

ONLINE DISTRIBUTIONS



DISTRIBUTION CENTER

You are allowed to make withdrawals from your account under certain circumstances. The fees indicated will be deducted from your account to process each distribution you request. An outstanding loan balance may lower the amount of your requested distribution.

To begin the online distribution process:

- Go to alerusrb.com and log in to your participant account. If you need help logging in, contact the Alerus Client Service Center at 800.433.1685. Note: To reach your retirement account from the MY ALERUS dashboard, select your plan under Accounts and click any of the Quick Links.
- Select Distribution Center from the side menu.
- Select your distribution from the options available to you. Maximum and minimum distribution amounts are listed, additional information can be viewed by clicking the Learn More link for each option. You may only make one selection per transaction.
- Ensure that your mailing address is correct, click the Change Address link to make edits.
- Click Model It! If the Model It! button is inactive, you have not made all necessary selections.
- On the next page, indicate the type of withdrawal you want to make, Maximum Available or Specified Amount. If Specified Amount is selected, enter the amount you would like distributed. For some distribution options, you may be unable to select Specified Amount.
- If you would like to rollover all or a portion of your account, enter the percentage you would like rolled over in the Rollover section.
- Click Calculate. The Distribution Model will populate with estimates for both your payment and your taxable distribution amount.
- If you are ready to complete your transaction, click Request It!, you can make changes and re-model the distribution or click the Back button to return to the previous page.

Distributions Available to You

You are allowed to make withdrawals from your account under certain circumstances. The fee indicated will be deducted from your account to process each distribution you request. An outstanding loan balance may lower the amount of your requested distribution.

Select from the distribution options below:

Distribution	Documentation Required	Minimum Amount	Maximum Amount	Information
<input checked="" type="checkbox"/> TERMINATED FULL DISTRIBUTION NO ROTH	No	\$0	\$10,743.09	Learn More
<input checked="" type="checkbox"/> TERMINATED FULL DISTRIBUTION ROTH	No	\$0	\$1,000.00	Learn More

Address Verification [Change Address](#)

All checks, confirms and tax forms will be issued to the following address. If this address is not current, please update your address prior to requesting a distribution by clicking change address link.

Demo, Distribution
123
Test, MN 55555

[Model It!](#)

If you have additional questions, please contact your human resources representative or contact the Alerus Client Service Center at 800.433.1685.

This information is provided for informational and discussion purposes only.

Investment products (1) are not FDIC insured, (2) are not deposits or other obligations of a bank or guaranteed by a bank, and (3) involve investment risk, including possible loss of principal amount invested.