

**TO: ALL COUNTY PERSONNEL**

**FROM: ROBERT WEISMAN  
COUNTY ADMINISTRATOR**

**PREPARED BY: EMPLOYEE RELATIONS & PERSONNEL DEPARTMENT**

**SUBJECT: DEFERRED COMPENSATION -  
FINANCIAL HARDSHIP REVIEW COMMITTEE**

**PPM #: CW-P-033**

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**ISSUE DATE**  
January 1, 1998  
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**EFFECTIVE DATE**  
January 1, 1998  
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**PURPOSE:**

To provide a standard procedure for processing requests from deferred compensation participants wishing to withdraw funds for reasons of financial hardship.

**AUTHORITY:**

Section 457 of the Internal Revenue Service (IRS) Code

**POLICY:**

A deferred compensation participant may request a withdrawal of funds for reason of severe financial hardship resulting from:

- 1) a sudden unexpected illness or accident of the participant or dependant of a participant.
- 2) loss of the participant's property due to casualty.
- 3) other similar extraordinary and unforeseeable circumstances as a result of events beyond the control of the participant.

**PROCEDURE:**

All participants requesting a withdrawal from their deferred compensation account for reasons of financial hardship must complete the “Unforeseeable Emergency Request Withdrawal Application” DC 2485-A form.

PEBSCO, our deferred compensation administrator, will review the hardship application and supporting documentation to determine, on a case by case basis, whether the hardship application request falls within the guidelines established by the IRS.

If PEBSCO determines a request does not meet the IRS guidelines a notice of denial will be issued advising the participant that the request does not meet the guidelines.

Decisions on financial hardship requests made by the deferred compensation administrator are final.

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**ROBERT WEISMAN  
COUNTY ADMINISTRATOR**

**Supersession History:**

1. PPM #CW-P-033, dated 4/1/89
2. PPM #CW-P-033, dated 2/1/95

