** Keep this for your records **

**Walmart 401(k) Plan**

**Hardship Request Withdrawal Guide**

This packet will help you through the process of making a hardship withdrawal from the 401(k) Plan. Because the IRS makes the guidelines for hardship withdrawals, please read this material carefully to help ensure your hardship withdrawal request is handled properly.

**How to qualify for a hardship distribution**

There are two steps to determining if you qualify for a hardship withdrawal from the Walmart 401(k) Plan (the "Plan").

First, you must have an immediate and heavy financial need in one of these categories:

- Burial or funeral expenses.
- Eviction/foreclosure.
- Home repair expenses.
- Medical expenses.
- Purchase home/land.
- Tuition expenses.

Second, you must have received all currently available distributions (other than hardship distributions) and all available nontaxable loans from this Plan and all other plans maintained by Walmart or an affiliate. This means that if you are eligible for an age 59 ½ in-service distribution from your account, you must request an age 59 ½ in-service distribution rather than a hardship withdrawal. If you request a hardship withdrawal while you are eligible for an age 59 ½ in-service distribution, your hardship withdrawal request will be denied. If your hardship withdrawal request is denied, you will be required to make a new request for an age 59 ½ in-service distribution if you wish to access your account, which may delay your distribution.

**Hardship withdrawals and your payroll contributions**

If your hardship withdrawal request is approved, the IRS imposes restrictions on certain benefits. Specifically, for six months following your hardship withdrawal, the following restrictions apply:

- You may not make contributions to the 401(k) Plan, any other qualified retirement plan or non-qualified retirement plan (like the Deferred Compensation Matching Plan).
- You may not make contributions to the Associate Stock Purchase Plan or any similar plan.
- You may not exercise stock options available to you through the Walmart Stock Incentive Plan or any similar plan.

Also, if you request a hardship withdrawal within five days of the record date of a dividend on the Walmart stock in your Plan account and you have the right to elect a cash distribution of the dividend, tax laws require that the dividend be paid automatically to you in cash.

Once the suspension period related to hardship withdrawal is over, you can enroll again in the 401(k) Plan or the Associate Stock Purchase Plan with an online benefits enrollment session on walmartbenefits.com or the WIRE.

**Amount available for withdrawal**

You may request a hardship withdrawal for the contributions to the Plan that are:

- Payroll contributions (including catch-up contributions) minus any earnings.
- Rollovers to the Plan (not including any prior rollovers from the former Walmart Profit Sharing Plan) including earnings from the rollover.
To find out how much you have available for a hardship withdrawal, access your account at www.benefits.ml.com or call the Merrill Lynch Customer Service Center at (888) 968-4015.

**Receiving a hardship withdrawal distribution**
A check for the hardship withdrawal distribution amount will be made payable to you and will be sent only to the address that Merrill Lynch has on file for you. If your address is not correct at Merrill Lynch, please have your Personnel Manager update your address in the payroll system.

**Using your hardship distribution**
These distributions are not eligible to roll over to an IRA or another employer’s eligible retirement plan.

**Income tax withholding**
You should discuss the tax implications of a hardship distribution with your tax advisor.

Your hardship withdrawal distribution will be subject to income tax in the year the check is dated. Unless you choose otherwise, your hardship distribution will automatically include federal tax withholding of 10 percent.

If you elect not to have withholding apply, or if you do not have enough federal income tax withheld from your distribution, you may be responsible for payment of estimated tax. You may also be subject to tax penalties if your payments of estimated tax and withholding are not adequate.

The hardship withdrawal amount you choose in Section 2 of the Hardship Withdrawal Request is the amount to be distributed to you AFTER taxes are withheld. Any income tax withholding you chose will be added to the Section 2 amount.

If you elect withholding in Section 4 of the Hardship Withdrawal Request Form, the amount you indicate in Section 2 (assuming this amount is available to you and is supported by the documentation you provide), plus an amount equal to your elected tax withholding, will be distributed to you.
BURIAL OR FUNERAL EXPENSES

**Hardship details:** Payments for burial or funeral expenses for a deceased parent, spouse (including a same-sex spouse), child, dependent (as defined in Section 152 of the Internal Revenue Code, without regard to Section 152(d)(1)(B)) or affirmatively designated primary beneficiary. (For more information regarding affirmatively designated primary beneficiaries, see the "Question and Answer" section below.)

