## C/O DANIEL H COOK & ASSOCIATES 1040 Avenue of the Americas - 24<sup>TH</sup> Floor, New York, NY 10018

Phone: (212) 505-5050 Fax: (646) 381-8841 Email: <u>Applications@dhcook.com</u>

#### REQUEST FOR "IN-SERVICE DISTRIBUTION" WITHDRAWAL

\*Please read this application carefully before answering any questions. Print your answers to all questions which apply to you. If any part of this application is not entirely clear, do not hesitate to contact the Fund Office for assistance.

1. Name:

	(Last Name)	(First Name)	(Middle Name)
2.	Address:(No. & Street))	(City) (State)	 (Zip)
3.	Social Security No.:		, ,,
4.	Local Union No.:		
5	Telephone No.: ( )		<del>-</del>
7	(Area Code)		nth) (Day) (Year)
/.	Email	Single, Mo	arried, Divorced, Widow)
	•ATTACH PROOF OF DATE OF	BIRTH AND COPY OF SOCIAL SECURI	TY CARD●
following Withdrawa	equest an "In-Service Distribution" We requirements and conditions have be all is subject to a review by and determent) (please circle/mark TRUE if the	peen satisfied (final approval of an ination of eligibility by the Plan's Tru	ny <b>"In-Service Distribution"</b>
(TRUE)	I have not terminated employmer	nt and I am currently working in Cove	red Employment.
(TRUE)	I am currently Age 65 or older.		
(TRUE)	I have not received another "In Se October 1 through September 30)	ervice Distribution" Withdrawal durir	ng the current Plan Year (i.e.,
(TRUE)		the amount of the "In-Service Distrik ty-five (25%) of my entire account ba	
	If I am currently Age 67 or older,	the amount of the "In-Service Distrib 50%) of my entire account balance.	ution" Withdrawal that I am
<b>1</b>   P a g e			

#### "IN-SERVICE DISTRIBUTION" WITHDRAWAL PAYMENT OPTION

Certification of Election or Rejection of a Direct Rollover to an IRA or Qualified Retirement Plan. Check below to indicate whether or not you elect a Direct Rollover of your payment.

*Amount of request	ed "In-Service Distribution	<u>n" Withdrawal:</u> \$	
ADDENDUM			you should read the special tax notice ts. You also may wish to consult your tax
(CHECK ONE	ONLY)		
payment to	an IRA or other qualified	•	"In-Service Distribution" Withdrawal the full amount of my benefits, after quired by law.
	her qualified retirement p	•	ition" Withdrawal payment directly to . The IRA or other retirement plan is
Parti	al Direct Rollover: I would	like to have only part of m	y "In-Service Distribution" Withdrawal
payment di			n \$500), in the following amount:
•	rement plan named below		e roll over this amount to the IRA or f my benefits to me, after withholding w.
Member's Name		SSN	
Spouse/Beneficiary	Name	SSN	
Street Address	City	State	Zip Code

NOTE: If you have requested to receive your "In-Service Distribution" Withdrawal as a lump sum payment amount, that payment will be an "eligible rollover distribution." You may elect to have part or all of that distribution transferred directly to an Individual Retirement Account (IRA) or to another qualified retirement plan (if it accepts rollovers). If you choose not to have an eligible rollover distribution transferred directly to an IRA or other qualified retirement plan, the Plan is required to withhold twenty percent (20%) of the payment for federal income taxes. This withholding does not increase your taxes, but will be credited against any income tax you owe. (For further information on direct rollovers and withholding, please consult your tax advisor, or call us for assistance.) If your benefit is more than \$500, you may choose to have only part of the payment directly rolled over, and to have the rest paid to you. Withholding will be taken out of any part that is not directly rolled over.

#### **INFORMATION REQUIRED FOR DIRECT ROLLOVERS**

If you have elected to receive all or part of your "In-Service Distribution" Withdrawal as a Direct Rollover, you must provide all of the following information. Until you provide this information, no Direct Rollover can be made.

