

## CCC Loan Request Form

Carruth Compliance Consulting (“CCC”), as the Third Party Administrator for your 403(b) plan, is required to approve your loan request. This form is designed to obtain information necessary to determine your eligibility for a loan under your 403(b) plan, taking into account any outstanding or defaulted loans you already have under the plan or any other retirement plans maintained by your employer (or former employer). Loans are subject to restrictions or requirements imposed under the contract or account from which you are requesting the loan, and thus completion of the form does not ensure loan approval.

CCC requires this form to be submitted to CCC along with the following required documentation:

- Your completed vendor form requesting a loan.
- Copies of your most recent account statements from any vendor where you have a 403(b), 457(b) or 401(k) account (see question #1 below).
- If requesting a principal residence plan loan (see question #4 below) provide a signed home purchase contract.

**Submit required documentation to CCC via fax: 503-968-7802.**

If your vendor requires CCC / Employer approval with original (i.e., “wet”) signatures, please mail documentation to:  
Carruth Compliance Consulting, Inc.  
11515 SW Durham Rd STE E-10  
Tigard, OR 97224-3476

Please note that loans require communication with the broad vendor community to confirm whether the requesting participant has other outstanding loans. This process starts the first Monday following the week this loan request form is received by CCC. We give vendors one week to respond to our information request and then proceed with authorization on the second Monday after the request is received. If you have any questions please contact CCC at 503-968-8961 or 877-222-3090.

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### Fill in the following participant information:

Participant's Name: \_\_\_\_\_

*(Participant information below is not necessary if already contained in the vendor loan request form)*

Participant's Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employer: \_\_\_\_\_

### Answer the following question concerning other accounts:

1.  Yes  No In addition to the account from which you are requesting a loan, do you have other 403(b), 457(b) or 401(k) accounts under retirement plans with the employer sponsoring your 403(b) plan?

### Answer the following questions concerning current and previous loans:

2.  Yes  No Have you ever defaulted on a previous 403(b), 457(b), or 401(k) loan?  
3.  Yes  No Do you currently have or have you had in the past 12 months a 403(b), 457(b), or 401(k) loan?

### Answer the following questions regarding the requested term of your loan:

4.  Yes  No Is the term of the requested loan greater than 5 years?  
*(If “Yes”, the loan must be used for the purchase of your principal residence)*

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### Participant certification and authorization:

- I certify that the information provided above is true and correct.
- As necessary to administer the 403(b), I authorize CCC to confirm the accuracy of information provided above with vendors holding my retirement accounts, including the release of information pertaining to my accounts such as account balance, loan balance, loan status and loan history.

\_\_\_\_\_  
Participant Signature (Required)

\_\_\_\_\_  
Date