



# Requesting a Distribution from your BENCOR Account

## Special Pay Plan (Sick and Annual)

When you are eligible for a distribution (withdrawal), you may request your entire account balance, or only a portion of your balance. No forms are required to withdraw your funds. The distribution process is entirely online and accessed through the BENCOR website.

### How to Begin the Distribution Process



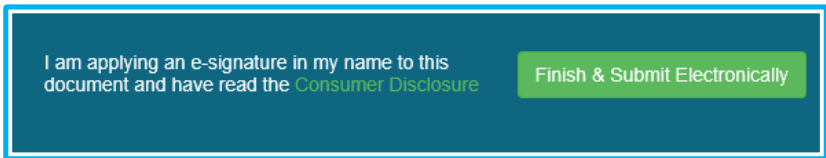
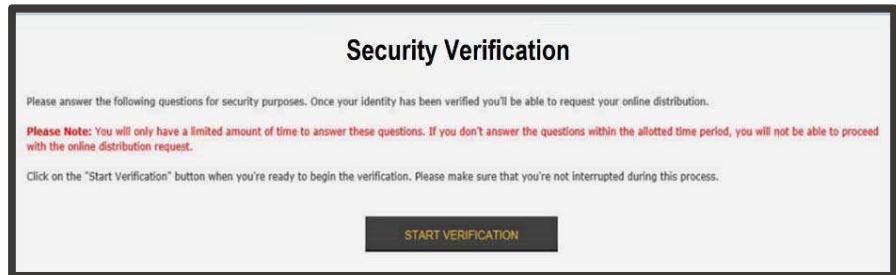
- 1) Go to <https://bencorplans.com>. Click on Participant Login, select your State, County and Employer, click on Log In and log in to your account. *(For first time users, click on the "+ New User" link to change the log in window to allow you to "Request User ID and Password". Follow the prompts to answer security questions and set up your user account.)*
- 2) After login, click on **Request a Distribution** in the Transactions menu near the top of the page.
- 3) When the page loads, click on the **"here"** link to request a distribution. Follow the prompts to enter your information, e-sign and submit. That's it!

### What to Expect



#### Safe Online Authentication with LexisNexis® InstantID®

The security of your private information and your retirement account are important. You will be asked to correctly answer security questions to ensure that only you have access to your account.



No Hassle Online Signature and Submission



#### Automatic Distribution Status Updates

You can elect to receive text and/or email updates letting you know when your distribution has been approved by your Plan Sponsor and when it has passed the final review.

Your distribution request was approved by your plan sponsor and has been sent for final review. We will notify you again when the review process is complete and your distribution has been processed.

Your distribution request has been approved. Trades will typically be sent in 1-2 business days. If all trades settle in a normal manner, your distribution proceeds will typically be issued within 3-5 business days of approval.

Thank you.  
Client Services