

Requesting Distribution from 403b Plan

If you are completing paperwork to receive a distribution from your 403b and you need a 403b plan administrator signature, please forward the paperwork to the HCDE payroll Department. The paperwork may be faxed to 423-498-6675 or sent interoffice mail (pony).

The payroll department will forward the paperwork with the additional information required to Penserv for processing.

Paperwork can also be mailed to:

HCDE Payroll Department
3074 Hickory Valley Road
Chattanooga, TN 37421