



The Vincit Company, LLC 401(k) Plan Withdrawal/Distribution Procedures

For your benefit, The Vincit Company, LLC is streamlining its process related to withdrawals, distributions and loans from the retirement Plan. This new process will improve turnaround times and accuracy of your requests. Please refer to the plan's Summary Plan Description for more information concerning the types of transactions available.

If you are no longer employed, please contact Principal at 1-800-547-7754 to initiate a request.

If you are an active employee, please email us at 316Distributions@erisaservices.com or call (865) 966-1225 and request to speak with the 3(16) Distribution Processing Team.

If we're on the other line, please leave a message with **your**:

Name
Company you work(ed) for
Type of distribution you are requesting
Contact Information – Phone, email, and mailing address

You will need to leave a phone number where we can reach you, an email address, or a mailing address where we can send your paperwork.

Upon signing and completing paperwork provided by ERISA Services, you must return it to ERISA Services by secure email, fax or mail. It is prudent to keep a copy of what you completed. You can expect your withdrawal, distribution or loan to be sent to you within 10 business days of being processed.

ERISA Services, Inc.
P.O. Box 24628
Knoxville, TN 37933

316Distributions@erisaservices.com
Fax: (865) 218-5706