

## Houston Independent School District 403(b) Plan

### **Loan and Hardship – Forms Instructions**

All HISD hardship and loan forms and instructions may be accessed from the HISD portal without logging into the site by entering “Updated 403b” in the search field and click on the top link that directs you to the Updated 403(b) and 457 Investment Plan Resources page.

In order to expedite the processing of 403(b) transaction forms, please provide the following completed items for the Loans and Hardships:

#### **Required 403(b) Loan Forms:**

1. Your 403(b) Vendor Loan form.
2. HISD Loan Supplement form.
3. Copy of most recent “Quarterly Statement” for all 403(b) vendors employee contributed money since 1/1/2005. Only quarterly statements will be accepted. If money has been transferred out of a 403(b) with a company you are no longer contributing to, please provide confirmation of a zero balance in that 403(b).

#### **Required 403(b) Hardship Withdrawal forms:**

1. Your 403(b) Vendor Hardship Withdrawal form.
2. HISD Hardship Supplement form.
3. Copy of loan decline letter or proof that no 403(b) or 457 loan is available\*.
4. Proof of hardship. For details on proof of hardship documents, please see the “HISD 403(b) Plan – Hardship Withdrawal - Step-by-Step Instructions”.

\* Under new IRS regulations, employees must first obtain 403(b) or 457 loans or other available distributions under the plan before a hardship withdrawal may be permitted. However, an employee may elect to take a hardship withdrawal for the purchase of a principal residence without first taking a 403(b) or 457 plan loan.