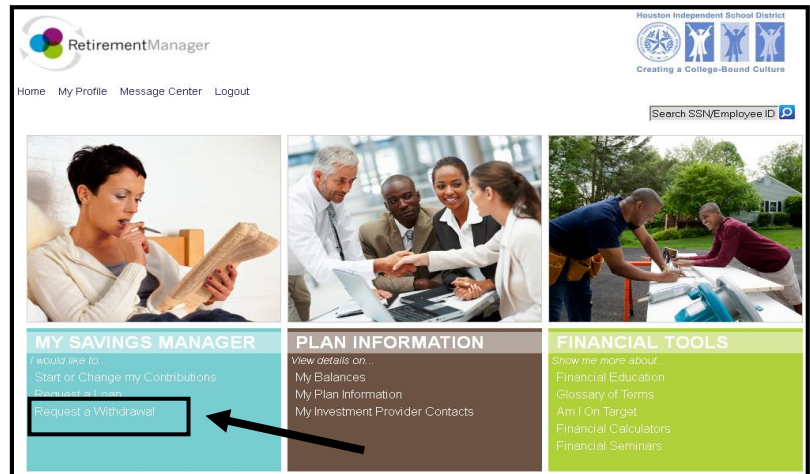


Retirement Manager: Request An In-Service Exchange Certificate Current HISD Employees

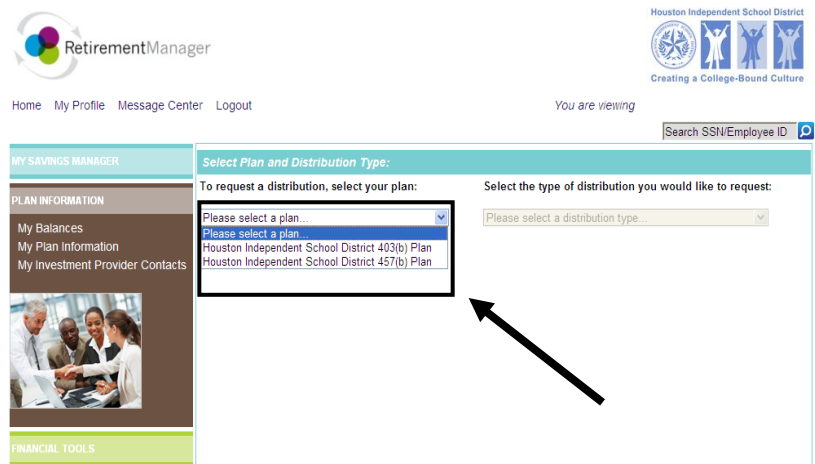
Retirement Manager is the convenient, secure, Web-based access point to manage your HISD retirement plan accounts anytime - anywhere, 24 hours a day, seven days a week. To access Retirement Manager, simply go to: www.myretirementmanager.com.

Retirement Manager uses eligibility certificates to pre-qualify you for a Hardship Withdrawal from your retirement plan. To begin requesting a certificate, select "Request a Withdrawal" from the left menu on the home page. Please note that the screen shots on this page are examples, and may vary based on your plan.



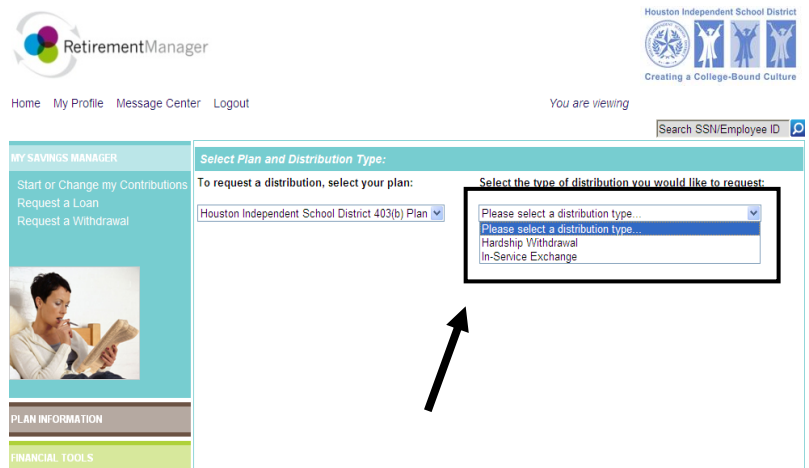
Select a plan:

To request a withdrawal, first select your retirement plan. Make your selection from the plans that are eligible for a distribution.



