If you have any questions while completing this form, you may contact a Vanguard Participant Services associate Monday through Friday, between 8:30 a.m. and 9:00 p.m. Eastern time at **800-523-1188**. **If you wish to convert your plan assets to a Roth IRA, please contact Participant Services for the proper form.**

Vanguard Termination Request

Vanguard®

The Animation Guild 401(k) Plan

Plan # 094523

I. Account Information

Social Security #

Name
(Last, First, MI)

Address

City

State

Zip

Daytime Phone #

Evening Phone #

Termination Date
(mm/dd/yyyy)

II. Withdrawal Classification

Reason for Final Distribution: *(choose one)*

☐ Separation of Service (Non retirement/Termination)

☐ Disability

☐ Retirement

III. Distribution Request

Choose One Option

☐ **Lump Sum Distribution of Total Account Balance**

If you have an outstanding loan and choose this option, your loan will automatically be deemed and you may be responsible for any applicable taxes and penalties may apply. If you have a loan and want to continue your monthly repayments, then please select the option to "Defer" and return this completed form to Vanguard. Once your account has been updated with your termination date, contact Vanguard to take a "Partial Termination Withdrawal". If you have selected a lump sum distribution, please proceed to Section IV, titled Distribution Instructions for withholding election.

☐ **Defer** I understand that it is my responsibility to commence distributions within the timeframe prescribed under the terms of the Plan and that I should refer to the Plan's Summary Plan Description for further explanation of such distribution requirements.

☐ **Installments** Please proceed to Section VI, titled Authorization and Employee Certification and complete an Installment Payment Request Form.

☐ **Split Distribution**

Choose this option if you wish to distribute your assets in a different manner. **Please proceed to Section IV, titled Distribution Instructions.**

☐ **Roll over to a Vanguard traditional IRA**

Choose this option to have your entire account directly rolled over to a Vanguard traditional IRA. **Proceed to Section VI, titled Authorization. Please call a Vanguard Associate at 800-523-1188** to obtain an IRA Adoption Agreement where a specialist will assist you. Please complete and send this form with a completed IRA Adoption Agreement. If your rollover includes Roth assets, you must establish both a traditional and a Roth IRA.

☐ **Roll over to a traditional IRA or Employer Plan**

Choose this option to have your entire account distributed as a direct rollover. **Complete Section V, titled Instructions for Rollovers.** If your rollover includes Roth assets, you must establish both a traditional and a Roth IRA.

Please make a copy for your records.

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(10/05/2015)

Connect with Vanguard® > vanguard.com > 800-523-1188

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IV. Distribution Instructions

Pre-tax Plan Assets

☐ **Roll over to a traditional IRA or Employer Plan** $ ☐ **OR** ☐ **% OR** ☐ **Balance**

Income Tax Withholding: By electing to have your distribution directly rolled over to an IRA or employer plan, no federal or state tax will be withheld.

☐ **Make payable to me** $ ☐ **OR** ☐ **% OR** ☐ **Balance**

Federal Income Tax Withholding: By selecting this option, the signer understands that 20% federal tax will be withheld on the taxable portion of the distribution. This does not apply to installments.

State Income Tax Withholding: State tax will be withheld according to your state's guidelines. For those participants who reside in states which provide the option, please indicate the appropriate dollar or percent below. This does not apply to installments.

☐ Withhold state taxes. Where applicable indicate specific dollars $_____ or percentage _____%.

☐ Do not withhold state taxes.

Roth Plan Assets

☐ **Roll over to a Roth IRA or Employer Plan** $ ☐ **OR** ☐ **% OR** ☐ **Balance**

Income Tax Withholding: By electing to have your distribution directly rolled over to a traditional IRA or employer plan, no federal or state tax will be withheld.

☐ **Make payable to me** $ ☐ **OR** ☐ **% OR** ☐ **Balance**

Federal Income Tax Withholding: By selecting this option, the signer understands that 20% federal tax will be withheld on the taxable portion of the distribution. This does not apply to installments.