**Required documentation:**
- A copy of the death certificate for your spouse, child, parent, dependent or beneficiary.
- A receipt from the funeral home, crematorium or cemetery.
- If the request is for a dependent who is not your child, proof of dependency (such as a recent copy of your federal tax return showing the individual as your tax dependent).
- If the request is for a child, and the death certificate does not specify your name as the surviving parent, proof of relationship (such as a copy of your child’s birth certificate).
- If the request is for a parent, proof of relationship (such as a copy of your birth certificate).
- If the request is for your spouse and the death certificate does not specify your name as the surviving spouse, proof of marriage (such as a copy of your marriage certificate).
- If the request is for a beneficiary, a copy of your 401(k) Plan beneficiary election form or electronic confirmation reflecting the name of your designated primary beneficiary. This can be obtained from the WIRE or WalmartOne.com.

**Question and Answer**

**Q.** My mother-in-law, step parent, step child, grandparent or grandchild passed away. Can I take a hardship to pay for his/her funeral?

**A.** No. This request must be for your parents (mother, father), spouse, children or dependents. For this purpose, a dependent is defined in Section 152 of the Internal Revenue Code (without regard to Section 152(d)(1)(B)). Generally, dependents are those individuals who can be claimed as a dependent on your federal income tax return. Note, however, that you could take a hardship to pay for the funeral of one of these individuals if you had designated him or her as your primary beneficiary.

**Q.** Can I take a hardship to buy an airplane ticket to go to a family member’s funeral?

**A.** No. Travel to a funeral does not qualify for hardship. Refer to the above section for the necessary paperwork you must provide.

**Q.** Can I take a hardship to pay for funeral expenses of my domestic partner or civil union partner?

**A.** No, unless he or she is your dependent (as defined above) or you have followed the Plan’s procedures to designate him or her as your primary beneficiary under the Plan.

**Q.** Who is my affirmatively designated primary beneficiary?

**A.** You may obtain a hardship to pay for funeral, medical and tuition expenses of an individual who is your affirmatively designated primary beneficiary. Your affirmatively designated primary beneficiary is the individual or individuals that you have selected as your primary beneficiary pursuant to the Plan’s procedures. (Beneficiary choices are made at WalmartOne.com or on the WIRE.) The individual must be designated as your primary beneficiary, not a contingent beneficiary, but does not have to be the only primary beneficiary. An individual who is your primary beneficiary under the default provisions of the Plan (that is, those provisions of the Plan that specify who will receive your death benefit in the event you have not designated a beneficiary) is not considered an affirmatively designated beneficiary for this purpose.
**EVICTION/FORECLOSURE**

**Hardship details:** Payments necessary to prevent eviction from your principal residence or foreclosure on the mortgage on your principal residence.

**Required documentation:**
If your hardship withdrawal request is to prevent eviction, please provide a copy of a current dated (within the last 30 days) and signed letter from the landlord indicating you are going to be evicted. The letter must include:

- The amount owed to prevent eviction.
- The month(s) for which the payment is owed.
- Your name and the eviction address.
- A due date in the future.
- The landlord's name, address, and phone number.
- A recent signed letter (dated within 30 days) either notarized or on the rental company's or apartment complex’s letterhead.

If your hardship withdrawal request is to prevent foreclosure, please provide a copy of a current dated (within the last 30 days) Notice of Intent to Foreclose from the mortgage company indicating that the foreclosure is preventable by payment of past due loan amounts. The letter must include:

- The amount owed to stop the foreclosure proceedings.
- A future date that payment must be received by to stop foreclosure proceedings.
- Your name and the address of the property being foreclosed upon.
- The month(s) for which the payment is owed.
- The mortgage company’s name, address, and phone number.
- The letter is to be on the mortgage company’s letterhead, or on the letterhead of a legal representative of the mortgage company.

**Please note:** Correspondence requesting payment (e.g., late notice or notice of default) without threatening foreclosure or eviction will not be sufficient. Also, the originator of the eviction/foreclosure notice may be contacted by a Merrill Lynch representative for additional information.

**Question and Answer**

Q: I’m being evicted from my house/apartment for non-financial reasons, and need money to find a new place to live. Am I eligible for a hardship?

A: No. Only an eviction for financial reasons qualifies as a hardship. Refer to the above section for the necessary paperwork you must provide.

