

National Financial Services LLC
82 Devonshire Street, Z2F
Boston, MA 02109

Date

Customer Name
Customer Address

Dear Customer Name

Thank you for choosing to offer the Premiere Select SIMPLE IRA Plan to your employees.

In order to start your Plan's 60-day enrollment period, you are required to distribute two documents to your eligible employees:

1. **A Notice to Eligible Employees.** We've enclosed a sample 60-day Notice you can use to notify employees that your company is establishing a new retirement plan.
2. **A Summary Description.** This document summarizes the key features of your company's new SIMPLE IRA Plan, and is effective for the remainder of 2009 as well as calendar year 2010. Please distribute photocopies of the enclosed Summary Description to all of your eligible employees.

For your convenience, we've also enclosed a sample Salary Reduction Agreement Form that your employees can use to elect the amount of their salary deferrals to the Plan. You can provide copies of the enclosed sample Notice to Eligible Employees and Salary Reduction Agreement Form to your eligible employees, or you can choose to create and provide copies of your own customized announcement and form. *Please retain completed forms for your records.*

You may distribute copies of the Summary Description, along with the Notice to Eligible Employees and Salary Reduction Agreement, either prior to or during your employee enrollment meeting. However, keep in mind that your Plan's 60-day enrollment period begins on the day you distribute the Notice to Eligible Employees and Summary Description.

Please note that the maximum employee elective deferral amount is \$11,500 for 2009¹. Also, if you have chosen the non-elective method of employer contributions, the maximum non-elective contribution an employee can receive is \$4,900 for 2009.

¹ Employees age 50 or older may be able to make an additional catch-up elective deferral contribution to their SIMPLE IRA. Employees should consult their Employer for more information about this additional catch-up contribution.

If you have any further questions, please contact your investment representative.

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