

# NEZ PERCE TRIBE EMPLOYEES' RETIREMENT PLAN DISTRIBUTION REQUEST FORM

## Termination Distribution Procedures

1. Participant requests distribution packet.
2. Once completed, participant returns both forms to Human Resources Dept. at last division worked.
3. Human Resources verifies participant information, approves distribution request, and forwards all paperwork to Randall & Hurley, Inc. for processing.
4. Randall & Hurley, Inc. prepares distribution memo, with instructions for payment and forwards to Charles Schwab Bank
5. Charles Schwab Bank receives payment instructions and issues check(s) / ACH(s) accordingly.

## Participant Information

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Date of Termination: \_\_\_\_\_

Which divisions have you worked for?  
Please check ALL divisions that have ever applied since you began employment with the Nez Perce Tribe.

Nez Perce Tribe       Nez Perce Tribal Enterprises       Nez Perce Tribe Housing Authority       Nimiipuu Health

## Where to Submit Completed Form

<p><b>Nez Perce Tribe</b> Human Resources Department</p> <p><i>via Standard Mail</i> PO Box 365 Lapwai, ID 83540</p> <p><i>via Overnight Delivery</i> 120 Beaver Grade Road Rm#400 Lapwai, ID 83540</p>	<p><b>Nez Perce Tribal Enterprises</b> Human Resources Department</p> <p><i>via Standard Mail</i> or <i>via Overnight Delivery</i></p> <p>17500 Nez Perce Road Lewiston, ID 83501</p>	<p><b>Nez Perce Tribal Housing Authority</b> Human Resources Department</p> <p><i>via Standard Mail</i> PO Box 188 Lapwai, ID 83540</p> <p><i>via Overnight Delivery</i> 111 Veterans Avenue Lapwai, ID 83540</p>	<p><b>Nimiipuu Health</b> Human Resources Department</p> <p><i>via Standard Mail</i> PO Box 367 Lapwai, ID 83540</p> <p><i>via Overnight Delivery</i> 111 Beaver Grade Road Lapwai, ID 83540</p>
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## FOR OFFICE USE ONLY: ADMINISTRATIVE APPROVAL

Hours Worked (current year only): \_\_\_\_\_ Last Payroll Date: \_\_\_\_\_ Division: \_\_\_\_\_

### Historical Hours Worked

Division	Year	Hours Worked

### Instructions:

The administrator should (1) verify the dates listed above, (2) complete the current year information above, (3) complete the historical information for vesting verification, and (4) submit a copy of this form to Randall & Hurley, Inc.

Date Submitted to Randall & Hurley, Inc.: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Outstanding Loan: Y \_\_\_\_\_ N \_\_\_\_\_

*Forward all distribution request forms to Randall & Hurley, Inc. via fax at (509) 838-1388 or via mail to Randall & Hurley, Inc., 601 W. Riverside Ave., Suite 1600, Spokane, Washington, 99201.*