

One-Time Distributions
(DROP, Lump Sum, Refunds, Cash Balance Account)

All non-rollover one-time distributions (DROP partial or lump sum payments, Early Lump Sum Benefit payments, Refunds, Cash Balance Account distributions) will be mailed from HMEPS' retiree payroll provider, State Street Retiree Services, to participants' address of record.

If a participant instead wants to pick up his or her check in the HMEPS office, the participant must notify HMEPS in writing ("Check Pickup Request" Form) by the 15th day of the month so that HMEPS can have State Street send the check to HMEPS. The check will be available at the HMEPS office on the 3rd of the following month (or the next business day after the 3rd if the 3rd is a Saturday, Sunday or Holiday). For 2020, a participant who has timely notified HMEPS can pick up his or her check at the HMEPS office as follows:

<u>Check Date</u>	<u>Available for Pickup</u>
• January 2020	February 3, 2020
• February 2020	March 3, 2020
• March 2020	April 3, 2020
• April 2020	May 4, 2020 (May 3 is a Sunday)
• May 2020	June 3, 2020
• June 2020	July 6, 2020 (July 3 is a Holiday)
• July 2020	August 3, 2020
• August 2020	September 3, 2020
• September 2020	October 5, 2020 (Oct. 3 is a Saturday)
• October 2020	November 3, 2020
• November 2020	December 3, 2020
• December 2020	January 4, 2021 (Jan. 3 is a Sunday)