\*Please also provide a deposit slip or rollover form from your IRA or plan.

Name of IRA Trustee or Qualified R	etirement Plan	Account Number
Name of the trustee of Qualifica to	ethemene rian	Account Number
Mailing Address of Financial Institu	ution	
City	State	Zip Code
Certification for Direct Rollover: I Withdrawal as a Direct Rollover, ple		receive all or part of your "In-Service Distrik ollowing statement:
I certify that the recipient	of a Direct Rollover th	nat I have named above is an Individual Retire
understand that payment of	irement Annuity, or a my benefits to the trus ssociation-Internation	qualified retirement plan that accepts rollow tee of the IRA or qualified retirement plan will re al Longshoremen's Association Annuity Plan fron
understand that payment of the Rhode Island Shipping A	irement Annuity, or a my benefits to the trus ssociation-Internation	qualified retirement plan that accepts rollow tee of the IRA or qualified retirement plan will re al Longshoremen's Association Annuity Plan fron
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understand that payment of the <i>Rhode Island Shipping A</i> further obligations or respon	irement Annuity, or a my benefits to the trus ssociation-Internation	qualified retirement plan that accepts rollown tee of the IRA or qualified retirement plan will real Longshoremen's Association Annuity Plan from to the benefits so paid.

### **APPLICANT'S CERTIFICATION OF MARITAL STATUS**

Participant's Certificati	on Statement: I,	(Print Member's name), am applying
		n my Account in the Rhode Island Shipping Association-
nternational Longsho	remen's Association Annuity	r Fund.
(Check one):		I am not legally married at this time.
		I am unable to locate my spouse. (Additional proof is needed
	if you check this box	
		the person co-signing the document below is my current legal
	spouse.	
Date:	Annlicant's Signatu	re:
Date	Applicant 3 Signatu	TC
Notarization R	leguired:	
State o	f	_ County of
On the	e day of	, 20 before me came and appeared
	, kı	nown by me to be the person described in, and who executed,
the for	egoing statements, and they	duly acknowledged to me that they executed the same.
Notary	Signature	Notary Stamp Required
Snavao'a Statomonti	1	( <i>Print spouse's name</i> ), being duly sworn, depose and say
	use of the participant des	
mac i ami the legal spe	ruse of the participant des	cribed above.
I HEREBY CON	SENT to the withdrawal for	which my spouse has applied. I hereby waive any right I may
		rawal, even though the granting of the withdrawal may reduce
<del>_</del>		h I may someday be entitled from the <i>Rhode Island Shipping</i>
·=	ternational Longshoremen's	
Date:	Spouse's Signature	<u>.                                    </u>
Notarization R	<u>equired:</u>	
	•	
State o	f	County of
0 - 11-		20 hafara was asal asasand
On the	: day of	, 20 before me came and appeared nown by me to be the person described in, and who executed,
the for	egoing statements, and they	duly acknowledged to me that they executed the same.
Notary	Signature	Notary Stamp Required

#### **APPLICANT'S CERTIFICATION; HOW TO SUBMIT YOUR APPLICATION**

I hereby certify tha	he information set forth in my Application is complete and true.
Date:	Applicant's Signature:
=========	:======================================
Please submit you	pplication with a form of proof of birth (copy of birth certificate) and a copy of your social
Send this form a	d any supporting documentation VIA E-MAIL OR MAIL to the contact information below:

# Rhode Island Shipping Association-International Longshoremen's Association Annuity Fund 1040 Avenue of the Americas – 24th Floor New York, NY 10018

Phone: (212) 505-5050 ... Fax: (646) 381-8841

Email for Applications: applications@dhcook.com

#### RHODE ISLAND SHIPPING ASSOCIATION INTERNATIONAL LONGSHOREMEN'S ASSOCIATION ANNUITY PLAN

#### SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

This notice explains how you can continue to defer federal income tax on your retirement savings in the Rhode Island Shipping Association Annuity Plan (the "Plan") and contains important information you will need before you decide how to receive your Plan benefits.

