

401k documentation: loan/withdrawal requests



Medical expenses

Inclusive of participant, spouse or dependent

- An explanation of benefits (EOB)**
 - ✓ Dated and itemized receipts issued within the last three months
 - ✓ A letter from a physician on letterhead or with a notarized signature detailing the medical necessity
- Proof of lodging away from home, primarily for and essential to medical services**
- Current itemized treatment plan** from the provider for hardship loan or medical/dental preauthorization
- Previous year tax forms, a birth or adoption certificate (for minors), or a marriage certificate** for hardship loan for expenses incurred by dependent or spouse
- Vanguard loan or withdrawal application (issued after request is submitted)



Funeral and burial expenses

Inclusive of spouse, dependent or parent

- The funeral or burial expenses must be for a parent, spouse, child or dependent.**
- Dated and itemized bills outlining your financial obligation**
 - If funeral bill or receipt is in someone else's name:**
 - include signed and dated letter explaining amount you are responsible for paying
 - If requesting a hardship loan due to a parent's death:**
 - submit your birth or adoption certificate (or other state or government issued documentation that describes your relationship to the decedent)
 - Vanguard loan or withdrawal application (issued after request is submitted)



Purchase of principal residence

- Standard purchase:**
 - ✓ Purchase agreement or sales contract (signed by buyer and seller) detailing purchase prices and closing date accompanied by a lender-issued Loan Estimate or Closing Disclosure
 - ✓ Documents signed electronically must contain confirmation coding at the signature site or include the electronic signature verification
 - ✓ Mortgage agreement (signed by mortgagor and mortgagee), detailing the purchase price and closing date
- Private purchase:**
 - ✓ Letter or contract including purchase price and future closing date with notarized signatures for both parties accompanied by a lender-issued Loan Estimate or Closing disclosure
 - ✓ When financing is provided by seller, financing agreement and evidence of title transfer at closing must be provided
- Custom build:**
 - ✓ A construction contract or dated and itemized bills, invoices and receipts for construction materials accompanied by documentation of a construction loan
- Documents not acceptable for standard or private purchases include:**
 - ✓ Loan worksheet, loan application, pre-qualification letter, loan discussion summary and truth-in-lending disclosure
- Vanguard loan or withdrawal application (issued after request is submitted)



Tuition and educational expenses for next 12 months of post-secondary education

Inclusive of spouse or dependent

- Documentation must include:**
 - ✓ The name of the institution and the name of the student
 - ✓ The year and semester the bill is for, the future due date and the amount due minus any financial aid, loans or grants the student has received
- Examples of acceptable documentation:**
 - ✓ a tuition bill or itemized account summary, bills for educational expenses and room and board, receipts for books and supplies or a letter on school letterhead detailing expenses
- The student must be yourself, a dependent, or your spouse
- Hardship loans cannot be used for the purpose of satisfying outstanding student loan balances, or outstanding balances due for previous semesters
- If you are requesting a hardship loan for tuition expenses incurred by a child, dependent or spouse, you must also submit previous year tax forms, a birth or adoption certificate, or a marriage certificate
- Vanguard loan or withdrawal application (issued after request is submitted)



Repairs to principal residence that qualify for the casualty deduction under IRC section 165

Determined without regard to whether the loss exceeds 10% of adjusted gross income

- Documentation must include:**
 - ✓ an itemized invoice/contract that includes repair costs and the address where repairs are being made, signed by you and your contractor
 - ✓ the invoice/contractor must be on contractor's letterhead, or you may include the contractor's business card with contractor license number with your invoice
- Examples include:**
 - ✓ unexpected, sudden events such as earthquake, fire, flood, hurricane and tornado); the repair must be only for the physical structure of the home.
- If your home **is covered by insurance**, you must submit one of the following documents issued by the insurance company along with your contractor's invoice: explanation of benefits, claims report or denial.
- If your home **is not covered by insurance**, you must submit a statement signed and dated by you indicating that your home is not covered by insurance, and a police/fire report, or other documentation from a government agency documenting the cause of the damage along with your contractor's invoice.
- If you do not own your home**, you must submit a lease or rental agreement outlining renter's financial obligation to pay for the repair.
- All documents must contain your current address on record with Vanguard. If your address on record with Vanguard does not match the address on your documentation, you must also provide one of the following documents to demonstrate the property is your principal residence: state identification, a copy of your driver's license or a utility bill.
- Vanguard loan or withdrawal application (issued after request is submitted)



Foreclosure/eviction from your principal residence

- Documentation must include:**
 - ✓ The amount you owe to prevent foreclosure/eviction
 - ✓ The future date by which this amount must be paid to prevent foreclosure/eviction
 - ✓ A threat of eviction or foreclosure if you do not pay this amount by this date
 - ✓ The address of the property you are being evicted/foreclosed from
 - ✓ The ability to remain in the property if the past due amount is paid
- Examples of acceptable documentation:**
 - ✓ a notice of eviction, a reinstatement notice containing a threat of foreclosure, a foreclosure notice, a pay or quit notice, or a court order
- Acceptable documentation must be on company letterhead or contain the notarized signature of the landlord or company representative
- If your address on record with Vanguard does not match the address on your documentation, you must also provide one of the following documents to demonstrate the property is your principal residence: state identification, a copy of your driver's license, a current copy of the lease or a utility bill
- Vanguard loan or withdrawal application (issued after request is submitted)

Please contact [Vanguard](#) to initiate your hardship loan/withdrawal application. You will also need to submit your documentation directly to [Vanguard](#) in order for them to process your request.

Read this [step-by-step process guide](#) to find out more about 401(k) withdrawals and loans