

MSU 403(b) RETIREMENT PLAN LOAN APPLICATION FORM

Complete this form to apply for a loan from your 403(b) Retirement Plan (Base and/or Supplemental). All sections of this form must be completed ([Loan Application Instructions](#)).

1. Complete all sections of this form, including the purpose for the loan, the loan amount and your email address.
2. Attach a **copy** (no originals) of all documentation that supports the purpose for the loan and amount. **(see examples on reverse side)**
3. Return form and required documentation to: MSU Human Resources Benefits/Retirement Office, 1407 S. Harrison Rd, 130 Nisbet Building, East Lansing, MI 48823, or fax (517) 353-1869.
4. Contact Fidelity at (800) 343-0860 or [Fidelity](#) to apply for your loan.

*This form must be completed by applicant and accepted by HR Benefits/Retirement Office **prior** to approval on your Fidelity loan request. Acceptance of this form does not guarantee access to funds, available loan amount or complete the loan process.*

A. Personal Information – Please print clearly

Name:	Email:
Campus Address:	Home Address:
	City, State, Zip:
Work Phone:	Home or Cell Phone:

B. Purpose Criteria – Only check those boxes that apply

- To purchase applicant’s principal residence
- To prevent eviction from or foreclosure on applicant’s principal residence
- To pay for college tuition expenses for applicant or family member
- To pay medical expenses for applicant or family member
- To pay for funeral expenses for family member
- To pay for home repair due to major disaster to applicant’s principal residence
- To pay applicant’s expenses if applicant is unable to cover them due to layoff
- To support applicant’s structured financial plan to eliminate debt and/or avoid bankruptcy
- To pay for applicant’s expenses to adopt a child

C. Loan Amount:

\$

D. Applicant’s Acknowledgment

In applying for this loan, I affirmatively represent that the amount I am applying for is necessary to satisfy the immediate and heavy financial need that I am currently under. I have read this agreement and assume full responsibility for any consequences or tax liabilities that may result from my plan loan. I hereby agree to indemnify Michigan State University for any and all liability and expenses incurred by Michigan State University resulting from misstatement or omissions made by myself in this agreement.

Print Name

Social Security Number

Employee’s Signature

Date

Internal Use Only:	Accepted Initial & Date:	Not Accepted Initial & Date:
Reason for not accepted:		

Loan Documentation Examples
(This is not an all inclusive list)

- 1. To purchase applicant's principal residence**
 - Lending agency's pre-approval with good faith estimate, specific to the named property.
 - Mortgage application for the named property with good faith estimate.
 - Copy of the purchase agreement for the named property signed by the buyer and seller that includes the closing date and balance of the purchase price.

- 2. To prevent eviction from or foreclosure on applicant's principal residence**
 - Notice of foreclosure or eviction on company letterhead of the mortgage lender, collection agency, or other stating the date of impending foreclosure/eviction and the dollar amount needed to prevent such action.
 - Demand For Possession NonPayment of Rent (tenant's copy).
 - If you rent from a private landlord as opposed to a rental company, a copy of your lease agreement is required.
 - If the foreclosure/eviction notice is not in your name, provide additional documentation verifying that you reside at the property (ex. utility bill in your name).

- 3. To pay for college tuition expenses for applicant or family member**
 - Tuition (Registration) bill from the University/College with student's name, semester date, and amount due. The bill must be for the current quarter/semester in which the student is enrolled and/or up to 12 months into the future. (No reimbursement for past schooling is permitted.)
 - Invoices/bills of related educational fees or room and board expense (from University/College housing) for the current quarter/semester in which the student is enrolled and/or up to 12 months into the future.

- 4. To pay medical expenses for applicant or family member**
 - Medical billing statements identifying the name of the patient, date of service and amount paid or due. (*The Explanation of Benefits provided from your medical provider is not a bill.*)
 - Dental billing statements indentifying the name of the patient, date of service and amount paid or due.
 - Prescription receipts or summaries, identifying the name of the patient, date of prescription, and amount paid.
 - Vision services receipts for exams, eyeglasses, contact lens, or surgical procedures; identifying the name of the patient, date of service, and amount paid or due.

- 5. To pay for funeral expenses for family member**
 - Funeral, burial and/or cremation bill on company letterhead, indicating the name of the deceased family member, date of services, and amount due or paid.

- 6. To pay for home repair due to a major disaster to applicant's principal residence**
 - Copy of the bill and/or repair estimate.
 - Letter from participant indentifying date of disaster and cause.
 - Letter of denial of coverage from home insurance carrier.

- 7. To pay applicant's expenses if applicant is unable to cover them due to layoff**
 - Copy of bills, invoices and receipts to pay for living expenses incurred while on layoff.

- 8. To support applicant's structured financial plan to eliminate debt and/or avoid bankruptcy**
 - Copy of signed agreement from debt management agency, financial consultant and/or legal firm regarding the costs associated with restructuring debt.

- 9. To pay for applicant's expenses to adopt a child**
 - Court document or legal contract identifying the date of adoption.
 - Legal documents showing that the employee is responsible for the care of the dependent.
 - Reimbursement of or payment for legal fees, placement fees, medical expenses, and travel fees.