Q: I have a letter from my landlord stating that it is a final notice, and if I don’t pay my back rent I will be sued for the rent and possession of the premises. Does this qualify as an eviction letter for me to take a hardship withdrawal?

A: Yes. The letter must be current (dated within 30 days) and state all of the specific details requested. Refer to the above section for the necessary paperwork you must provide.

Q: I have a letter from my mortgage company/landlord that is dated just over 30 days ago. It states that if I don’t bring my mortgage/rent payments up to date “immediately,” my mortgage will be foreclosed upon/I will be evicted. As of today, they have yet to foreclose on the mortgage/evict me. Can I request a hardship withdrawal?

A: No. Letters older than 30 days will not be accepted for hardship qualification. Refer to the above section for the necessary paperwork you must provide.
Q: I am being evicted due to non-payment of property taxes. Does this qualify for hardship?
A: Yes. We must receive a letter dated within the last 30 days from your County Tax Office that your residential property taxes are delinquent and that your property will be sold at auction of foreclosed upon if taxes are not paid. This notice must include the date of the sale, the past due amount that must be paid, a future cure date, and your name and property address. A threat of Tax Lien will not qualify. Property taxes that are in arrears or that are now due do not qualify for hardship withdrawal.

**HOME REPAIR EXPENSES OF DAMAGE TO PRINCIPAL RESIDENCE DUE TO DISASTER**

**Hardship details:** Expenses for the repair of damage to your principal residence that would qualify for a casualty deduction under Internal Revenue Code 165 (without regard to whether the loss exceeds 10 percent of adjusted gross income). Generally this includes damage due to fire, storm or other identifiable event of a sudden, unexpected and unusual nature (e.g., bursting water pipes, natural gas explosion, falling tree) that is not reimbursable by insurance, government assistance or any other source.

**Required documentation:**
- A copy of your insurance claim estimate that indicates the cause of damage.
- A written and signed contractor estimate of repair dated within 90 days that indicates the cause of the damage, the date the loss occurred and the address where the damage occurred and is being repaired.
- If you do not have home owners insurance a signed statement confirming you do not have insurance must also be provided.

Note: You will only be approved for the difference between the amount the insurance company will cover and the amount needed to repair your home. You must file an insurance claim before requesting a hardship withdrawal. Normal wear and tear, aging, insect or animal infestation, equipment malfunction or home improvement does not qualify for hardship withdrawal.

**Question and Answer**
Q. My primary residence was destroyed by a hurricane. Can I request a hardship withdrawal from my 401(k) account?
A. Yes. Refer to the above section for the necessary paperwork you must provide.

Q. My house was destroyed in a fire. Can I request a hardship withdrawal?
A. Yes. Refer to the above section for the necessary paperwork you must provide.

Q. My roof is old and needs to be replaced. Can I request a hardship withdrawal?
A. No. Damage caused by aging, normal wear and tear, or equipment malfunction does not qualify for hardship.

**MEDICAL EXPENSES**

**Hardship details:** Generally, expenses for medical care for you, your spouse (including a same-sex spouse), your dependents (as defined in Section 152 of the Internal Revenue Code, without regard to Sections 152(b)(1), (b)(2), and (d)(1)(B)), or, your affirmatively designated primary beneficiary. (For more information regarding affirmatively designated primary beneficiaries, see the "Question and Answer" section below.)
Required documentation:
If the claim has already been incurred and is covered in part by health insurance, provide one of the following:
- Explanation of Benefits (EOB) from your insurance provider, dated within the last six months, for medical expenses you still owe.
- EOB older than six months and a bill dated within the last 60 days that details the dollar amount you still owe. If your bill is dated more than 60 days, contact your medical provider directly to request an updated bill.
- A medical bill from the service provider or medical collection agency dated within the last 60 days that details an insurance payment and the amount you still owe. If your bill is dated more than 60 days, contact your medical provider directly to request an updated bill.

Also Required:
- If the request is for a dependent who is not your child, proof of dependency (such as a recent copy of your federal tax return showing the individual as your tax dependent).
- If the request is for your spouse and the EOB or Medical Coverage Summary sheet provided does not specify the name and spousal designation, proof of marriage (such as a copy of your marriage certificate).
- If the request is for your child and the EOB or Medical Coverage Summary sheet provided does not specify the name and covered dependent child designation, proof of relationship (such as a copy of your child’s birth certificate or a recent copy of your federal tax return showing the individual as your tax dependent).
- If the request is for a beneficiary, a copy of your 401(k) Plan beneficiary election form or electronic confirmation reflecting the name of your designated primary beneficiary. This can be obtained from the WIRE or WalmartOne.com.

