

<b>Duplicate or Incorrect Remittance Correction</b>
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<b>Plan Information</b>
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Plan Name:
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Plan Number:
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<b>Duplicate Payroll</b> <b>Complete this section if the ENTIRE amount of the original payroll Remittance is to be returned.</b>
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Remittance Event ID:
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Remittance Amount:
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<b>Incorrect Payroll</b> <b>Complete this section only if a PORTION of the original payroll Remittance is to be returned. (Attach additional pages as needed.)</b>
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Remittance Event ID:
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Total Amount to be Returned:
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Participant Name:
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Participant SSN or ID:
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Original Remittance Amount by Money Type:
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Revised Remittance Amount by Money Type:
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<b>Refund Instructions: Choose One</b>
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| <input type="checkbox"/> Allocate to Plan's Unallocated Plan Asset account. (Default option if the remittance effective date is greater than one year and/or if an option is not chosen.)<br><input type="checkbox"/> "Mistake of Fact"-Check payable to the Company. (Checks will not be payable to individual participants.) |
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<b>Instruction and Authorization</b>
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I have reviewed and understand the Instructions and Information section attached to this form and I am authorized to request this correction.
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Plan Representative's Name:
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Plan Representative's Title:
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Plan Representative's Signature:
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Date:
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Plan Representative's Phone Number:
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Plan Representative's Fax Number:
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**Instruction and Information Attachment**  
**Duplicate or Incorrect Remittance Correction**

**When to Use this Form**

If you believe a correction is required because of a recordkeeping error made by the Service Provider, please contact your Plan Representative for assistance. Otherwise, please complete the appropriate correction form.

Use this form in the event that a duplicate or incorrect payroll remittance has been submitted to the Service Provider and you wish to have the participants' accounts corrected.

**Correction Highlights**

Please instruct the Service Provider to complete one of the following two options:  
Option 1: Allocate the funds to the Plan's Unallocated Plan Asset account. This is the default option if the remittance effective date is greater than one year and/or if an option is not chosen.

Option 2: "Mistake of Fact"-Check payable to the Company. A "Mistake of Fact" occurs in very limited circumstances. The IRS and DOL have provided very little guidance as to what constitutes a "Mistake of Fact," but has indicated that the excess deposit must have been made as a result of a clerical or computational error and must be returned within one year of deposit. (Source: ERISA 403(2)(A): Rev. Rule 91-4) Examples of a "Mistake of Fact" are limited to mathematical or typographical errors made in good faith.

In no event will a check be made payable to individual participants.

Incorrect or Duplicate contributions allocated to participants who have since taken a full withdrawal or who have received a loan payment refund will not be allocated or returned to the plan.

Before submitting this form, you may want to discuss with your ERISA Consultant.

**Gains, Losses, and Fees**

Due to market fluctuations, gains and losses may occur as a result of this correction.

Losses or calculation fees generated as a result of this correction will be deducted from the Plan.

Gains generated as a result of this correction will be allocated to the Plan's Unallocated Plan Asset account.

A fee may apply to this request in accordance with the Contract/Administrative Agreement.