (for example, loans in default due to missed payments before your employment ends);
- Cost of life insurance paid by the Plan;
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment; and
- Amounts treated as distributed because of a prohibited allocation of S corporation stock under an ESOP (also, there will generally be adverse tax consequences if you roll over a distribution of S corporation stock to an IRA).

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.

If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?

If you are under age 59¹/₂, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation;
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary);
- Payments from a governmental defined benefit pension plan made after you separate from service if you are a public safety employee and you are at least age 50 in the year of the separation;
- Payments made due to disability;
- Payments after your death;
- Payments of ESOP dividends;
- Corrective distributions of contributions that exceed tax law limitations;
- Cost of life insurance paid by the Plan;
- Contributions made under special automatic enrollment rules that are withdrawn pursuant to your request within 90 days of enrollment;
- Payments made directly to the government to satisfy a federal tax levy;
- Payments made under a qualified domestic relations order (QDRO);
- Payments up to the amount of your deductible medical expenses;
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001 for more than 179 days; and

- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution.

If I do a rollover to an IRA, will the 10% additional income tax apply to early distributions from the IRA?

If you receive a payment from an IRA when you are under age 59^{1/2}, you will have to pay the 10% additional income tax on early distributions from the IRA, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- There is no exception for payments after separation from service that are made after age 55.
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to \$10,000 used in a qualified first-time home purchase, and (3) payments after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I owe State income taxes?

This notice does not describe any State or local income tax rules (including withholding rules).

SPECIAL RULES AND OPTIONS

If your payment includes after-tax contributions

After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is generally included in the payment. If you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Plan and a portion is paid to you, each of the payments will include an allocable portion of the after-tax contributions. If you do a 60-day rollover to an IRA of only a portion of the payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a complete distribution of your benefit which totals \$12,000, of which \$2,000 is after-tax contributions. In this case, if you roll over \$10,000 to an IRA in a 60-day rollover, no amount is taxable because the \$2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan). You can do a 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

If you miss the 60-day rollover deadline

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. To apply for a waiver, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590, *Individual Retirement Arrangements (IRAs)*.

If you have an outstanding loan that is being offset

If you have an outstanding loan from the Plan, your Plan benefit may be offset by the amount of the loan, typically when your employment ends. The loan offset amount is treated as a distribution to you at the time of the offset and will be taxed (including the 10% additional income tax on early distributions, unless an exception applies) unless you do a 60-day rollover in the amount of the loan offset to an IRA or employer plan.

If you were born on or before January 1, 1936

If you were born on or before January 1, 1936 and receive a lump sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, *Pension and Annuity Income*.

If you roll over your payment to a Roth IRA

You can roll over a payment from the Plan made before January 1, 2010 to a Roth IRA only if your modified adjusted gross income is not more than \$100,000 for the year the payment is made to you and, if married, you file a joint return. These limitations do not apply to payments made to you from the Plan after 2009. If you wish to roll over the payment to a Roth IRA, but you are not eligible to do a rollover to a Roth IRA until after 2009, you can do a rollover to a traditional IRA and then, after 2009, elect to convert the traditional IRA into a Roth IRA.

If you roll over the payment to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. However, the 10% additional income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within 5 years, counting from January 1 of the year of the rollover). For payments from the Plan during 2010 that are rolled over to a Roth IRA, the taxable amount can be spread over a 2-year period starting in 2011.

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are age 59½ (or after your death or disability, or as a qualified first-time homebuyer distribution of up to \$10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publication 590, *Individual Retirement Arrangements (IRAs)*.

You cannot roll over a payment from the Plan to a designated Roth account in an employer plan.

If you are not a plan participant

Payments after death of the participant. If you receive a distribution after the participant's death that

you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the special rule described under the section “If you were born on or before January 1, 1936” applies only if the participant was born on or before January 1, 1936.

If you are a surviving spouse. If you receive a payment from the Plan as the surviving spouse of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to an IRA, you may treat the IRA as your own or as an inherited IRA.

An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59¹/₂ will be subject to the 10% additional income tax on early distributions (unless an exception applies) and required minimum distributions from your IRA do not have to start until after you are age 70¹/₂.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70¹/₂.

If you are a surviving beneficiary other than a spouse. If you receive a payment from the Plan because of the participant’s death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited IRA. Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

Payments under a qualified domestic relations order. If you are the spouse or former spouse of the participant who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options the participant would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). Payments under the QDRO will not be subject to the 10% additional income tax on early distributions.

If you are a nonresident alien

If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, *U.S. Tax Guide for Aliens*, and IRS Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

Other special rules

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year are less than \$200 (not including payments from a designated Roth account in the Plan), the Plan is not required to allow you to do a direct rollover and is not required to withhold for federal income taxes. However, you may do a 60-day rollover.

Unless you elect otherwise, a mandatory cashout of more than \$1,000 (not including payments from a designated Roth account in the Plan) will be directly rolled over to an IRA chosen by the Plan administrator or the payor. A mandatory cashout is a payment from a plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed \$5,000 (not including any amounts held under the plan as a result of a prior rollover made to the plan).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, *Armed Forces' Tax Guide*.

FOR MORE INFORMATION

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, *Pension and Annuity Income*; IRS Publication 590, *Individual Retirement Arrangements (IRAs)*; and IRS Publication 571, *Tax-Sheltered Annuity Plans (403(b) Plans)*. These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.