PLEASE NOTE: Balance forward amounts or the remittance portion of the medical bill do not qualify as acceptable documentation.

If the claim has already been incurred and is not covered in ANY part by health insurance, provide a medical bill from the service provider or medical collection agency, dated within the last 60 days, showing the following information:
- The patient’s name.
- The service provider’s name and address.
- An itemized list of services provided with a breakdown of cost.
- The bill must state that insurance was not applicable and that the balance is still “due and owing,” or a signed statement from you or your insurance provider must be provided stating that there is no insurance policy that covers this claim.
- If the request is for a dependent who is not your child, proof of dependency (such as a recent copy of your federal tax return showing the individual as your tax dependent).
- If the request is for your spouse and the Medical Coverage Summary sheet provided does not specify the name and spousal designation, proof of marriage (such as a copy of your marriage certificate).
- If the request is for your child and the Medical Coverage Summary sheet provided does not specify the name and covered dependent child designation, proof of relationship (such as a copy of your child’s birth certificate or a recent copy of your federal tax return showing the individual as your tax dependent).
- If the request is for a beneficiary, a copy of your 401(k) Plan beneficiary election form or electronic confirmation reflecting the name of your designated primary beneficiary. This can be obtained from the WIRE or WalmartOne.com.

PLEASE NOTE: Balance forward amounts or the remittance portion of the medical bill do not qualify as acceptable documentation.

If the claim has not yet been incurred, but pre-payment is required, provide an invoice from the health care provider dated within the last 60 days stating the following:

This document is being provided by your employer, Wal-Mart Stores, Inc.
– The patient’s name
– The service provider’s name and address
– A list of service’s to be provided
– Pre-payment for the service is required.
– The amount owed, in advance of the procedure date.
– A predetermination of benefits from your insurance provider, or a signed statement from you or your insurance provider must be provided stating that there is no insurance policy that covers this claim.
– If the request is for a dependent who is not your child, proof of dependency (such as a recent copy of your federal tax return showing the individual as your tax dependent).
– If the request is for your spouse and the Medical Coverage Summary sheet provided does not specify the name and spousal designation, proof of marriage (such as a copy of your marriage certificate).
– If the request is for your child and the Medical Coverage Summary sheet provided does not specify the name and covered dependent child designation, proof of relationship (such as a copy of your child’s birth certificate or a recent copy of your federal tax return showing the individual as your tax dependent).
– If the request is for a beneficiary, a copy of your 401(k) Plan beneficiary election form or electronic confirmation reflecting the name of your designated primary beneficiary. This can be obtained from the WIRE or WalmartOne.com.

Question and Answer

Q: I have so many medical bills that several collection agencies are now involved in the collection process. Can I send in the collection agency notices to qualify for a hardship?
A: Yes. Collection agency notices are accepted as long as they are dated within the last 60 days and state the name of the doctor or hospital to which the money is owed, date of service and total amount due. Refer to the above section for the necessary paperwork you must provide.

Q: I had several medical procedures done last year. I don’t have the original detailed bills, but I do have a bill from the primary care provider stating the total “balance forward” and/or current amount outstanding. Is that enough documentation to qualify for a hardship?
A: No. You need to submit an EOB and a current (within 60 days) dated itemized list of services provided, with a breakdown of cost and any insurance payments made. Refer to the above section for the necessary paperwork you must provide.

Q: Is a personalized letter/note from my physician stating that I still owe money enough proof to qualify for a hardship?
A: No. You need to submit an EOB and a current (within 60 days) dated itemized list of services provided, with a breakdown of cost and any insurance payments made. Refer to the above section for the necessary paperwork you must provide.

Q: I am on a leave of absence and cannot pay my insurance premiums. Can I apply for a hardship to cover this expense?
A: Yes. Insurance premiums are covered under the definition of “medical expenses” in Section 213(d) of the Internal Revenue Code. You will need to provide a Leave of Absence Letter that can be obtained from the Walmart Enrollment and Benefits Department that shows your bi-weekly insurance premium amount owed and the effective payroll dates. Only expense incurred will be approved. If your leave of absence continues, you will need to resubmit a new request for hardship withdrawal each month.

