Requesting a Distribution from your Retirement Plan Account

You may request a distribution (withdrawal) of your account balance 30 days after your employment has ended, or if applicable, after final compensation and contribution deposits have been made to your Plan account - or as an active Employee if your Plan allows in-service distribution options applicable to you. No forms are required to withdraw your funds. The distribution process is entirely online and accessed through The Retirement Plan Company website.

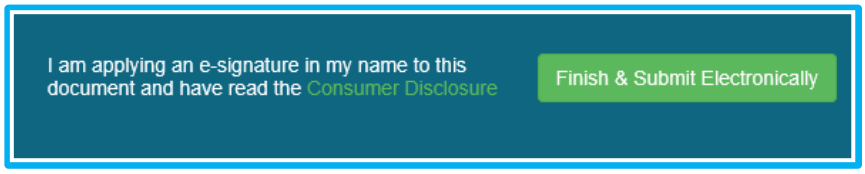
How to Begin the Distribution Process

1) Go to www.trpc401k.com. Enter User ID and Password, choose Participant, then 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®

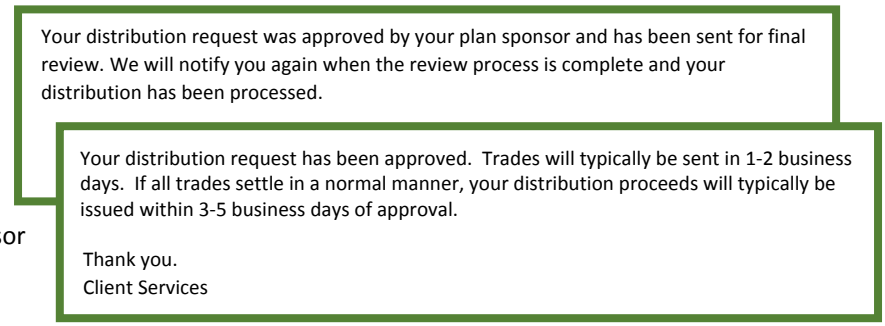
The security of your private information and your retirement account are important. You will be asked to correctly answer security questions to ensure that only you have access to your account.



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.



If additional assistance is required, please reach out to The Retirement Plan Company, Client Services: 800-529-4249