



Mailing Address:
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Des Moines, IA 50306-9394
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Principal Life
Insurance Company

**Early Withdrawal of Benefits –
No Spousal Consent Needed
CTD00603**

Complete this form to withdraw part of your retirement funds while still employed.

Participant completes Sections 1, 2, 3, 4 and 5. Plan Representative/Employer completes Section 6.

Section 1 – Personal Information (Please print using black ink)

Plan Sponsor Name				Contract No./Plan ID No.	
Participant Name (First)	(Middle Initial)	(Last)	Social Security Number	I.D. Number	
Participant Address (Street)		(City)	(State)	(ZIP Code + 4)	
Day Phone			Evening Phone		

- I am a U.S. Person. (This includes a resident alien of the United States.)
- I am not a U.S. Person. (Note: Please complete and submit the appropriate version of IRS Form W-8 when returning this form.)
To learn more about how a U.S. Person is defined, please refer to Internal Revenue Service Publications 515 and 519, available on their website at www.irs.gov, or you may request a copy by calling 1-800-829-3676. Your tax advisor can also provide assistance.

Section 2 – Type of Withdrawal (Refer to the Summary Plan Description to determine which withdrawal types are available.)

- Hardship** – Withdrawal of contributions upon proof of certain financial hardship situations, as defined by the plan.
 - I certify that I have insufficient cash or other liquid assets reasonably available to satisfy this immediate and heavy financial need.
- Qualified Reservist Distribution** – Participants who serve a period of military service of more than 180 days may be permitted to withdraw amounts attributable to Elective Deferral contributions.
- Active Military – Deemed Severance**** - Participants who serve a period of military service for more than 30 days may request a distribution of amounts attributable to Elective Deferral contributions.
- Voluntary** – Withdrawal of Employee Voluntary Non-Deductible or Employee Deductible contributions.
- Rollover Withdrawal** - Withdrawal of Employee Rollover Contributions.
- Active Participant** - Withdrawal (in accordance with plan provisions) of Vested Matching and/or Discretionary contributions.
- Over age 59½** - Withdrawal following attainment of age 59½.
- Other** - (in accordance with plan provisions) that does not meet any of the preceding categories.

Section 3 – Amount of Withdrawal

I would like to withdraw \$ _____ (indicate a specific dollar amount) OR _____ % (designate a percentage from 1 to 100%).

Due to market fluctuation, the amount available for withdrawal may be less than originally requested, in which case we will process a withdrawal for the maximum amount available.

My withdrawal should be:

- Gross Distribution (check amount equals specified amount, less required taxes)
- Net of Taxes (check amount equals amount specified)

Note: The withdrawal will be treated as a gross distribution, unless otherwise elected above. The requested withdrawal amount will be prorated from all applicable contribution types and investments in the account, unless instructed otherwise on a separate sheet of paper that must accompany this withdrawal form. **All withdrawals from Guaranteed Interest are taken from the most current Guaranteed Interest Account, unless you tell us otherwise.**

If a withdrawal request is to be issued as a **Direct Rollover**, complete **Option C** under *Method for Receiving Your Funds*. A hardship withdrawal cannot be issued as a Direct Rollover.

Caution: A charge may apply to early withdrawals from the Guaranteed Interest Account. Call us at 1-800-547- 7754 for current rates and to determine if other contract charges may apply.

For Account Information 24 hours a day 1-800-547-7754
Retirement Professionals are available:
7 A.M. – 9 P.M. Central Time (Monday – Friday)

Method for Receiving Your Funds

Choose option A, B or C below. Please send my withdrawal payment via:

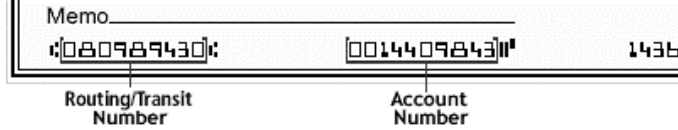
A. Direct Deposit

Financial Institution Information: Please enclose a voided check (if applicable) and complete the following information:

Financial Institution Name		Your Name as Shown on the Account (Your name must be on the account indicated)		
Financial Institution Address (street number and name, must be located in the U.S.)		City	State	Zip Code
Routing/Transit Number (9 digits)	Your Account Number (up to 21 digits)		Account Type <input type="checkbox"/> Savings <input type="checkbox"/> Checking	

How to find the Routing/Transit Number:

You can usually find the routing/transit number at the bottom left-hand corner of the checks issued to you by your financial institution. The numbers are usually nine digits long.