Q: I have not incurred a claim yet, but prepayment is required. Can I apply for a hardship before I receive the bills?
A: Yes. In order to qualify, you must provide an invoice from your health provider that states prepayment is required, the future date of service and the amount owed in advance. Refer to the above section for the necessary paperwork you must provide.
Q. Can I take a hardship to pay for medical expenses of my domestic partner or civil union partner?  
A. No, unless he or she is your dependent (as defined above,) or you have followed the Plan’s procedures to designate him or her as your primary beneficiary under the Plan.

Q. Who is my affirmatively designated primary beneficiary?  
A. You may obtain a hardship to pay for funeral, medical and tuition expenses of an individual who is your affirmatively designated primary beneficiary. Your affirmatively designated primary beneficiary is the individual or individuals that you have selected as your primary beneficiary pursuant to the Plan’s procedures. (Beneficiary choices are made at WalmartOne.com or on the WIRE.) The individual must be designated as your primary beneficiary, not a contingent beneficiary, but does not have to be the only primary beneficiary. An individual who is your primary beneficiary under the default provisions of the Plan (that is, those provisions of the Plan that specify who will receive your death benefit in the event you have not designated a beneficiary) is not considered an affirmatively designated beneficiary for this purpose.

PURCHASE HOME/LAND

**Hardship details:** Costs directly related to the purchase (not mortgage payments) of your principal residence. A principal residence includes a mobile home (on blocks), but not a vacation home, second home, trailers, fifth-wheelers, motor homes, RVs or the construction of out-buildings such as garages and barns. Lease to purchase contracts do not qualify.

**Required documentation:**
If you are purchasing a new or existing home, provide a purchase agreement with the name and address of the buyers, the address of the property being purchased, the purchase price of the property, the future dated closing date for the purchase, and the buyers and sellers signature.

- A HUD contract must include the HUD Acceptance Confirmation Number and the HUD Authorized Signature verifying that you have been awarded the bid and the sale has been approved.
- If this is a Short Sale transaction, you will also need to provide the bank approval letter showing that they have accepted the short sale offer.
- Bank-owned, Fannie Mae or Freddie Mac contracts require the Asset Managers signature, the Attorney-in-Fact signature, or the Fannie Mae Representatives signature on the Purchase Agreement confirming they have accepted the buyers offer.

If you are constructing a home or having a home constructed, provide:

- A copy of a signed purchase agreement for the purchase of land, or a notarized deed to land in your name.
- A copy of a signed construction contract, or a statement signed by you that you have an immediate intention to build your principal residence.

Private Sale contracts, Non-Standardized purchase agreements, For Sale by Owner contracts, Manufactured Home contracts, or any other type of hand-written contracts between two parties (buyer and seller) must be signed, dated and both signatures notarized. This includes any purchase agreement that does not include a real estate agent’s name and/or company name.

**Question and Answer**
Q: I own a mobile home, but not the land it currently rests on. I want to buy some land to permanently place my mobile home on. Does that constitute a hardship?  
A: Yes. Refer to the above section for the necessary paperwork you must provide.
Q: I am building my own home that I will eventually live in, but I’m purchasing construction items as I complete each project. I would like to obtain money to help me pay for construction materials. Does this constitute a hardship?
A: Yes. Refer to the above section for the necessary paperwork you must provide.

Q: Can I send in my good faith mortgage estimate as proof that I’m purchasing a home to receive a hardship from my 401(k) account?
A: No. You need to submit a signed and dated purchase agreement showing both the buyer’s and seller’s signatures with reference to a future closing date as well as the purchase price of the dwelling. Refer to the above section for the necessary paperwork you must provide.

Q: I am currently leasing with an option to purchase, and need a down payment. Does this constitute a hardship?
A: No. However, at the time of the actual purchase, you may request a hardship withdrawal for closing costs. Refer to the above section for the necessary paperwork you must provide.

Q: I am purchasing a home directly from the owner. What documentation do I need to submit?
A: You need to submit a signed and dated purchase agreement showing both the buyer’s and seller’s notarized signatures with reference to a future closing date as well as the purchase price of the dwelling. Refer to the above section for the necessary paperwork you must provide.

Q: I am purchasing a time share. Does this constitute a hardship?
A: No. Only the purchase of a primary residence is eligible for hardship withdrawal.

