



April 2005

«FIRST» «LAST»  
«ADD1»  
«ADD2»  
«CITY» «ST» «ZIP»

**\*\*\* IMMEDIATE ATTENTION REQUIRED \*\*\***

**Re: Your existing loan under the Animation Guild 401(k) Plan**

As of June 1, 2005, the responsibility for the accounting records of your outstanding loan balance will be switching to MassMutual. No loan payments will be accepted at Principal Financial Group after the start of the "blackout" period beginning May 16. **To avoid complications during the "blackout" period, we suggest that you send advance payments that will cover May thru June** to your Principal Financial Group account using the current coupons. This will help avoid confusion, and insure that no payments are missed or arrive late.

To help in the loan repayment process, MassMutual encourages you to use the Debit ACH (Automated Clearing House) process. In this process, MassMutual will debit your chosen bank account with the loan payment on a monthly basis. If your current payment frequency is different, the repayment amount will be recalculated to a monthly repayment frequency. Via this automated process, your loan will always be kept in good standing provided there are sufficient funds in the account to cover the loan payment. Please complete the attached form and mail it to MassMutual in the enclosed envelope. If you elect not to use the Debit ACH process, MassMutual will provide you with Transmittal Forms after June 1, 2005.

Please note that all new loans taken after the June 1, 2005 transition to MassMutual will be required to use the Debit ACH process for payments. We strongly encourage you to utilize this method for your existing loan as well. However, as an alternative for your existing loan, you may submit a bank check, money order or personal check for every payment along with the new Loan Payment Transmittal Form that will be provided by MassMutual after the transition is complete.

In order to keep your loan in good standing, please make sure that payments sent to Principal Financial Group will be received before the start of the "blackout." **Any payment received by Principal Financial Group after May 16 will be returned to you.** Any payments due to arrive after May 16 should be sent to MassMutual. Payments received by MassMutual during the "blackout" period will be held in a holding account and posted to your account at the soonest possible date (sometime after June 1). If you will be sending payments to MassMutual directly, please include the new MassMutual contract number (51878). Do not include Principal Financial Group coupons as the payments may be returned to you.

**All payments still remain due on the assigned due date.** If you do not make the necessary loan repayment on time, you will be sent a delinquent notice 60 days after the missed due date. If the delinquent payment remains unpaid for 90 days, **your loan will default and will be subject to immediate Federal income taxation and a ten percent excise tax (if applicable)** at the time the default occurred. Please note: The IRS does not allow any leeway on loan payments. **Do not wait! Payments MUST be received on time regardless of the "blackout" period.**

If you have any questions, please feel free to contact MassMutual at 1-877-474-5016 on Monday through Friday between 9 a.m. and 5 p.m. EST, or the Animation Guild office at 1-818-766-7151 on Monday through Friday between 8:30 a.m. and 5 p.m. PST. Please include your plan's MassMutual contract number (51878) as a reference.

Thank you! We look forward to serving your retirement needs.

MassMutual

4738 405  
C:04903-00