B. Check

Mail check to (Only complete if mailing address is different than Section 1):

Name

Mailing Address

City State Zip Code Plus 4-digit

C. Direct Rollover (No portion of a hardship withdrawal is eligible for rollover.)

I Elect My Direct Rollover To A:

- Traditional IRA
- Roth IRA

Receiving Financial Institution Information

Name of Financial Institution, Trust Account or Trustee		Account Number or Identification Number (Optional)	
Mailing Address of Financial Institution (Street or PO Box)		Name of Agent/Broker or Contact at Financial Institution (Optional)	
City of Financial Institution	State of Financial Institution	Zip code plus 4-digit	

Mailing Information

NOTE: The Principal® will mail only the check(s) to you or the financial institution. If additional documents must accompany a check to a financial institution, have the check mailed to you so you can include the additional documents that are required.

Mail check(s) to:

- The financial institution listed above in Option C.
- To me at the address provided in Section 1.
- Other – To me at the address shown below:

Name		Name of Agent/Broker or Contact at Financial Institution (Optional)	
Mailing Address (Street or POBox)		Name of Agent/Broker or Contact at Financial Institution	
City	State	ZIP code plus 4-digit	

Wire Instructions for Receiving Financial Institution Information

Name of Financial Institution (name of the company you're rolling your money to)		Account Number or Identification Number
ABA/Routing# (confirm with the financial institution you have the routing number for wires)		OBI (your name, receiving dept, and anything else the receiving financial Institution may need)
Mailing Address of Financial Institution (Street or PO Box)		Name of Agent/Broker or Contact at Financial Institution (Optional)
City of Financial Institution	State of Financial Institution	Zip code plus 4-digit

Wiring Information

NOTE: Principal will wire the funds to the designated financial institution. If additional documents must be provided to a financial institution, you will provide those documents directly to that financial institution. Additional fees may be charged by your financial institution for returned wires. Be sure to confirm all information provided above with the financial Institution.

Section 4 – Income Tax Withholding – Federal and State

Principal Life Insurance Company is required to withhold 20% for federal taxes on the taxable portion of withdrawals that are eligible for rollover* but paid in cash from a qualified retirement plan. You may also need to pay a 10%** additional income tax on this withdrawal, unless you're older than 59½, disabled, or age 55 or older when separated from service.

* No portion of a hardship withdrawal is eligible for rollover. Principal Life will withhold 10% for federal taxes on this amount. You may elect to have more than 10%, or no taxes withheld, for this portion of the withdrawal.

Yes No Do you want Principal Life to withhold the 10% additional income tax?

State income tax withholding may apply to your cash withdrawal. The address and state you use on this form will be used as your state of residence to determine whether state taxes apply, unless you tell us otherwise. Additional state-specific forms may be needed for states that don't require withholding. Contact your state income tax authority for more information.

**Qualified Reservist Distributions are exempt from the 10% additional income tax if withdrawn prior to age 59½.

Section 5 – Participant’s Signature

Legal Requirement This is an important decision. Before signing, be sure you understand what retirement benefits you'll receive and what benefits you'll no longer be eligible to receive.

I reviewed the information in this form and Your Rollover Options.** I understand my benefit options.

I understand my benefits under the plan may be payable to me in the form of a Qualified Joint and Survivor Annuity (QJSA), as described in Section 7. If so, I have the right to waive this form of payment and elect to receive my benefits in another form of payment. I further understand I may revoke any waiver in effect before I receive any benefits under the plan.