State Income Tax Withholding: State tax will be withheld according to your state's guidelines. For those participants who reside in states which provide the option, please indicate the appropriate dollar or percent below. This does not apply to installments.

☐ Withhold state taxes. Where applicable indicate specific dollars $_____ or percentage _____%.

☐ Do not withhold state taxes.

Please note that you must direct 100% of each type of asset in the section above. Failure to do so will deem this request not in good order and may result in a delay in processing.

V. Instructions for Rollovers

If you wish to make a direct rollover to another institution, it is your responsibility to open an account before providing the following information.
If your rollover includes Roth assets, you must establish both a traditional IRA and a Roth IRA account and provide account numbers for each.

Pre-tax Assets ☐ Traditional IRA ☐ Employer Plan

Trustee/ Institution Name

(Name of company receiving your assets. Please show name as check should be made payable.)

Plan/Account Name

Plan/Account Number

Note: If account number is not provided, the Direct Rollover check will be mailed to you.

Mailing Instructions (Choose Only One) ☐ Mail check to me. ☐ Mail check to institution at the address below.

Mailing Address

Street Address

City State Zip Code

Roth Assets	☐ Roth IRA ☐ Employer Plan

Trustee/ Institution Name

(Name of company receiving your assets. Please show name as check should be made payable.)

Account Name

Account Number

Note: If account number is not provided, the Direct Rollover check will be mailed to you.

Mailing Instructions (Choose Only One) ☐ Mail check to me. ☐ Mail check to institution at the address below.

Mailing Address

Street Address

City State Zip Code

VI. Authorization and Employee Certification

Note: Please be sure you have read the "Special Tax Notice Regarding Plan Payments" provided by your benefits office.

Employee certifications for termination distributions
I hereby certify that the account information and termination date I provided in section I satisfies the applicable requirements described below.

1. I am no longer employed by any participating employer of The Animation Guild 401(k) Plan.

Note: It is important that all of the applicable certifications you have made above are true and accurate. If any of the certifications are not accurate, please do not attempt to take a termination distribution from the Plan.

I have read and acknowledge the certifications above**. I understand that if any of the certifications made above are incorrect, my distribution is not eligible for a termination distribution and I may be subject to adverse tax consequences as a result of the improper distribution.** I agree to promptly notify my employer if I later discover that any certifications are incorrect.

Signature of Participant

Date

Mailing Instructions

Overnight	**U.S. Mail**
Vanguard	Vanguard
400 Devon Park Drive	P.O. Box 1101
Wayne, PA 19087	Valley Forge, PA 19482

Roth balance(s)

If you have a Roth balance(s), some or all of your distribution might be exempt from federal income tax. In addition, if you choose to roll over your Roth balance(s), it may only be rolled over to a Roth IRA or a Roth account under another employer's qualified plan.

Form of final distribution / Withdrawal classification

Lump sum cash - By selecting this option you will receive your entire eligible cash balance.

Deferral - By selecting this option you elect to postpone receipt of your account balance until some future date.

Installments - By selecting this option you will receive a series of payments over a period of time.

Split distribution - By selecting this option, you will be able to specify how the money will be distributed.

Roll over to Vanguard traditional IRA and, if applicable, a Vanguard Roth IRA - By selecting this option you may choose to have all or a portion of your eligible balance rolled over to a Vanguard traditional IRA and, if applicable, a Vanguard Roth IRA. Call a Vanguard Specialist at 800-523-1188. Your specialist will assist you in preparing the necessary IRA Adoption Agreement.

Roll over to a traditional IRA or Employer Plan - By selecting this option you may have all or a portion of your eligible cash balance and/or company stock rolled over to an eligible IRA or employer plan. In addition, it is your responsibility to open an account at the receiving institution prior to initiating your direct rollover through Vanguard.