TUITION EXPENSES

Hardship details: The payment of tuition, related educational fees, and room and board expenses, for up to the next 12 months of post-secondary education for you, your spouse (including a same-sex-spouse), children, dependents (as defined in Section 152 of the Internal Revenue Code, without regard to Sections 152(b)(1), (b)(2), and (d)(1)(B)),or your affirmatively designated primary beneficiary. (For more information regarding affirmatively designated primary beneficiaries, see the "Question and Answer" section below.) Post-secondary education includes college, masters or other graduate degree courses, or trade schools or vocational education that intended to enhance job skills.

This hardship is for current or future semesters only. Payment of prior semesters (such as outstanding balances or student loan payments) is not included (even if required for a new enrollment).

Required documentation:
- A bill from the institution with the student’s name and the amounts of the exact expenses for which the student has registered. The expense must be for tuition, room and board, books, and/or fees for up to the next 12 months of post-secondary education. Trade schools or online Universities bills must reflect the start and end date of the classes.
- A letter from the institution with the student’s name and the amounts of the exact expenses for which the student has registered. The expense must be for tuition, room and board, books, and/or fees for up to the next 12 months of post-secondary education. Trade schools or online Universities bills must reflect the start and end date of the classes.
- If the request is for a dependent who is not your child, proof of dependency (such as a recent copy of your federal tax return showing the individual as your tax dependent).
- If the request is for your spouse proof of marriage (such as a copy of your marriage certificate).
– If the request is your child, proof of relationship (such as a copy of your child’s birth certificate or a recent copy of your federal tax return showing the individual as your tax dependent).
– If the request is for a beneficiary, a copy of your 401(k) Plan beneficiary election form or electronic confirmation reflecting the name of your designated primary beneficiary. This can be obtained from the WIRE or WalmartOne.com.
– Any financial aid, grants, scholarships, and awards must be included with or provided with the bill or letter received from the institution.

**Question and Answer**

Q: I just finished taking a semester of classes at the local college. I still owe some money for that semester. Can I withdraw money from my 401(k) account to pay off that debt?  
A: No. Tuition must be to pay for a current or future semester, up to the next 12 months of post-secondary education. Refer to the above section for the necessary paperwork you must provide.

Q: I’m going to be enrolling in some classes in the future. Is it possible to withdraw money from my 401(k) account to pay for my tuition before I actually enroll in the classes?  
A: No. A formal bill from the educational institution is required. Refer to the above section for the necessary paperwork you must provide.

Q: A few years ago I took some classes at the local college. I want to enroll again, but the college will not allow me to enroll again until I repay my past tuition bills. Can I use my 401(k) account to pay my previous debt to the college?  
A: No. Tuition must be to pay for a current or future semester, up to the next 12 months of post-secondary education. Refer to the above section for the necessary paperwork you must provide.

Q: I’m currently enrolled in a semester that has already started. Can I withdraw money from my 401(k) account to pay my tuition even though classes have already begun?  
A: Yes. As long as the semester has not yet ended, you can apply for a hardship. Refer to the above section for the necessary paperwork you must provide.

Q: Can I take a hardship withdrawal to pay off a current student loan?  
A: No. This does not qualify as a hardship. Refer to the above section for the necessary paperwork you must provide.

Q: Can I take a hardship withdrawal for my stepchild’s tuition?  
A: Yes. If you can provide proof of dependency, this qualifies as a hardship. Refer to the above section for the necessary paperwork you must provide.

Q: Can I take a hardship withdrawal to purchase the books necessary for my classes?  
A: Yes. If you can provide a detailed statement or a letter from the institution in advance of the purchase listing the student’s name and the cost of the books, you can qualify for a hardship. You cannot be reimbursed for the advance purchase of your books. Refer to the above section for the necessary paperwork you must provide.

Q: Can I take a hardship to pay for tuition expenses of my domestic partner or civil union partner?  
A: No, unless he or she is your dependent (as defined above), or you have followed the Plan’s procedures to designate him or her as your primary beneficiary under the Plan.

