

May 3, 2016

Ms./Mr./Reverend/Bishop Firstname Lastname  
Company (optional)  
Address  
Address  
City, State, ZIP

**RE: Required Minimum Distribution from Retirement Plans**

Dear Ms./Mr./Reverend/Bishop Lastname:

*<(Only add this section for Recurring RMD participants, surviving spouses, alternate payees, non-spousal beneficiary (if annual payment elected)>*As an account holder in a General Board of Pension and Health Benefits (General Board)-administered retirement plan, federal law requires that you receive required minimum distributions (RMDs) by December 31 of each year.

*<(Only add this section for Initial RMD participants, alternate payees, surviving spouses, non-spousal beneficiaries)>*As an account holder in a General Board of Pension and Health Benefits (General Board)-administered retirement plan, federal law requires that you begin receiving required minimum distributions (RMDs) from the plan by your required beginning date. Please read the enclosed *Required Minimum Distribution Brochure* which provides detailed information on RMDs, including information on your required beginning date and the calculation of your RMD.

***RMD Amount***

You must begin receiving your RMDs on or before your required beginning date. Below is the <year> RMD for your account(s):

United Methodist Personal Investment Plan (UMPIP):	\$
Horizon 401(k) Plan (Horizon):	\$
Retirement Plan for General Agencies (RPGA):	\$
Clergy Retirement Security Program (CRSP) Defined Contribution (DC):	\$

Distribution Date: No later than December 31, <year><(or)>April 1, <year 2>

**Please allow seven to 10 business days from the distribution date above for receipt of your distribution.**

The RMD amount distributed by the General Board will be the RMD amount above from each plan **minus** any payments you have already received during the current year from that plan. The amounts that have been applied against your RMD are not eligible for rollover to another qualified plan or individual retirement account (IRA).

If your total account balance (as aggregated per plan rules) is less than \$5,000 at the time your RMD is due to be paid, you will receive the RMD and automatically receive the remaining aggregate account balance, less applicable withholding. If you want to roll over the non-RMD account balance, please contact the General Board for an *Application for Benefits*.

<(Only add this section for Initial RMD participants, alternate payees, surviving spouses, non-spousal beneficiaries)>< If you would like to avoid taking two RMDs in the same calendar year, you must take your first RMD by December 31<sup>st</sup> of this calendar year. If you do not request a distribution that satisfies the RMD amount by **February 15<sup>th</sup>** <year 2>, the General Board will automatically distribute the RMD to you by the distribution date listed above. After your first RMD is made, all subsequent RMDs must be made by December 31 every year that you have eligible balances on account with the General Board.

### ***Requesting Your RMD***

You may elect to take distributions throughout the year to fulfill the annual RMD requirement (partial distributions, a lump sum distribution or cash installments) by calling the General Board and requesting an *Application for Benefits*. In order to distribute the amount you elect during this calendar year, the General Board must receive your *Application for Benefits* by **November 15th**.

### ***Receiving Your RMD Electronically***

If you are currently receiving an annuity payment and/or cash installment via direct deposit, your RMD will be deposited in the same bank account as your annuity payments. You may also elect to receive the funds via direct deposit into another checking or savings account by calling the General Board and requesting a *Depository Agreement for Payments* form.

### ***Withholding Taxes***

The General Board will withhold 10% federal income tax and any applicable state income tax from the taxable portion of your RMD. You may elect to have a different amount withheld, including an election for no withholding, by calling the General Board and requesting tax election forms (*IRS Form W-4P* and/or *State Income Tax Withholding Form*). The General Board must withhold 20% for federal income taxes and any applicable state income taxes on rollover-eligible distributions greater than the RMD. If you are a nonresident alien, 30% federal income tax withholding generally applies on the taxable portion of your RMD. However, you may be able to claim a reduced rate of withholding if there is a tax treaty between your resident country and the U.S. or if you performed services outside the U.S. Please contact the General Board for additional information.

If you have any questions, please call the General Board at **1-800-851-2201**. Representatives are available Monday through Friday, from 8:00 a.m. to 6:00 p.m., Central time.

Sincerely,

General Board of Pension and Health Benefits

Enclosures:

- <Required Minimum Distribution Brochure>
- Special Tax Notice
- <Application for Benefits>
- <A Guide to Completing Your Application for Benefits>
- <Depository Agreement for Payments>

<IRS Form W-8BEN>  
<Instructions for IRS Form W-8BEN>  
<Summarized Instructions for Completing IRS Form W-8BEN>  
<IRS Form W-7>  
<Summarized Instructions for IRS Form W-7>  
<Non-Resident Alien Insert>  
<IRS Form W-4P>  
<IRS Form W-9>  
<State Income Tax Withholding Form>  
<Envelope>

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