This notice is provided to you by the Board of Trustees of the Plan (your "Plan Administrator") because all or part of the payment that you will soon receive from the Plan may be eligible for rollover by you or your Plan Administrator to a traditional IRA or an eligible employer plan. A rollover is a payment by your or the Plan Administrator of all or part of your benefit to another plan or IRA that allows you to continue to postpone taxation of that benefit until it is paid to you. Your payment cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account (formerly know as an education IRA). An "eligible employer plan" includes a plan qualified under section 401(a) of the Internal Revenue Code, including a 401(k) plan, profit-sharing plan, defined benefit plan, stock bonus plan, and money purchase plan; a section 403(a) annuity maintained by a governmental employer (governmental 457 plan).

An eligible employer plan is not legally required to accept a rollover. Before you decide to roll over your payment to another employer plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts as a rollover. You should also find out about any documents that are required to be completed before the receiving of certain types of distributions, such as after-tax amounts. If this is the case, and your distribution includes after-tax amounts, you may wish instead to roll your distribution over to a traditional IRA or split your rollover amount between the employer plan in which you will participate and a traditional IRA. If an employer plan accepts your rollover, the plan may restrict subsequent distribution. A subsequent distribution from the plan that accepts your rollover may also be subject to different tax treatment than distributions from this Plan. Check with the administrator of the plan that is to receive your rollover prior to making the rollover.

If you have additional questions after reading this notice, you can contact Ms. Valerie Campana at (401) 942-8690.

#### **SUMMARY**

There are two ways you may be able to receive a Plan payment that is eligible for rollover:

- (1) Certain payments can be made directly to a traditional IRA that you establish or to an eligible employer plan that will accept it and hold it for your benefit ("DIRECT ROLLOVER"); or
- (2) The payment can be PAID TO YOU

#### If you choose a DIRECT ROLLOVER:

- Your payment will not be taxed in the current year and no income tax will be withheld.
- You choose whether your payment will be made directly to your traditional IRA or to an eligible employer plan that accepts your rollover. Your payment cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account because these are not traditional IRAs.
- The taxable portion of your payment will be taxed later when you take it out of the traditional IRA or the eligible employer plan. Depending on the type of plan, the later distribution may be subject to different tax treatment than it would be if your received a taxable distribution from this Plan.

#### If you choose to have a Plan payment that is eligible for rollover PAID TO YOU:

- You will receive only 80% of the taxable amount of the payment, because the Plan Administrator is required to withhold 20% of that amount and send it to the IRS as income tax withholding to be credited against your taxes.
- The taxable amount of your payment will be taxed in the current year unless you roll it over. Under limited circumstances, you may be able to use special tax rule that could reduce the tax you owe. However, if you receive the payment before age 59½, you may have to pay an additional 10% tax.
- You can roll over all or part of the payment by paying it to your traditional IRA or to an eligible employer plan that accepts your rollover within 60 days after you receive the payment. The amount rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan.
- If you want to roll over 100% of the payment to a traditional IRA or an eligible employer plan, you must find other money to replace the 20% of the taxable portion that was withheld. If you roll over only the 80% that your received, you will be taxed on the 20% that was withheld and that is not rolled over.

#### Your Right to Waive the 30-Day Notice Period

Generally, neither a direct rollover nor a payment can be made from the plan until at least 30 days after your receipt of this notice. Thus, after receiving this notice, you have at least 30 days to consider whether or not to have your withdrawal directly rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your withdrawal will then be processed in accordance with your election as soon as practical after the Plan Administrator receives it.

