

# 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 the employer (or former employer) associated with the 403(b) account. Loans are subject to restrictions or requirements imposed under the contract or account from which you are requesting the loan, IRS restrictions and Plan Document rules thus completion of this 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) and/or 457(b) account.
- *If requesting a principal residence loan with a term over 5 years (see questions 5 and 5a below), you must provide a signed home purchase agreement.*

Submit required documentation to CCC via fax to **503-968-7802** or securely upload your documents to the following URL: **<http://www.ncompliance.com/upload.aspx>**

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**

*Note: Loan request documentation received in good order by Wednesday will be reviewed for potential approval the following Friday. 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’s Phone Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Employer (that sponsors your 403(b) plan account): \_\_\_\_\_

## 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) or 457(b) accounts under retirement plans with the employer sponsoring your 403(b) plan?
2. If you answered “Yes” to question 1, please list the vendor(s) and account type(s) in the line below (for example “ABC Life and Annuity 403(b) account”): \_\_\_\_\_

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

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

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

5.  Yes  No Is the term of the requested loan greater than 5 years?
  - a.  Yes  No If your loan term is greater than 5 years, is this loan to be used for the purchase of a home intended to be your primary residence? (*Loans terms greater than 5 years are only available for the purchase of a primary residence. If your loan term is greater than 5 years you must provide a copy of the signed sales agreement.*)

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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 \_\_\_\_\_