

**Q:** I have terminated employment from Redi Services and need to withdraw my 401k money from the plan. What do I need to do?

**A:** Please fill out the Withdrawal/Rollover forms (found by clicking on the HR forms link below) and submit to HR at [trichards@rediservicesllc.com](mailto:trichards@rediservicesllc.com) or fax to 307-787-3124.

**Q:** I would like some help in deciding which options to invest my 401k money in. Who do I ask?

**A:** There are a few options for getting some help on investing your money. One is to request a booklet from HR that contains all the detailed information about each investment option. By reading through this booklet, you can get a better understanding of the performance of the fund choices and what might be best for you.

While this can be overwhelming to understand, another option is to call Redi's 401k agent Scott Dickerson. While Scott can't tell you the exact fund choice to invest in, he can give you some guidance on understanding the various choices and then helping you relate those to your personal situation and risk preferences. He can be reached at 307-780-6764.

**Q:** I am getting closer to retirement age now, and I am nervous about losing all of my 401k savings. What should I do with my money to help it be safer from the drops in the market?

**A:** Please consult with Redi's 401k agent Scott Dickerson to get guidance on a strategy that makes sense for you based off of your age, risk preferences, and retirement goals. He can be reached at 307-780-6764.

**Q:** How do 401k loans work? How do I take a loan for myself?

**A:** In order to take a loan on a 401k, you must have at least \$2000 in your account. There is a minimum loan amount of \$1000, and you can't take more than half of what is in your account. Once a loan is taken, a weekly payment will be taken out of your paycheck to pay the loan back. You decide what the maturity date of the loan will be, but it can't exceed 5 years from the date you take the loan out. There is an interest rate associated with the loan that can vary but doesn't change often. It is currently in the 4% area. You can only have one loan at a time.

In order to take a loan out on your 401k, you must complete the loan documents (found by clicking on the HR forms link) and return to Redi's HR department. By selecting the direct deposit option, you will see your loaned funds within 2-3 business days.

Note: There is a \$100 loan set up fee that is withdrawn from your 401k account upon the completion of the loan.

**Q:** What are these 401k related documents that I receive off and on throughout the year from Redi Services?

**A:** Each year, Redi is required to send various notifications and information related to the plan that they administer to all eligible employees. They also are required to send certain documents to terminated employees with balances. Most of the time, the documents you receive are only informational and no action is required. If any action is required, it should be made clear of what you need to do. If ever in doubt, feel free to contact HR at 307-787-6333.