

**Wake Forest University
Retirement Plan Hardship Loan Request Form**

Social Security Number: _____ Last Name: _____ First Name: _____

WFU Employee ID: _____ Phone Number / Email: _____

The University does permit a “Hardship Loan” in the case of “**financial hardship**.” Financial hardship means a Participant’s **immediate and heavy financial need** that cannot be met from other reasonably available resources and required for one or more of the following provisions:

1. To pay medical expenses not reimbursed by insurance for an accident or illness involving the Participant, the Participant’s spouse or the Participant’s dependents (as described in Section 152 of the IRS Code).
 - a. Required Documentation that must accompany your request (attach at least one of the following):
 - Explanation of Benefits (EOB) from insurance company
 - Estimate of expenses from hospital or physician
 - Invoice of expenses from hospital or physician (needs to show any amount paid by insurance)
2. To pay the tuition and related educational fees for the next 12 months of college education for the Participant, the Participant’s spouse or the Participant’s dependents (as described in Section 152 of the Code).
 - a. Required Documentation that must accompany your request (attach at least one of the following):
 - Bill from college/university
 - Proof of enrollment from college/university with estimate of cost
3. To provide a down payment or other costs (excluding mortgage payments) for the purchase of the Participant’s primary residence.
 - a. Required Documentation that must accompany your request (attach at least one of the following):
 - Copy of contract
 - Copy of Good Faith Estimate
4. To pay the cost of preventing an eviction or mortgage foreclosure on the principal residence of the Participant.
 - a. Required Documentation that must accompany your request (attach at least one of the following):
 - Letter from the mortgage company with foreclosure language
 - Letter from landlord with eviction language
5. To sustain the Participant’s immediate family when they are clearly endangered by present or impending want or privation.
 - a. Required Documentation that must accompany your request (attach at least one of the following):
 - Past due bills
 - Notice of collection

The hardship loan amount may not exceed the amount required to meet the financial need documented. The determination of the existence of financial hardship and the amount required to be distributed to meet the need created by the hardship will be made by the Administrator of the Plan.

Hardship Loans are limited to one outstanding loan at any given time.

Future Hardship Loans will not be approved if the participant has defaulted on a prior loan.

By signing below I certify that I have an **immediate and heavy financial need** that cannot be met from other reasonably available resources and I qualify under the above provision number _____. I have attached the required documentation.

Employee Signature: _____ **Date:** _____