#### **MORE INFORMATION**

- I. PAYMENTSS THAT CAN AND CANNOT BE ROLLED OVER
- II. DIRECT ROLLOVER
- III. PAYMENT PAID TO YOU
- IV. SURVIVING SPOUSES ,ALTERNATE PAYEES, AND OTHER BENEFICIARIES

#### I. PAYMENTS THAT CAN AND CANNOT BE ROLLED OVER

Payments from the Plan may be "eligible rollover distributions". This means that they can be rolled over to a traditional IRA or to an eligible employer plan that accepts rollovers. Payments from a plan cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account. Your Plan Administrator should be able to tell you what portion of your payment is an eligible rollover distribution.

The following types of payments <u>cannot</u> be rolled over:

<u>Payments Spread over Long Periods.</u> You cannot roll over a payment if it is part of a series of equal (or almost equal) payments that are made at least once a year and that will last for:

- Your lifetime (or a period measured by your life expectancy), or
- Your lifetime and your beneficiary's lifetime (or a period measured by your joint life expectancies).

Required Minimum Payments. Beginning when you reach age 70½ or retire, whichever is later, a certain portion of your payment cannot be rolled over because it is a "required minimum payment" that must be paid to you. Special rules apply if you own more than 5% of your employer.

<u>Corrective Distributions.</u> A distribution that is made to correct a failed nondiscrimination test or because legal limits on certain contributions were exceeded cannot be rolled over.

The Plan Administrator of this Plan should be able to tell you if your payment includes amounts, which cannot be rolled over.

#### II. <u>DIRECT ROLLOVER</u>

A DIRECT ROLLOVER is a direct payment of the amount of your Plan benefits to a traditional IRA or an eligible employer plan that will accept it. You can choose a DIRECT ROLLOVER of all or any portion of your payment that is an eligible rollover distribution, as described in Part I above. You are not taxed on any taxable portion of your payment for which you choose a DIRECT ROLLOVER until you later take it out of the traditional IRA or eligible employer plan. In addition, no income tax withholding is required for any taxable portion of your Plan benefits for which you choose a DIRECT ROLLOVER. This Plan might not let you choose a DIRECT ROLLOVER if your distributions for the year are less than \$200.00.

**DIRECT ROLLOVER to a Traditional IRA.** You can open a traditional IRA to receive the direct rollover. If you choose to have your payment made directly to a traditional IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to a traditional IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish a traditional IRA to receive the payment, However, in choosing a traditional IRA, you may wish to make sure that the traditional IRA you choose will allow you to move all or a part of your payment to another traditional IRA at a later date, without penalties or other limitations. See IRS Publication 590, Individual Retirement Arrangements, for more information on traditional IRAs (including limits on how often you can roll over between IRAs).

<u>DIRECT ROLLOVER to a Plan.</u> If you are employed by a new employer that has an eligible employer plan, and you want a direct rollover to that plan, as the Plan Administrator of that plan whether it will accept your rollover. An eligible employer plan is not legally required to accept a rollover. Even if your new employer's plan does not accept a rollover, you can choose a DIRECT ROLLOVER to a traditional IRA. If the employer plan accepts your rollover, the plan may provide restrictions on the circumstances under which you may later receive a distribution of the rollover amount or may require spousal consent to any subsequent distribution. Check with the plan administrator of that plan before making your decision.

Change in Tax Treatment Resulting from a DIRECT ROLLOVER. The tax treatment of any payment from the eligible employer plan or traditional IRA receiving your DIRECT ROLLOVER might be different than if you received your benefit in a taxable distribution directly from the Plan. For example, if you were born before January 1, 1936, you might be entitled to ten-year averaging or capital gain treatment, as explained below. However, if you have your benefit rolled over to a section 403(b) tax-sheltered annuity, a governmental 457 plan, or a traditional IRA in a DIRECT ROLLOVER, your benefit will no longer be eligible for that special treatment. See the sections below entitled Additional 10% Tax if You Are under Age 59½" and "Special Tax Treatment if You Were Born before January 1, 1936."