By electing this withdrawal, I understand benefits due to me or my survivors will be reduced by this withdrawal. I understand the tax consequences of this election and have consulted a tax advisor, if necessary. I certify the information I provide on this form is accurate and complete. **This election cancels any prior election I made under this plan.**

Federal tax law requires a payment cannot be made sooner than 30 days, nor later than 180 days after I receive the Early Withdrawal of Benefits form. My signature below, however, is an affirmative election for the distribution option chosen on this election form and reduces the 30-day waiting period to 7*** days, as allowed by law. **I understand if 180 days has passed since I received the Early Withdrawal of Benefits and Your Rollover Options ** form, I should request another copy to restart the time limit described above.**

If using Direct Deposit - I understand that my signature below will also provide the following authorizations:

I authorize Principal Life to initiate credit entries to my checking or savings account at the financial institution named within the *Method for Receiving Your Funds* section, and if necessary, to initiate debit entries and adjustments to correct any credit entries made in error. I authorize the financial institution to credit and/or debit entries to my checking or savings account. This authorization applies to any payments that hereafter become due and payable to me under the provisions of the plan(s) identified by the Social Security Number identified within this withdrawal form.

The authorization is to remain in full force until I notify Principal Life in writing at its Corporate Center that the agreement is no longer effective. This election will update any Direct Deposit authorization agreement on file.

I certify that I received this Early Withdrawal of Benefits and Your Rollover Options ** form on the date that I signed it, unless I enter a different date in the following box:

Date I received the Early Withdrawal of Benefits form and Your Rollover Options:	/ /
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CERTIFICATION: UNDER THE PENALTIES OF PERJURY, I certify with my signature below that the information provided in each completed section of this form is/are true, correct, and complete.

Participant Signature X	Date / /
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Revocability of Benefit Election: You have elected to distribute your retirement funds according to the directions you have given on this form. Your election becomes irrevocable once the request is processed

** Not applicable for hardship withdrawals.

*** Some plans may not allow the 30 days to be waived in favor of 7 days.

Section 6 –Plan Representative

I certify the above information is true and correct. I authorize Principal Life to make a disbursement to this participant according to the terms of our plan.

Note: Hardship withdrawals cannot be in excess of the amount needed to satisfy the immediate and heavy financial need. In addition, the employee should obtain all distributions, other than hardship distributions, and all nontaxable loans (if required by your plan) currently available under all employer maintained plans, prior to obtaining a hardship withdrawal.

Note: The law requires you to give participants a written description of their benefit options. Section 7 and 8 of this form satisfy this requirement. Payments must commence within a 30 to 180-day period of when a participant receives this form. However, an affirmative election by a participant can reduce the 30-day waiting period to 7* days. Section 5 of this form satisfies this requirement. The law also requires you to give participants a written description of rollover rules if the distribution is eligible to be rolled over. Your Rollover Options satisfies this requirement.

Note: If payment is made to the trustee, any withholding and reporting are the responsibility of the Trustee.

Note: Select "Other" box (below) as the Issue Payment To:/Payment Delivery Method To: option if withdrawal is to be issued as a Direct Rollover. Participant must supply address and account information in Section 3 (refer to *Method for Receiving Your Funds*).

Issue Payment To: <input type="checkbox"/> Participant <input type="checkbox"/> Trustee <input type="checkbox"/> Other	Payment Delivery Method: To: <input type="checkbox"/> Participant <input type="checkbox"/> Trustee <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Plan Sponsor <input type="checkbox"/> Other	Print Plan Representative Name X	Date
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Plan Representative Signature X	Date
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State Taxation

- Yes No Does participant have elective deferrals in the plan that have already been taxed by the participant's state of residence?
- Yes No If yes, have all elective deferrals accumulated in this participant's account been taxed by the participant's state of residence?
If all elective deferrals have not been taxed, what is the amount that has been taxed by the participant's state of residence? \$ _____

***Some plans may not allow the 30 days to be waived in favor of 7 days.**

Section 7 - Important Information About Payment of Benefits

You and your spouse (if you're married) should read this section carefully before deciding how you want to receive benefit payments.

