

INSTRUCTIONS TO PARTICIPANTS APPLYING FOR A LOAN

It is vital for you to read over the following information and instructions. For you to receive your loan from the plan, you must review and complete the enclosed forms and return them to our office.

Please check with your Human Resources Department for fees associated with this loan request.

PARTICIPANT LOAN PROGRAM

Please refer to your Summary Plan Description for general information pertaining to loans under your plan.

LOAN APPLICATION

This section needs to be filled out completely. Please fill out your name, the dollar amount of the loan you wish to apply for, the purpose of the loan and payment frequency. Installments must be set up according to your payroll frequency. Make sure that you sign and date the form and have a witness and the Trustee sign at the bottom.

Please refer to the table below before deciding the number of installments for your loan:

INSTALLMENTS				
Number of Years	Weekly	Biweekly	Semi-monthly	Monthly
1	52	26	24	12
2	104	52	48	24
3	156	78	72	36
4	208	104	96	48
5	260	130	120	60

For example, if you wanted to take a loan out for four years and you are paid bi-weekly you would write **104 biweekly** for the installments. **Please make sure to indicate the number of installments and the payroll frequency as well.**

Note: Please note that a Loan cannot be amortized for over 5 years.

SPOUSAL CONSENT

If you are married, your spouse needs to complete this section and have the trustee sign the form or have a Notary certify at the bottom. If you are not married, please indicate on the loan application form.

PROMISSORY NOTE

Fill out your name, address and the amount of Note i.e. loan amount. Also, sign at the bottom of the form. **DO NOT FILL ANY OTHER ITEM.** Once we receive the paper work we will run an amortization schedule that will list the date of payments. At that time we will complete the forms and send a copy of the amortization schedule to your employer.

IRREVOCABLE PLEDGE AND ASSIGNMENT

Complete this form, sign and have a witness sign at the bottom. Once the forms are complete, please forward them to our office.

Note:

Prior to filling out this form, please check with your Plan Administrator (Employer) to see if your plan allows for Employee Loans. Completing this form does not ensure that you are eligible for getting a loan from your plan. Once the application is received, CRS will check to see if you are eligible for a loan and will determine the maximum amount allowed.

Once the forms are completed, please fax or mail to:
Creative Retirement Systems, Inc.
Attn: Distribution Department
25 Merchant Street, Suite 135
Cincinnati OH 45246
Fax: (513) 741-5804

LOAN APPLICATION
Please Print. Complete all applicable areas

As a Participant in _____(Company Name), I,
_____, hereby make application to the Trustees of the Plan
for a loan in the amount of \$ _____.

The purpose of this loan is: (fill in purpose)

If the Trustees grant my loan, I hereby agree that I will repay the loan in _____ installments
(Cannot be less frequent than quarterly) and that payments must be made by payroll withholding. I further
understand that the Plan shall charge me a reasonable rate of interest on my loan repayments.

I hereby acknowledge and understand that I will be required to pledge all or a portion of my Vested Account
Balance or Vested Accrued Benefit as security for the loan.

Please check the box that applies:

- I am not married. I am married (if this box is checked please fill out the Spousal Consent Form.)

Participant's Signature

Social Security Number

Date

Witness

Trustee

LOAN APPLICATION

SPOUSAL CONSENT

I, _____, the spouse of _____, consent to the attached application for a participant loan requested by my spouse from _____(Company Name) the sum of _____.

I understand that this loan cannot be made to my spouse unless I give my consent and that my consent is irrevocable.

I understand that by consenting to this loan I may be giving up certain retirement benefits that I might otherwise receive at my spouse's death, disability or separation from service with the company.

Spouse's Signature

Date

Witnessed by:

Plan Trustee
/Notary Public

Date

Note: If you are not married, please indicate on the Loan Application Form (Page 1). By doing so you need not complete this form.

PROMISSORY NOTE

Participant _____ \$ _____
Amount of Note

Street Address _____

City _____ ST _____ ZIP _____ Date of Note _____

FOR VALUE RECEIVED, on or before _____ the undersigned (the Maker) promises to pay to the order of the Trustees of _____ (Company Name) the principal amount of _____ DOLLARS (\$ _____), plus interest commencing on this date at the rate of _____% per annum on the principal balance from time to time unpaid.

FORM OF PAYMENT

Payment shall commence on _____, and shall continue on the last day of each pay period, by payroll deduction, thereafter until _____, when the amount of the accrued and then unpaid interest shall be due and payable. At the option of the Participant, at any time or times all or any portion of the unpaid principal sum and accrued interest on this Note may be prepaid without premium or penalty, the amount of the prepayment to be applied first to accrued interest and remainder to unpaid principal.

The payment of this Note is secured by the vested and non-forfeitable interest of the Participant in _____ (Company Name)

At the election of the holder or holders hereof, upon notice to the Participant, the unpaid principal sum, together with accrued and unpaid interest thereon, shall become due and payable in the event of a default in the payment of any principal or interest when due in accordance with the terms hereof. Further, this Note shall be due and payable upon termination of service of the Participant, subject to section 414(u) of the Code. This note is due and payable 45 days after termination of employment.

The above paragraph shall not apply in the event the participant is entitled to, and does, consent to a direct transfer of this note to a qualified plan of his new employer. This provision shall be null and void if transfer is not completed prior to the due date of the note or if earlier, than the 90th day after the participant terminates service with the Employer.

Participant's Signature _____ Social Security Number _____

IRREVOCABLE PLEDGE AND ASSIGNMENT

In consideration of a loan to me of \$ _____ by the trustees of _____ (Company Name) I,

_____, hereby irrevocably pledge and assign as collateral that portion of my Vested Account Balance necessary to satisfy the outstanding balance of said loan, with accrued interest, plus the costs, if any, incurred by the trustees in collecting said loan, including reasonable attorney's fees. I understand and acknowledge that if I fail to repay this loan when due and payable or fail to pay any installment or interest payment may result in the trustees foreclosing on any property pledged as security for this loan.

If my employment terminates before my obligation under this pledge and assignment has been fully discharged and under circumstances in which the trustees would usually make distribution from the plan to me or my designated beneficiary, I hereby empower the trustees to reduce the amount of my distribution to me or my designated beneficiary by the amount of the outstanding indebtedness at the time of my termination, along with any accrued interest on the indebtedness.

This Irrevocable Pledge and Assignment shall bind my heirs, personal representatives or other legal representatives.

EXECUTED this _____ day of _____, _____.

Participant's Signature

Social Security Number

Witness