#### III. PAYMENT PAID TO YOU

If your payment can be rolled over (see Part I above) and the payment is made to you in cash, it is subject to 20% federal income tax withholding on the taxable portion (state tax withholding my also apply). The payment is taxed in the year you receive it unless, within 60 days, you roll it over to a traditional IRA or an eligible employer plan that accepts rollovers. If you do not roll it over, special tax rules may apply.

#### **Income Tax Withholding:**

Mandatory Withholding. If any portion of your payment can be rolled over under Part I above, and you do not elect to make a DIRECT ROLLOVER, the Plan is required by law to withhold 20% of the taxable amount. This amount is sent to the IRS as federal income tax withholding. For example, if you can roll over a taxable payment of \$10,000, only \$8,000 will be paid to you because the Plan must withhold \$2,000 as income tax. However, when you prepare your income tax return for the year, unless you make a rollover within 60 days (see "Sixty-Day Rollover Option" below), you must report the full \$10,000 as a taxable payment from the Plan. You must report the \$2,000 as tax withheld, and it will be credited against any income tax you owe for the year. There will be no income tax withholding if your payments for the year are less than \$200.00.

<u>Voluntary Withholding</u>. If any portion of your payment is taxable but cannot be rolled over under Part I above, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. If you do nothing, an amount will be taken out of this portion of your payment for federal income tax withholding. To elect out of withholding, ask the Plan Administrator for the election form and related information.

<u>Sixty-Day Rollover Option.</u> If you receive a payment that can be rolled over under Part I above, you can still decide to roll over all or part of it to a traditional IRA or to an eligible employer plan that accepts rollovers. If you decide to roll over, you must contribute the amount of the payment you received to a traditional IRA or eligible employer plan within 60 days after you receive the payment. The portion of your payment that is rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan.

You can roll over up to 100% of your payment that can be rolled over under Part I above, including an amount equal to the 20% of the taxable portion that was withheld. If you choose to roll over 100%, you must find other money within the 60-day period to contribute to the traditional IRA or the eligible employer plan, to replace the 20% that was withheld. On the other hand, if you roll over only the 80% of the taxable portion that you received, you will be taxed on the 20% that was withheld.

Example: The taxable portion of your payment that can be rolled over under Part I above is \$10,000, and you choose to have it paid to you. You will receive \$8,000, and \$2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the \$8,000, you may roll over the entire \$10,000 to a traditional IRA or an eligible employer plan. To do this, you roll

over the \$8,000 you received from the Plan, and you will have to find \$2,000 from other sources (your savings, a loan, etc). In this case, the entire \$10.000 is not taxed until you take it out of the traditional IRA or an eligible employer plan. If you roll over the entire \$10,000, when you file your income tax return you may get a refund of part or all of the \$2,000 withheld.

• If, on the other hand, you roll over only \$8,000, the \$2,000 you did not roll over is taxed in the year it was withheld. When you file your income tax return, you may get a refund of part of the \$2,000 withheld. (However, any refund is likely to be larger if you roll over the entire \$10,000.)

Additional 10% Tax If You Are under Age 59½. If you receive a payment before you reach age 59½ and you do not roll it over, then, in addition to the regular income tax, you may have to pay an extra tax equal to 10% of the taxable portion of the payment. The additional 10% tax generally does not apply to (1) payments that are paid after you separate from service with your employer during or after the year you reach age 55, (2) payments that are paid because you retire due to disability, (3) payments that are paid as equal (or almost equal) payments over your life or life expectancy (or your and your beneficiary's lives or life expectancies), (4) payments that are paid directly to the government to satisfy a federal tax levy, (5) payments that are paid to an alternate payee under a qualified domestic relations order, or (6) payments that do not exceed the amount of your deductible medical expenses. See IRS Form 5329 for more information on the additional 10% tax.