Guaranteed Income for You and Your Spouse: Under the terms of your retirement plan, if you're married, your regular form of benefit will typically be a Survivorship Annuity, (possibly with Installment Refund feature) with your spouse as the contingent annuitant. The Employee Retirement Income Security Act (ERISA) made the Qualified Joint and Survivor Annuity (QJSA) form of payment mandatory for all married plan participants in order to protect your spouse's rights to benefits.

This form of benefit guarantees you or your spouse a regular income as long as either of you are alive. If you die, your spouse receives a percentage – at least 50% – of your regular income for life. If the Installment Refund feature applies and both you and your spouse die before receiving the amount used to purchase your annuity, regular income continues to your beneficiary until total payments equal the annuity purchase price.

You also have the right to keep your money in the retirement plan until age 62 or your normal retirement age, whichever comes later. If your plan allows, you may elect to defer payments until April 1 of the year after you reach age 72 (age 70½ if attained 70½ before December 31, 2019) and retire (doesn't apply if you're at least a 5 percent owner in the company sponsoring the plan). If you choose to take a withdrawal now, it will reduce the money available to you during retirement.

Consequences of Not Deferring Payments: At the time you become eligible to receive a distribution from a retirement plan you have several decisions to make. You may need to decide:

- Whether to take retirement funds from the plan now or leave the funds in the plan and take at a later date;
- In what form to receive your retirement funds (if you are given a choice) and you elect a distribution;
- Whether to roll over distributed amounts to another plan or IRA to keep the retirement funds tax-deferred;
- If you elect a rollover, to what investment options will you direct the retirement funds?

(Note: Hardship withdrawals may not be rolled over to another plan or IRA.)

These decisions can impact the amount of retirement funds you are ultimately able to accumulate as well as the amount and timing of the tax liability associated with the receipt of these funds.

Some things to consider –

In general, if you do not elect an annuity option which provide lifetime income, or such option is not available through your employer's retirement plan, the earlier you start receiving payments and the larger the payments, the lower the probability that your retirement funds will last throughout your lifetime.

If you take your retirement funds now, you give up the possibility of future tax deferred accumulation in the retirement plan. If you do not roll it over to another plan or IRA, you give up the advantage of tax-deferred growth.

If you take your retirement funds now and do not roll funds over into another plan or IRA, you will be subject to current income taxation on the amounts includible in gross income.

If you have not reached age 59½ when you take retirement funds, you do not roll funds over into another plan or IRA, you may be subject to an additional 10% penalty tax. Delaying distribution until a later time may avoid this tax.

If you have not reached age 59½ and have terminated employment during or after the year you reached age 55, the retirement funds you receive from the plan would not be subject to the additional 10% penalty tax. If, however, you roll amounts to an IRA and then take distributions from the IRA, you would again be subject to the 10% penalty tax while under age 59½ unless another exception applies.

You should be aware that some currently available investment options in the plan may not be generally available outside the plan.

You should refer to the Summary Plan Descriptions for this and any other employer plans under which you are covered for information which might materially affect your decision to defer payments.

The fees and expenses associated with investment options can reduce the amount of retirement funds you can otherwise accumulate. The fees and expenses (including administrative or investment related fees) outside the plan may be different from fees and expenses that apply to the account held for you under your employer's plan.

If you elect to roll over funds to another qualified plan or IRA, you should compare the expenses and fees in the underlying investment options of the qualified plan or IRA with those you are currently subject to under your employer's retirement plan. The underlying investment options available to you under your employer's plan are detailed on your benefit statement, and can be accessed online at principal.com. These underlying investment options have expense charges. For these expense ratios, see your prospectus or other investment material at principal.com. Your plan sponsor may be paying for a portion of plan expenses. Contact your plan sponsor for details. You may find your plan contact information in your Summary Plan Description. Principal may receive payments from investment option providers in connection with the investments offered under the plan. The Principal takes these payments into consideration when determining plan administrative services fees for the retirement plan.

The subject matter in this communication is educational only and provided with the understanding that Principal® is not rendering legal, accounting, investment advice or tax advice. You should consult with appropriate counsel or other advisors on all matters pertaining to legal, tax, investment or accounting obligations and requirements.