Q: Who is my affirmatively designated primary beneficiary?  
A: You may obtain a hardship to pay for funeral, medical and tuition expenses of an individual who is your affirmatively designated primary beneficiary. Your affirmatively designated primary beneficiary is the individual or individuals that you have selected as your primary beneficiary pursuant to the Plan’s procedures. (Beneficiary choices are made at WalmartOne.com or on the WIRE.) The individual must be designated as your primary beneficiary, not a contingent beneficiary, but does not have to be the only primary beneficiary. An individual who is your primary beneficiary under the
default provisions of the Plan (that is, those provisions of the Plan that specify who will receive your death benefit in the event you have not designated a beneficiary) is not considered an affirmatively designated beneficiary for this purpose.

**General Questions and Answers**

Q: Can I take a withdrawal from my 401(k) account to pay back taxes I owe the IRS?
A: No. This does not qualify as a hardship.

Q: Currently none of the reasons for a hardship withdrawal apply to me, but my car is damaged beyond repair and I need money to get a new car. If I don’t have a car I will lose my job and eventually be evicted. Does this qualify as a hardship event?
A: No. Purchasing or repairing an automobile does not qualify as a hardship.

Q. I have a lot of credit card bills and a gas bill that I can’t afford to pay. Can I take money from my 401(k) account to pay these bills?
A. No. This does not qualify as a hardship.

Q. I have recently moved. Will Merrill Lynch update my address and process my hardship withdrawal request?
A. No. Address changes must be updated with Walmart directly before your request can be processed.
This packet contains important information and instructions on how to request a hardship withdrawal. Please read the material carefully before completing the Hardship Withdrawal Form.

**Prerequisites to Hardship Distribution**
You must have an immediate and heavy financial need. Additionally, you must have received all currently available distributions (other than hardship distributions), and all available nontaxable loans, from the Walmart 401(k) Plan (the “Plan”) and all other plans maintained by Walmart or an affiliate. Thus, if you are eligible for an age 59-1/2 in-service distribution from your account, you must request an age 59-1/2 in-service distribution rather than a hardship withdrawal. If you request a hardship withdrawal while you are eligible for an age 59-1/2 in-service distribution, your hardship withdrawal request will be denied.

**Participation in the 401(k) Plan**
If your request for a hardship withdrawal is approved, you may **not** contribute to any plans maintained by Walmart for six months after distribution of the withdrawal. This includes the 401(k) Plan and any stock option plan, stock purchase plan or nonqualified deferred compensation plan. Your 401(k) contributions will be **suspended** as soon as administratively possible, usually within one to two paychecks. **To start your contributions to the 401(k) Plan again after the suspension period, you must re-enroll in the 401(k) Plan.**

**Amount Available**
The Plan allows hardship withdrawals from the following amounts: (1) your actual salary deferral contributions (including catch-up contributions), excluding any earnings on such contributions; and (2) your rollovers to the Plan (other than prior rollovers to the former Wal-Mart Profit Sharing Plan), including earnings on such rollovers.

**Procedure for Requesting a Hardship Withdrawal**
1) **Read** this important reference material on hardship withdrawals.
2) **Fill out** the Hardship Withdrawal Request Form completely and properly.
3) **Attach** the supporting documents required. The application without the required documentation may delay the approval process.
4) **Make** a copy of the paperwork for your records.
5) **Mail** your request and the supporting documentation to:

   Merrill Lynch Global Wealth Management
   Retirement and Benefit Plan Services
   Walmart 401(k) Plan
   1400 Merrill Lynch Drive
   Mail Stop NJ2-140-03-50
   Pennington, NJ 08534 or fax to 609-964-4197

6) **Review** of your hardship application will occur within 10 business days of receipt by Merrill Lynch.
7) **If Approved** your account will be assessed a $15 Distribution Fee and your check will be mailed to you within 14 business days from the receipt of the application. Your check can only be mailed to the address listed on Merrill Lynch’s record keeping system.
8) **If Denied**, you will receive notification via mail explaining the reason(s) why your request was denied.

Merrill Lynch Wealth Management makes available products and services offered by Merrill Lynch, Pierce, Fenner & Smith Incorporated (MLPF&S) and other subsidiaries of Bank of America Corporation. MLPF&S is a registered broker-dealer, Member SIPC and a wholly owned subsidiary of Bank of America Corporation.

