

FINANCIAL HARDSHIP REQUIRED DOCUMENTATION RSA-1 DEFERRED COMPENSATION PLAN

Retirement Systems of Alabama
P. O. Box 302150 ♦ Montgomery, AL 36130-2150
334-517-7000 or 877-517-0020
www.rsa-al.gov

The decision to grant or deny an unforeseeable emergency withdrawal request is based on evidence indicating the emergency is an **unforeseeable, sudden, and unexpected event**. All requests for emergency withdrawals must include a signed statement of the circumstances.

If the emergency is due to an automobile accident, damage to your home or theft of your property, please provide a copy of the police report, insurance claim, or other legal documentation of the occurrence.

FORECLOSURE/EVICTION

- Notice of foreclosure including the amount needed to bring the mortgage or rent up-to-date
- Loan denial letter

INVOLUNTARY LOSS OF INCOME

- A statement from the employer explaining the amount of income loss
- Copies of the two most recent pay stubs from before the loss of income occurred
- Copies of all pay stubs received during the loss of income, such as diminished pay
- Proof of any income such as unemployment and/or short term disability benefits

MEDICAL/DENTAL EXPENSES

- The Eligibility of Benefits Statement showing the amount owed by participant
- Copies of prescription drug bills or other medical expense statement
- Cosmetic surgery is approvable only if the procedure is a medical necessity resulting from an accident or birth defect. A statement of medical necessity from the doctor is required.

LOSS OF PROPERTY/HOME REPAIR

- A copy of the insurance claim showing the total amount the insurance has paid and what is not covered
- All documentation must be dated within the past 6 months
- Contractor's estimates for repair due to catastrophic damages

FUNERAL EXPENSES

- Certified proof of your spouse or dependent's death
- Documentation that the funeral expense was incurred in your name

- If an incomplete application is submitted or if all pertinent documentation is not provided, your application will be denied and returned to you, even if it may qualify as an unforeseeable emergency.
- You must stop deferrals for a minimum of six months. Complete an AUTHORIZATION TO DEFER COMPENSATION form and submit the form to your payroll office. A copy of this form must accompany your hardship request.