

**NORTHWEST BRICKLAYERS AND ALLIED CRAFTWORKERS  
DEFINED CONTRIBUTION HARDSHIP WITHDRAWAL REQUEST CHECKLIST**

Listed below are documents you must submit with your completed application. Please review this checklist and mark those that apply to you. Also, please sign, date and return this completed form to the Northwest Bricklayers Pension Trust Office along with copies of all applicable documents and your signed application.

- I am experiencing financial hardship due to deductible medical expense incurred by me, my spouse or by one or more of my dependents. I have included:**
- Copies of Explanation Of Benefits (EOB) from my insurance company(ies) for each expense I am claiming and,
  - Current statements (issued less than 30 days ago) from each provider listing the patient name, service date, amount charged, and remaining amount due.
- The purchase (excluding mortgage payments) of my principal residence. I have included:**
- Copy of Purchase Agreement which lists property address, purchase price, and is signed and dated by both the seller and me.
  - Copy of documents from my lender itemizing purchase price, my down payment, and estimated closing costs.
- Post-secondary education expense for me, my legal spouse, or my dependent.**
- This document is recently issued by the educational institution and includes name of enrolled student and applicable term dates. It also includes an itemized list of tuition, fees, books, scholarships, and grant awards.
- To prevent *eviction* from my principal residence. (Check each box applicable to your situation.)**
- Enclosed is a copy of my written Lease Agreement.
  - Enclosed is a copy of my eviction notice.
  - I have not received an eviction notice.
  - My landlord and I have an informal rental arrangement.
  - Enclosed is the Landlord Affidavit completed by my landlord. (Mandatory if no written Lease Agreement.)
- To prevent *foreclosure* on the mortgage of my principal residence.**
- Enclosed is a copy of the current statement from my lender. It was issued less than 30 days ago.

I understand the documents needed to apply for a Hardship Withdrawal request and certify that the information provided in and with this checklist are factual.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date