Section 8 - Description of Payment Option

Cash Withdrawal: You choose your withdrawal amount. Federal and state (if applicable) taxes will be withheld as required by the Internal Revenue Service.

Direct Rollover*: You choose your rollover amount and select an Individual Retirement Account/Annuity (IRA) or another eligible retirement plan to receive the funds. No state or federal taxes will be withheld from this disbursement.

***No portion of a hardship withdrawal is eligible for rollover.**

Check Information: If withdrawal is being used to request a Direct Rollover to an IRA or another eligible retirement plan with another financial institution, you must provide the check issuing instructions that have been provided by the receiving financial institution. This information must be provided in Section 3 of this Early Withdrawal form.

Annuity Payments: Annuity payments may be available in various forms. Federal and state (if applicable) taxes will be withheld according to annuity tables. If you elect to receive an annuity as your form of benefit payment, the vested account balance will be used to purchase an annuity contract from an insurance company.

Installment: Installment payments may be available in various forms. Payments received for at least 10 or more years are considered periodic payments and not eligible for rollover. Payments received for less than 10 years are considered non-periodic payments and are subject to standard federal and state [if required] withholding.

The following chart describes various distribution options. All options may not be available under your retirement plan. Refer to your Summary Plan Description for details regarding the options available for your plan. Note: This chart is for illustrative purposes only. It is not intended to project exact monthly benefits for you and your spouse. All amounts are calculated assuming no commissions payable. Income could vary depending on state of residence at time of purchase to reflect premium tax.

*Based on a \$25,000 withdrawal, contingent annuitant is four years younger than plan participant, and annuity purchase rates effective on the date this illustration was prepared. If you would like additional information on these payment options call, 1-800-547-7754.

Distribution Option	Description	Estimated Monthly Income*					
		Starting at Age 65		Starting at Age 55		Starting at Age 45	
		You	Your Spouse (after death of participant)	You	Your Spouse (after death of participant)	You	Your Spouse (after death of participant)
50% Survivorship Annuity (Other survivorship percentages may be available)	The participant receives regular income for life. After the participant's death, the contingent annuitant (typically the spouse - but another annuitant can be designated if the spouse approves) receives 50% of the participant's regular income for their life.	\$147.60	\$73.80	\$128.71	\$64.36	\$117.70	\$58.85
Single Life Annuity	The participant receives regular income for life. Payments stop when the participant dies. A spouse or other survivor will receive no future income.	\$160.63	\$ 0.00	\$135.49	\$ 0.00	\$121.99	\$ 0.00
Life Annuity with 10 Year Certain Period (Other certain periods may be available)	The participant receives regular income for life. If the participant dies before ten years, the beneficiary (typically the spouse) receives either regular income for the rest of the certain period, or a single payment. If the participant dies after 10 years, the spouse or other survivor receives no income. The certain period cannot exceed the participant's life expectancy.	\$155.33	\$ 0.00	\$134.31	\$ 0.00	\$121.68	\$ 0.00
10-Year Fixed Period Annuity (Other fixed periods may be available)	The participant receives regular income for 10 years. If the participant dies before the 10-year period ends, the beneficiary (typically the spouse) receives regular income for life or a single payment. If the participant dies after 10 years, the spouse or other survivor receives no income. The fixed period cannot exceed the participant's life expectancy.	\$242.76	\$ 0.00	\$242.76	\$ 0.00	\$242.76	\$ 0.00
Cash Distribution \$25,000	The participant and spouse agree to take a lump sum cash distribution now and receive no future income.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Have a question? We're here to help!

Call us at

1-800-547-7754

Monday through Friday, 7 a.m. to 9 p.m.

(Central Time)



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You should have received a separate notice titled Your Rollover Options. If you did not receive a copy of the notice with this packet, one can be obtained by logging into your account at www.principal.com under Overview/Plan Information & Forms or by contacting us at 1-800-547-7754, 7 a.m. - 9 p.m. Monday - Friday (Central Time).