



MetLife & GreatGASB Group Hardship Process for 403(b) Plan

The following will provide the employee with an outline of the procedures when an employee would like to take a hardship withdrawal from their existing 403(b) Plan.

GreatGASB Group will provide the employer with a supply of Request for a Hardship forms. These forms are to be completed by the employee, and submitted to GreatGASB Group along with the actual hardship request form from the Investment Provider.

GreatGASB Group will review the documentation submitted, complete their due diligence on behalf of the employer and if approved, forward the hardship withdrawal request to the appropriate Investment Provider. Notification will be sent to the employer to stop payroll deduction on the next available payroll. It will be the responsibility of the employee to resume deductions after the 6 month waiting period has expired.

If the hardship withdrawal is denied, GreatGASB Group will return the hardship request with a letter of explanation. The employer will be notified that the request was denied.

Acceptable forms of submission:

Mail or Federal Express to GreatGASB Group at 2145 Ford Parkway, Suite 300, St. Paul, MN 55116

1. Fax to GreatGASB, Group at 651-695-2651
2. Email with documents attached to ggg@somi.com

Questions please call:

Retirement Plan Team: 1-888-695-2650 or 651-695-2650

Email questions to: ggg@somi.com
