



## Request for New Loan

### What you should know about your John Hancock USA Loan Record-Keeping

Your John Hancock USA contract allows for loans to participants, provided loans are permitted under your plan. If your plan allows for loans and you select this option, there are certain features of John Hancock USA loan record keeping services which you should understand.

#### It is important to note that.....

The plan administrator is responsible for the **administration** of plan loans, underwriting the loan, setting the interest rates, for ensuring the loans are repaid according to the amortization schedules and determining if and when the loan is a deemed distribution. There are usually fees associated with taking a loan. Your Third Party Administrator may charge a loan issue fee. Check with your Plan Administrator.

John Hancock USA is responsible for the **record-keeping** of transfer loans and any new loans issued under your ARA contract. John Hancock USA charges a monthly record-keeping fee for any new loans issued under your ARA contract. John Hancock USA is not responsible for determining whether loans are allowed under the plan.

#### Please also be aware.....

Loan balances indicated on the amortization schedule will not agree exactly with the John Hancock USA loan balances. Minor discrepancies appear because:

- John Hancock USA begins to accrue interest on loans from the issue date of the check. The amortization schedule may not commence the accrual of interest until the day the check is received by the participant. **This will result in a small discrepancy in the interest figures.**
- John Hancock USA compounds interest daily, while most amortization schedules compound interest on a monthly or semi-monthly basis. **This again can result in a small discrepancy between your loan balance and ours.**
- John Hancock USA accrues interest until the date the loan payment is received, while you may cease to accrue interest on the date the actual payroll deduction occurs. You may be able to eliminate delays resulting in the accrual of additional interest by making your payments through direct debit in conjunction with John Hancock USA's electronic file creation options.

If there is a minor discrepancy between your records and ours, **your amortization schedule will govern.** That is, if your records indicate that a loan is paid in full, and John Hancock USA records indicate a small outstanding balance, we will consider the loan to be paid in full.



# Request for New Loan

## Section A - General Information

Contractholder name					Contract number	
Participant name (Last name, first name, initial)					Social Security number	
Total amount of loan (if this is loan consolidation, complete Section C) \$	Loan maturity date	Month	Day	Year	Loan interest rate %	

## Section B - Notes

- It is the responsibility of the plan administrator to ensure that:
  - participant loan qualification requirements are met (according to the plan document);
  - each granted loan meets the tax law requirements and is not treated as a distribution;
  - if the participant named above has more than one outstanding loan or the loan requested on this form is used to refinance an outstanding loan, the loans collectively, as well as each of the prior loan and the additional loan, meet the applicable tax law requirements and are not treated as distributions under the participant's plan;
  - any restriction that the plan may have on the number of outstanding loans that a participant may have at any one time is complied with;
  - each plan loan is not a prohibited transaction;
  - John Hancock Life Insurance Company (U.S.A.) ("John Hancock USA") will be notified if and when a loan is deemed to be a distribution for tax purposes. John Hancock USA is not responsible for preparing and filing any tax reporting until and unless such notification has been provided by the plan administrator, and if such service is available under your contract.
- When John Hancock USA receives a payment, we will reduce the Loan Account balance by the amount of the repayment. Loan repayments will be applied first to interest owing on the loan, and then to the principal. All loan repayments must be remitted through your plan trustee. Please do not send personal checks directly to John Hancock USA.
- This loan request does not constitute a promissory note or loan agreement.

## Section C - Loan Refinancing (if applicable)

Check/Wire Amount	Existing Loan No.	Estimated Outstanding Loan Balance	* Estimated Total Amount of Loan
\$	plus	\$	= \$

\* Amount will fluctuate due to interest accumulation and the actual date of processing. The actual loan amount will be reported on the transaction confirmation.

## Section D - Loan Withdrawal Order

Use John Hancock USA's Standard Loan Withdrawal Order or complete the following information. If you have money types to be excluded from the loan, please indicate below. If money types have been excluded, please complete the section below to indicate which money types should be included and the correct amount for each.

Money Type to be included	Money Type to be excluded	Money Type to be excluded

Please indicate the type of money to be withdrawn and the amount. It is essential that you use the names that appear on the contract statements. Please note, some contracts may have the option of selecting the investment account to be withdrawn. Please check with your Plan Administrator for details. **If this section is not completed, John Hancock USA's Standard Loan Withdrawal Order will be used. (Please refer to your plan administrator for details).**

Money Type	Amount	Group Annuity Investment Account For approved contract only
 	\$	
 	\$	
 	\$	
 	\$	

**Section E - Method of Payment**

Please ensure that the appropriate information is completed for **Section 1 or 2.**

**Electronic Fund Transfer** - Complete Section 1. This option is recommended for ALL distributions for more timely access to your funds.

**Check** - Complete Section 2. Allow 5-10 business days for mailing time. If address information is left blank in Section 2, the check will be issued with the taxpayer's name and mailing address as it appears on our records.

**Check payable to:**  Plan trustee  Participant - please complete Section 2 below.

**Section 1 - Electronic Fund Transfer**

Electronic Fund Transfer Information		Participant Address	
<input type="checkbox"/> Wire or <input type="checkbox"/> ACH. If ACH, select account type: <input type="checkbox"/> Checking or <input type="checkbox"/> Savings		Social Security No. - If tax payer is different from name of payee.	
Bank Name		Name - First Name, Initial, Last Name	
Bank Address - Number, Street			
City	State	Zip Code	Address - Number, Street, Apt.
Bank ABA Number	Account Number		
Credit Party Name (must include participant name/alternate payee name)		City	State
Attention/Re		Zip Code	

OR

**Section 2 - Check**

Participant Information
Participant name (First name, initial, last name)
Address - Number, Street, City, State, Zip Code

**Section F - Third Party Administrator (TPA) Loan Issue Fee - This section should be completed by the TPA.**

- A standing fee established by the Trustee may apply if this section is blank or the indicated amount equals the standing fee.
- A specified amount indicated below will override any standing amount, if applicable, already established by the Trustee.
- If the Waive Fee option is selected, no fees will be applied, including the standing fee established by the Trustee.

Waive Fee **OR**  Loan Issue Fee \$  will be applied

1. John Hancock USA will use standard protocol order to deduct the fee.
2. TPA loan issue fee will be deducted from the account after the loan amount.
3. John Hancock USA is not responsible for any uncollected fee amounts as a result of insufficient funds. These shortfalls will be reported on transaction and summary confirmations provided to the TPA and Plan Trustee.

**Section G - Signatures**

Signature of participant	Date
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I hereby certify that the requested loan is not a taxable or a deemed distribution under the Internal Revenue Code, and that the loan complies with the plan document and all pertinent laws. I certify also that spousal consent (as required by Internal Revenue Code Section 417), if applicable, has been properly obtained and that the loan is not a prohibited transaction as defined in the Internal Revenue Code Section 4975 or under the Employee Retirement Income Security Act. I direct John Hancock USA to pay to the Third Party Administrator the above referenced fee, which will be deducted from the participant's account at the time of the distribution. I understand and agree that this fee will be deducted and held in John Hancock USA general business account until paid to the Third Party Administrator. I hereby represent that the fee is authorized under the terms of the plan and that, in my fiduciary capacity, I have determined that the requested fee is a reasonable expense. The undersigned, on behalf of the Plan sponsor, the Plan and its related trust, agrees to hold harmless and indemnify John Hancock USA, its employees, agents or affiliates for acting on the instructions provided herein.

Signed at	City	State	This	Day of	Year
Signature of authorized plan representative			Name		