

**RE: 403(b) MCPS Tax Sheltered Savings Plan  
Required Minimum Distribution Letter of Instruction**

Dear Participant:

The Internal Revenue Code requires that Required Minimum Distributions (RMD) must begin April 1 following the year in which the participant attains age 70½ and has terminated employment under the Plan (required beginning date). Participants will not be required to begin the minimum distributions if they are still employed. If you attained age 70½ prior to 1997 and continue to work, you may have elected to continue to receive RMD payments. Based upon our records and according to plan rules, you have met one of these requirements under the 403(b) MCPS Tax Sheltered Savings Plan.

The uniform lifetime table will be used to calculate the required distribution during the lifetime of a participant. This table may be used regardless of the age or identity of the beneficiary.

If this is your first RMD payment, this payment must be made no later than April 1 of the following year. Subsequent RMD payments must be issued by December 31 of each year, including the year of your required beginning date. If you request payments during the year, those payments will be applied against your required minimum distribution amount due for the year. These amounts that have been applied against your required minimum distribution are not eligible for rollover to another qualified plan or individual retirement account.

Enclosed are the following materials:

- Required Minimum Distribution Account Redemption Form
- Return Envelope (addressed to T. Rowe Price)

Please review all materials carefully and then:

- Complete all sections of the Required Minimum Distribution Account Redemption Form
- Keep a copy of the form for your records
- Return the form to:

**Regular Mail**

T. Rowe Price Retirement Plan Services  
Special Attn.: Forms Enclosed  
P.O. Box 17215  
Baltimore, Maryland 21297-1215

**Overnight/Express Mail**

T. Rowe Price Retirement Plan Services  
Mail Code: 17215  
4515 Painters Mill Road  
Owings Mills, Maryland 21117-4903

- If you have tax questions, please contact a tax adviser.



Please note the following:

- Your distribution will be processed as soon as T. Rowe Price receives your completed paperwork. Please remember that the Internal Revenue Code requires payment no later than April 1 of next year if this is a first time RMD payment or by December 31 of this year if this is a second, or subsequent, RMD payment from the Plan. Returning your paperwork approximately two weeks prior to these dates will ensure that  
T. Rowe Price has adequate time to process your distribution.
- Distribution checks will be mailed directly to your address of record within two business days after the date of redemption.
- The calculated minimum distribution amount is **not** eligible for rollover.
- If you choose to take a full distribution of your account balance, you will need to call T. Rowe Price.
- Please note that some fund families assess redemption fees on distributions if shares are held for less than a designated period. The amount of fee charged may vary. Consult each fund's prospectus or call 1-800-922-9945 for more information. When you request a distribution from a fund that assesses a redemption fee, any redemption fee paid to the fund will be deducted from your requested distribution amount. The redemption fee paid to the fund is not treated as a distribution to you for tax purposes.

If you have any questions, please contact the T. Rowe Price Plan Account Line (PAL) at 1-800-922-9945. Representatives are available Monday through Friday between 7 a.m. and 10 p.m. eastern time. For TDD access, call 1-800-521-0325. You may also access your account by visiting the T. Rowe Price *my*RetirementPlan Web site at [rps.troweprice.com](http://rps.troweprice.com), available 24 hours a day.

Sincerely,

T. Rowe Price Retirement Plan Services, Inc

**403(b) MCPS Tax Sheltered Savings Plan  
Required Minimum Distribution Account Redemption Form**

**Participant Information**

Name	Social Security Number
Street Address	Daytime Phone Number
City, State, ZIP Code	Date of Birth

**Calculation Method**

The uniform lifetime table will be used to calculate the required distribution during the lifetime of the participant regardless of the age or identity of the beneficiary.

**Payment Timing**

Terminated participants who turn age 70½ during the plan year may elect to take their first Required Minimum Distributions by December 31 of the plan year or April 1 of the year following the year they turn 70½. Please make an election below.

I elect to take my Required Minimum Distribution:

- December 31 of current plan year.
- April 1 of year following the year I turn 70½

Postponement is only available for the **first** Required Minimum Distribution. Subsequent Required Minimum Distributions must be received by no later than December 31 of each year, including the year of your required beginning date.

**Tax Withholding**

I understand that: 1) I have the right to elect either to have or not have federal income tax withheld on the amount of my Required Minimum Distribution; 2) I am liable for payment of federal income tax on the taxable portion of this distribution, even if I elect not to have federal income tax withheld; and 3) should I elect an amount of withholding which is not sufficient, I could be responsible for payment of estimated tax as well as incurring penalties under the estimated tax rules. If no election is made, federal income tax will be withheld at a rate of 10%.

**Federal Tax Withholding Option**

- Please withhold federal income tax at the rate of 10%.
- In addition to the 10% federal income tax, I elect the following additional dollar amount be withheld: \$\_\_\_\_\_
- Please do not withhold federal income tax.

**State Tax Withholding Option**

Complete this section for state income tax withholding. You may elect not to have state income tax withheld. However, T. Rowe Price will withhold state income tax if, at the time of your payment, the address of record with T. Rowe Price is within one of the mandatory withholding states and you have federal income tax withheld. In such event, state income tax will be withheld from your distribution in accordance with the respective state rules.

- I elect to have state income tax withheld.
- I elect not to have state income tax withheld.



**403(b) MCPS Tax Sheltered Savings Plan  
Required Minimum Distribution Account Redemption Form**

Special Rule for Payments Outside of the United States.

If your payment address is outside the United States or its possessions, your distribution cannot be processed until you complete either an IRS Form W-9\* (Request for Taxpayer Identification Number and Certification) or an IRS Form W-8BEN\* (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding). Federal income tax withholding is required for payments delivered outside the United States or its possessions if you are a U.S. citizen or another U.S. person as described on IRS Form W-9\*. You can elect not to have U.S. income tax withheld only if you are a nonresident alien and you complete and attach IRS Form W-8BEN\*, if applicable.

\*These IRS forms are available from your local IRS office and on the IRS's Internet Web site at [www.irs.gov](http://www.irs.gov), or you may call 1-800-TAX-FORMS.

**Signature**

I direct you to make the distribution in accordance with my election above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant's Signature