**Investment Products:**

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Walmart 401(k) Plan # 609450

Hardship Withdrawal Request Form

Please make a copy of this form for your records, and return the original to:
Merrill Lynch Global Wealth Management, Retirement and Benefit Plan Services; Walmart 401(k) Plan;
1400 Merrill Lynch Drive, MS NJ2-140-03-50; Pennington, NJ 08534 or fax to 609-964-4197

1. Participant Identification

PLEASE CHECK HERE IF THIS IS:  □ NEW ADDRESS  □ NAME CHANGE

IMPORTANT: IF YOU CHECKED EITHER BOX ABOVE, YOU NEED TO MAKE SURE THAT YOUR NEW INFORMATION IS ALREADY ON FILE AT MERRILL LYNCH. IF IT IS NOT, YOUR PERSONNEL MANAGER WILL HAVE TO UPDATE YOUR ADDRESS ON THE PAYROLL SYSTEM WHICH MAY TAKE UP TO TWO WEEKS TO UPDATE. OTHERWISE YOU WILL EXPERIENCE DELAYS IN PROCESSING YOUR REQUEST.

Name: ____________________________________________________________________________________________________________

Social Security Number: ___-___-________

Mailing Address: ________________________________________________________________________________________________

City __________________________ State __________ Zip ____________________________

E Mail Address: ________________________________________________________________________________________________

2. Hardship Withdrawal Amount

The amount I would like my check to be (AFTER taxes are withheld) is $__________________________. If the amount you request is greater than the maximum available to you, we will process your hardship for the maximum available minus your tax withholding election. If you do not enter an amount, your check will be equal to the amount you qualify for. Please Note: See section 4 below for withholding options.

OVERNIGHT DELIVERY – Please note: Checks cannot be sent overnight to a P.O. Box.

☐ Check box to have your hardship payout delivered to you overnight. The cost of this service is $25.00. The $25.00 fee will be taken from the net amount of your hardship check. The check will be overnighted after the funds have settled (typically after 2-4 business days).

3. Reason for Hardship Withdrawal

Check the appropriate box and supply the required supporting documents explained in Hardship Request Withdrawal Guide:

☐ Burial or Funeral Expenses. Payment of expenses for my deceased parent, spouse (including a same-sex spouse), child, dependent, or primary beneficiary.

☐ Eviction/Foreclosure. Payments necessary to prevent eviction from or foreclosure on my primary home.

☐ Home Repair Expenses. Expenses attributable to damage caused by fire, storm or other destruction of a sudden, unexpected and unusual nature.

☐ Medical Expenses. Payment of medical expenses not otherwise covered by insurance, which are incurred by me, my spouse (including same-sex spouse), my dependents, or my primary beneficiaries.

☐ Purchase Home/Land. Costs directly related to the purchase of my primary home (excluding mortgage payments).

☐ Tuition Expenses. Payment of post-secondary education, related educational fees and room and board expenses for the next 12 months for me, my spouse (including same-sex spouse), my dependents, or my primary beneficiaries.

4. Income Tax Withholding

A withdrawal is subject to income tax in the year the check is dated and may be subject to Federal and state penalties. The special tax notice regarding plan payments you have received with this form and with your participant statement contains detailed information on Federal taxes and penalties. We recommend that you consult a tax advisor before completing this application.

1. Federal taxes. Check one box below.

☐ Do not withhold taxes, or

☐ Withhold ______%  Please Note: If you do not select a tax withholding %, we will withhold 10%, and if you elect a rate greater than 40%, we will only withhold 40%.

☐ State Taxes. Depending on the state in which you reside, state taxes may be withheld automatically.

5. Participant Signature (By signing below, you acknowledge and agree as follows):

☐ You have obtained all distributions and nontaxable loans currently available to you under the Plan, or any other qualified retirement plan or non-qualified deferred compensation plan maintained by Wal-Mart Stores, Inc. or an entity controlled by Wal-Mart Stores, Inc.

☐ I certify that within the last 90 days I have received and read the Special Tax Notice regarding plan payments explaining the tax consequences of my withdrawal options. I am aware that the IRS recommends that I take 30 days to consider my withdrawal options. I further understand that by signing and returning this distribution application, I am waiving my right to the 30-day waiting period.

☐ By signing this document I am taking responsibility for the accuracy and truthfulness of all that is stated in it as well as the validity of all and any supporting documentation provided. You will be contacted by mail or e-mail if your hardship is denied or if your documentation is incomplete. If you have questions, please call a Merrill Lynch customer service representative at 1-888-968-4015.

Participant’s Signature __________________________________________________________________________ Date ____________