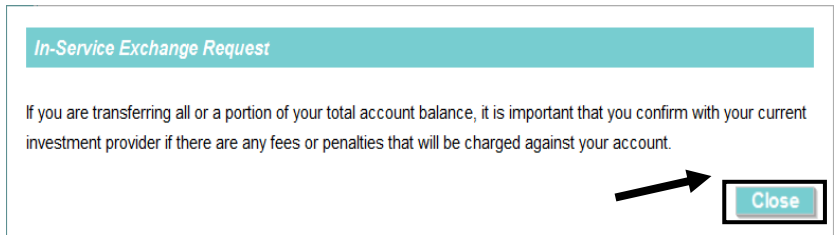
Select withdrawal type:

The types of withdrawals available to you will depend on the retirement plan you selected, your current employment status, and the types of withdrawals offered by your employer. If you are unsure what type of withdrawal you need, please contact your employer or financial advisor. Select "In-Service Exchange" as the distribution type from the drop-down menu that is on the right side of the screen.



NOTE:

An informative window will appear informing you of possible fees or penalties. Click "Close" to proceed.



Find Your Current Provider:

Your current provider(s), along with an account balance and the corresponding date for the balance, will be displayed. Find the row for the provider of the account you would like to move your funds out of and select the arrow for the drop down menu to the right of the box that reads "Please select provider..." under the **New Provider Name** column. **Note:** If your investment provider is not listed under the **Current Provider Column**, click on yes under the question "Would you like to add a request from an investment provider not listed above?"

Houston Independent School District 403(b) Plan: In-Service Exchange Request

Select the current investment provider, the new investment provider and input the amount of the exchange:

Current Provider Name	Account Balance	As of Date	New Provider Name	Full Disbursement	Requested Amount
Provider #1			Please select provider...	<input type="checkbox"/>	
Provider #2			Please select provider...	<input type="checkbox"/>	
Provider #3			Please select provider...	<input type="checkbox"/>	

Would you like to add a request from an investment provider not listed above?
 Yes No

CANCEL **SUBMIT**

Select Your New Provider and Exchange

Amount:

A list of providers will appear. Select the provider you would like to move your funds to from the list. Next, select the amount you would like to move to your new provider. If you want to move all of your funds it is best to use the **Full Disbursement** check-box. You may also type in an amount in the **Requested Amount** box. Click on "Submit" to proceed.

Select the current investment provider, the new investment provider and input the amount of the exchange:

Current Provider Name	Account Balance	As of Date	New Provider Name	Full Disbursement	Requested Amount
			Please select provider... AMERICAN CENTURY INVESTMENTS AMERCO FINANCIAL LIFE AND ANNUITY INS AXA EQUITABLE LIC FEDERATED FUNDS FIDELITY INVESTMENTS Fidelity Security Life FIRST INVESTORS CORP Great American / Annuity Inv Co HORACE MANN LIC INDUSTRIAL-ALLIANCE PACIFIC INSURANCE G LIFE INSURANCE & ANNUITY CO ING RELI STAR LIC JEFFERSON NATIONAL LIC KEMPER INVESTORS LIC LEGG MASON PARTNERS FUND ADVISOR LLC LIFE INSURANCE COMPANY OF THE SOUTHWEST LINCOLN FINANCIAL GROUP LINCOLN INVESTMENT PLANNING MassMutual Life METROPOLITAN LIC Midland National Life Insurance Modern Woodmen of America NORTH AMERICAN CO FOR LIFE & HEALTH INS OVERSEAS LIFE INVESTMENT INC	<input type="checkbox"/>	

Would you like to add a request from an investment provider not listed above?
 Yes No

CANCEL **SUBMIT**

Confirmation/Print Certificate(s):

If your request for an In-Service Exchange was successful a confirmation page should appear. The confirmation page will contain a link to print your certificate(s). Click on the "View and Print Certificate" button. A new window containing your certificate will appear. Be sure to print and submit the certificate(s) along with any supporting paperwork to your provider by the expiration date on the certificate. If your request was not approved, a message will display, contact your employer with any questions.

Print **Close**

RetirementManager

In-Service Exchange CERTIFICATE#

REQUEST DATE: 07/02/2012
 EXPIRATION DATE: 08/31/2012
 CREATED BY: Participant

Participant Name:	Employer Name:	Houston Independent School District
Last Four Digits of SSN:	Plan Name:	Houston Independent School District 403(b) Plan

IN-SERVICE EXCHANGE REQUEST	
Current Investment Provider Name	Old Provider
New Investment Provider Name	New Provider
Requested Amount	Full Disbursement or Requested Amount

INVESTMENT PROVIDER CONTACT / FORM INFORMATION	
Customer Service Contact	

PARTICIPANT APPROVAL

I hereby provide an electronic signature. I am aware that this request must be reviewed in order to determine that it complies with all plan provisions and regulatory guidance. I do hereby certify that all the information provided is true and complete to the best of my knowledge and belief.