Special Tax Treatment If You Were Born before January 1, 1936. If you receive a payment from a plan qualified under section 401(a) or a section 403(a) annuity plan that can be rolled over under Part I and you do not roll it over to a traditional IRA or an eligible employer plan, the payment will be taxed in the year you receive it. However, if the payment qualifies as a "lump sum distribution" it may be eligible for special tax treatment. A lump sum distribution is a payment, within one year, of your entire balance under the Plan (and certain other similar plans of the employer) that is payable to you after you have reached age 59½ or because you have separated from service with your employer (or, in the case of a self-employed individual, after you have reached age 59½ or have become disabled). For a payment to be treated as a lump sum distribution, you must have been a participant in the plan for at least five years before the year in which you received the distribution. The special tax treatment for lump sum distributions that may be available to you is described below.

<u>Ten-Year Averaging.</u> If you receive a lump sum distribution and you were born before January 1, 1936, you can make a tone-time election to figure the tax on the payment by using "10-year averaging" (using 1986 tax rates). Ten-year averaging often reduces the tax you owe.

There are other limits on the special tax treatment for lump sum distributions. For example, you can generally elect this special tax treatment only once in your lifetime, and the election applies to all lump sum distributions that you receive in that same year. You may not elect this special tax treatment if you rolled amounts into this Plan fro a 403(b) tax-sheltered annuity contract; governmental 457 plan, or from an IRA not originally attributable to a qualified employer plan. If you have previously rolled over a distribution from this Plan (or certain other similar plans of the

employer), you cannot use this special averaging treatment for later payments from the Plan. If your roll over your payment to a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, you will not be able to use special tax treatment for later payments from that IRA, plan, or annuity. Also, if you roll over only a portion of your payment to a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, this special tax treatment is not available for the rest of the payment. See IRS Form 4972 for additional information on lump sum distributions and how you elect the special tax treatment.

#### IV. SURVIVING SPOUSES, ALTERNATE PAYEES, AND OTHER BENEFICIARIES.

In general, the rules summarized above that apply to payments to employees also apply to payments to surviving spouses of employees and to spouses or former spouses who are "alternate payees". You are an alternate payee if your interest in the Plan results from a "qualified domestic relations order", which is an order issued by a court, usually in connection with a divorce or legal separation.

If you are a surviving spouse or an alternate payee, you may choose to have a payment that can be rolled over, as described in Part I above, paid in a DIRECT ROLLOVER to a traditional IRA or to an eligible employer plan or paid to you. If you have the payment paid to you, you can keep it or roll it over yourself to a traditional IRA or to an eligible employer plan. Thus, you have the same choices as the employee.

If you are a beneficiary other than a surviving spouse or an alternate payee, you cannot choose a direct rollover, and you cannot roll over the payment yourself.

If you are a surviving spouse, an alternate payee, or another beneficiary, your payment is generally not subject to the additional 10% tax described in Part III above, even if you are younger that age 59½.

If you are a surviving spouse, an alternate payee, or another beneficiary, you may be able to use the special tax treatment for lump sum distributions, as described in Part III above. If you receive a payment because of the employee's death, you may be able to treat the payment as a lump sum distribution if the employee met the appropriate age requirements, whether or not the employee had 5 years of participation in the Plan.

#### HOW TO OBTAIN ADDITION INFORMATION

This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. Therefore, you may want to consult with the Plan Administrator or a professional tax advisor before you take a payment of your benefits from your Plan. Also, you can find more specific information on the tax treatment of payments from qualified employer plans in IRS Publication 575, Pension and Annuity Income, and IRS Publication 590, Individual Retirement Arrangements. These publications are available from your local IRS office, on the IRS's Internet Web Site at <a href="https://www.irs.gov">www.irs.gov</a>, or by calling 1-800-TAX-FORMS.

# RHODE ISLAND SHIPPING ASSOCIATION INTERNATIONAL LONGSHOREMEN'S ASSOCIATION ANNUITY PLAN

**In-Service Withdrawal Request**